Printing at Carleton

Please be aware:

Printing systems at Carleton are subject to change. This page will be updated regularly, but if you see a red warning label over a page or topic, that information may be out of date. If you see that label, proceed with caution.

This page was last updated on 3/21/17.

<table>
<thead>
<tr>
<th>Printing at Carleton</th>
</tr>
</thead>
<tbody>
<tr>
<td>Printing at Carleton is very different from printing at home or even printing at another school. To successfully print at Carleton, you will need to be familiar with software or printing methods that you may have never interacted with. That's why this page exists! This page serves as a helpful guide to printing at Carleton, and can be useful to students, staff, faculty and guests. Please note that this page is meant to be used as a reference guide, and may not be able to answer very specific questions. For example if you were doing a Fine Arts project and needed to print out an image, this page would be helpful for answering the question, &quot;What file types can I print off while using WebPrint?&quot;, but it would not be helpful for answering the question &quot;What file resolution would be best to print this image in?&quot; or &quot;What file type should I print this image in?&quot;. But don't worry if you have these types of questions, because you have several resources to help you here. Don't know what resource to check? Don't stress yourself out. If you ask any resource for help, they should be able to point you to the right place.</td>
</tr>
</tbody>
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<table>
<thead>
<tr>
<th>Basic Printing Guides</th>
</tr>
</thead>
<tbody>
<tr>
<td>These guides will assist you with the basics of printing, as well as how to navigate Carleton specific printing systems.</td>
</tr>
<tr>
<td>• What is PaperCut?</td>
</tr>
<tr>
<td>• What is WebPrint?</td>
</tr>
<tr>
<td>• How do I Release Held Print Jobs?</td>
</tr>
<tr>
<td>• What is Scan &amp; Send, and How Do I Use It?</td>
</tr>
<tr>
<td>• How do I Photocopy?</td>
</tr>
<tr>
<td>• How do I Fax?</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Advanced Printing Guides</th>
</tr>
</thead>
<tbody>
<tr>
<td>These guides are for more specialized or complex cases, like printing on different paper types.</td>
</tr>
<tr>
<td>• How do I Print on Different Types of Paper?</td>
</tr>
<tr>
<td>• How do I Get Specialty Paper?</td>
</tr>
<tr>
<td>• How do Guests Print at Carleton?</td>
</tr>
<tr>
<td>• How do Student Workers Print?</td>
</tr>
<tr>
<td>• How do I Print via Mobile?</td>
</tr>
</tbody>
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<table>
<thead>
<tr>
<th>ITS Guides</th>
</tr>
</thead>
<tbody>
<tr>
<td>These guides are meant for ITS and library employees to help troubleshoot printing problems. Do not attempt to perform these fixes if you are not authorized to do so. Many of these fixes require ITS specific tools to work, and you may not be able to make them work. Also remember that tampering with printers is against Carleton Guidelines for both faculty and students. Remember if you break it, you buy it. That being said, if you are an authorized ITS worker, click here.</td>
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<table>
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<tr>
<th>Helpful Tools</th>
</tr>
</thead>
<tbody>
<tr>
<td>These are helpful articles that aren't full guides, but still have things that are useful to know.</td>
</tr>
<tr>
<td>• List of Lab Printers</td>
</tr>
<tr>
<td>• Library Printing FAQs</td>
</tr>
<tr>
<td>• Web Print vs Client Print</td>
</tr>
<tr>
<td>• Saving Paper on Readings</td>
</tr>
<tr>
<td>• Getting Help Printing</td>
</tr>
</tbody>
</table>

Other Resources

Click here to see all ITS resources on printing..
Found 20 search result(s) for print.

Page: Secure Print to a Canon IR-ADV C5550 (Mac) (ITS)
... When printing to a Canon iRADV C5550, it is possible to send a confidential, "secure print" job, to use the industry term. A secure print job is held at the device until you arrive to release it, entering the PIN number
Mar 23, 2018
Labels: print, c5550, keep, secure, kb-how-to-article ... 1 more labels.

Page: How to Secure Print On a Canon c5051 (ITS)
... HOW TO PERFORM A SECURED PRINT ON A CANON c5051 Video Tutorial Available by clicking the below Secure Print Lock Image. Secure Print Logo, Huribert.jpg https://s3.amazonaws.com/carletonreasonmedia/26/1150126c131b29c0f55/44/201471SecurePrintTutorialCanon5051CarletonHuribert9dab5d299df3.webm A Text Tutorial is available, below. FROM a Mac (Word ...
Oct 28, 2014
Labels: copier, print, printer, copy, secure ... 3 more labels.

Page: How to Print Single Sided (mac) (ITS)
... Go to FILE tab and click PRINT Look for bar that says "Copies & Pages" Scroll to “Finishing” Switch from twosided ...
Feb 25, 2018
Labels: 1-sided, how, 1, print, one-sided ... 5 more labels.

Page: How to Release Held Print Jobs (ITS)
... Math/CS (CMC), and Physics (Olin). Another article briefly describes how to print in public spaces. But there are actually three different ways the person who printed can release print jobs at any of these hold/release printers, and this article will describe all ...
Sep 27, 2016
Labels: papercut, releasestation, printing

Page: Email to Print (ITS)
... message is never delivered, it should bounce back to you in Email. What if this Email to Print process reports an error or just doesn't print? Then use one of the more direct printing techniques like WebPrint, or print directly from any college-owned computer
Jan 06, 2017

Page: Secure Print on Xerox Printers (ITS)
... send the job from your Windows computer: In your Windows application, choose to Print. Depending on the application, select a button named "Print Options" or "Preferences". Choose a Print Setup or Printer Properties button only if you don't see either of the others ...
Oct 12, 2017
Labels: windows, printing

Page: Why Print Management (ITS)
... academic year, the 16 public lab printers averaged as follows: 42,000 pages printed per day. 7.3 pages printed in the libe per minute that the libe was open. Approx 2,000 pages printed per student. During the last month of Fall ...
Sep 09, 2010
Labels: needwork, delete, printing

Page: OnBase - Virtual Print Driver (ITS)
... choose Print Select the printer called 'Hyland software virtual printer' The virtual print driver defaults to blackandwhite. If you'd like to change it to color, make sure and go ... OnBase Client OnBase Unity Client Overview The Virtual ...
Aug 24, 2017
Labels: onbase, document_retention, keep

Page: How do I print duplex (2 sided)? (ITS)
... changed for: this one print device for all computers for all jobs (a device default); for this print device for just one computer for all jobs (a computer default); or for this print device for this one job. In general, all the new devices on campus were set ...
Sep 01, 2009
Labels: faq, delete, mfps

Page: Secure Print on the Canon IR-ADV C5550 MFD (ITS)
... new Canon iRADV CC5550 multifunction printers, it is possible to send a "secured print" job, to use Canon's term. A secure print job is held at the device until you arrive to release it, entering the PIN number ...
Jun 20, 2017
Labels: keep, windows, printing

Page: How To Print on Different Sizes of Paper (ITS)
... CommandP If you are not using Chrome, skip this step! Chrome users: Navigate to the bottom of the print dialog window and click Print using system dialog or press ControlShiftP. You should now see a window ...
Mar 17, 2017
Labels: keep

Page: WebPrint vs Client Print (ITS)
... Feature Web Print Client Print File Types Allowed xlam, xls, xlsv, xltm, xltm, xltm ... 5 Unlimited Maximum File Size 100 MB Unlimited Can I print ...
Feb 24, 2017
Labels: unsure, rewrite

Page: Print Statements in Python and Java (Carlpedia)
... Python Java print "It's this simple!" System.out.println("It's almost that simple!"); print 'Hello, world.' public class Hello { public static void main(String ... 
Jan 30, 2014
Labels: General Style Guidelines for Print Media (ITS)
... conjunctions are lower case, primary words are uppercase for example: "general style guidelines for print media" will become, "General Style Guidelines for Print Media". Use sans serif type when characters must be smaller than ...
Nov 21, 2012
Labels: unsure
Page: **How much does it cost to print or copy? (ITS)**

... also charged for the cost of the paper in their office's printer and MFP. If you have a large **print** job, we recommend **Print** Services https://apps.carleton.edu/campus/printing/ in Leighton 128, which offers the best duplication prices on campus ...

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**Labels:** faq, keep, rewrite, mfps

**Page:** How do I choose different types or sizes of media to print on? (letterhead, envelopes, labels, etc.) (ITS)

... job comes out on whatever media happens to be in that tray at the time.) So, as an example, to **print** on letterhead: From a Windows XP computer: In your application, choose to **print**. Then, in the **Print** dialog, choose the printer, then click the Properties button next to the printer name. On the Paper ...

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**Labels:** unsure, faq, printing, rewrite, mfps

**Page:** How do I print with letterhead paper? (ITS)

Letterhead paper is just one type of media that can be used in MFPs and printers. See this FAQ on using different media. faq mfps

**Page:** Consolidate migrated to Confluence (4.0)

Sep 03, 2009

**Labels:** consolidate, faq, delete, printing, mfps

**Page:** **WebPrint** (ITS)

... etc.) on WebPrint and **print** to most printers on campus. http://go.carleton.edu/webprint http://go.carleton.edu/webprint How to Submit a **Print** Job Through WebPrint: WPSummary.png WPChooseWP.png WPPrinter.png WPOptions.png OR WebPrintChoices.png WPUpload.png WPWrongFiletype.png ...

**Page:** WebPrint allows you to track your

Nov 01, 2016

**Labels:** print, webprint, color, consolidate, papercut ... 4 more labels.

**Page:** List of Printers Used by Refreshing Labs, Classrooms, and Student Stations (ITS)

... WILL119 WILL310CC5550 WILL310 ECON Lab WILL310 ECON Lab favourite printers print printing printer prints color black white xerox copy scan scanning ink paper lab ...

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**Labels:** printers, webprint, color, xerox, scanning ... 17 more labels.

**Page:** **PaperCut Client** (ITS)

... expected so the user did not notice it. The second timeout happens only with submitted **print** jobs that are held, awaiting release at the MFD or a nearby **print** release station. In this situation, the **print** job will be cancelled after sitting in the queue for 1440 minutes, which is 24 ...

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**Labels:** software, papercut, windows, printing

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**Found 20 search result(s) for printing.**

**Page:** Fine Art Printing (ITS)

... installed, and thus does NOT render black and white photographs very well. A tutorial for **printing** with the 4880 "CAMS specific," but adaptable to all **printing** in the IdeaLab can be found here. https://wiki.carleton.edu/pages/viewpage.action?pageId=12232015 A tutorial for **printing** on the 9700 can be found here. A video of Tucker MacNeill

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**Labels:** printers, art, epson, 4880, 9700 ... 5 more labels.

**Page:** Black-and-White/Color Printing for Canon Printers (Mac) (ITS)

... name like "B/W Duplex" or "Color Simplex" (See "Duplex/Simplex **Printing** for Canon Printers" for steps on how to choose either duplex or simplex **printing**.) You may also want to use visual panels to communicate related information

Mar 23, 2018

**Labels:** color, white, keep, black, kb-how-to-article ... 4 more labels.

**Page:** OBSOLETE - Mac Printing Setup and Troubleshooting (ITS)

... seems to work until the GoPrint project addresses this issue) NOTE: This is similar to the IP **printing** for iP and will break, once IP **printing** is no longer allow Get the Name/IP from the Sysnet IP lookup page ...

Oct 16, 2015

**Labels:** faq, delete, printing

**Page:** Guest **Printing** at Carleton

... longer used or supported. History: How a Student Worker Group was Initially Defined for **Printing** When a department migrated to PaperCut-based **printing**, they had the opportunity to identify those of their student workers who need to be able to print ...

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**Labels:** keep

**Page:** **Printing** on the Epson 9700 (IdeaLab) (ITS)

... want it to be when it's printed and be set to 240 DPI **Printing** 3.png **Printing** 4.png. Now you have to convert to profile. This will turn your ... you may want to over compensate a little to make up for this in the levels settings.

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**Labels:** unsure

**Page:** **Printing** History in PaperCut (ITS)

... C5550i. With this change in each location, PaperCut will take over management of copying as well as **printing**. So this **printing** history will become **printing** and copying interface. Accessing your **Printing** History The normal interface with PaperCut is through the User Web page at https://print.ads.carleton.edu:9192/user https://print.ads.carleton.edu:9192/user ...

Aug 01, 2017

**Labels:** papercut, keep

**Page:** Duplex/Simplex **Printing** for Canon Printers (Mac) (ITS)

... bit different depending on what application you are trying to print from. If you are **printing** from a web browser (Google Chrome,
If you cannot find the question to your question after reviewing this guide, contact the ITS Helpdesk at x5999 or use one of the resources listed above.