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 This page will be updated regularly, but if you see a red warning label over a page or topic, that information may be out of date.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 3/25/19.

Printing at Carleton

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, “What file types can I print off while using WebPrint?”, but it would not be helpful for answering the question “What file resolution would be best to print this image in?” or “What file type should I print this image in?”. But don’t worry if you have these types of questions, because you have guidelines that you can follow 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.

Basic Printing Guides

These guides will assist you with the basics of printing, as well as how to navigate Carleton specific printing systems.

There are two ways to print using PaperCut, Carleton’s print management system: via the client software installed on public lab computers around campus, or via WebPrint through a web browser.

- Printing With PaperCut and Common Questions
- Printing with PaperCut WebPrint
  - This allows you to print from your personal computer.
- Releasing Print Jobs
- Scanning Documents
- Photocopying Documents
- How to Send and Receive Faxes

Advanced Printing Guides

These guides are for more specialized or complex cases, like printing on different paper types.

- How do I Print on Different Types of Paper?
- How do I Get Specialty Paper?
- Guest Printing at Carleton
- Printing for Student Workers
- Printing via Mobile

Color Printing:

Public color printers are available in the library, near the ITS helpdesk in the CMC, and in Weitz 020.

- Black-and-White/Color Printing for Canon Printers (Mac)

Single/Double-Sided Printing:

- Duplex/Simplex Printing for Canon Printers (Mac)
- Configure Duplex Printing for Xerox Printers (Mac)

Secure Print:

- Secure Print to a Canon iR-ADV C5550 (Mac)
- Secure Print on Xerox Printers

ITS Guides

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.
Helpful Tools

These are helpful articles that aren't full guides, but still have things that are useful to know.

- List of Lab Printers
- Library Printing FAQs
- Web Print vs Client Print
- Saving Paper on Readings
- Getting Help Printing

Other Resources

Click here to see all ITS resources on printing.

Found 20 search result(s) for print.

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, Hurlibert.jpg https://s3.amazonaws.com/carletonreasonmedia/26/1150126c131b29c0f55/large /201471SecurePrintTutorialCanonc5051CarletonHurlbert9dab5d299df3.webm A Text Tutorial is available, below. FROM a Mac (Word ...
Oct 28, 2014
Labels: copier, print, printer, copy, secure ... 3 more labels.

Page: Secure Print to a Canon iRADV 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 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, 2018
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 collegeowned 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: needswork, 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: 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 Pri
nt using system dialog or press ControlShiftP. You should now see a window ...
Mar 17, 2017
Labels: keep
Page: Secured Print on the Canon iR-ADV C5550 MFD (ITS)
... new Canon iRADV C5550 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: WebPrint vs Client Print (ITS)
... Feature Web Print Client Print File Types Allowed xlam, xls, xlsb, xslm, xlsx, xltm, xltb ... 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
Page: 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 ...
Sep 05, 2012
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 ...
Sep 03, 2009
Labels: unsure, faq, printing, rewrite, mfps
Page: Screenflow for Mac default print options (ITS)
Feb 12, 2019
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 printing delete consolidate Migrated to Confluence 4.0
Sep 03, 2009
Labels: consolidate, faq, delete, printing, mfps
Page: WebPrint (ITS)
... ect.) 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 ... 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 ...
Sep 07, 2018
Labels: printers, webprint, color, xerox, scanning ... 17 more labels.

Found 20 search result(s) for printing.
Page: Guest Printing (ITS)
... Guest Printing at Carleton Carleton College offers many accommodations for visiting guests, including printing ...
Mar 25, 2019
Labels: keep
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
Oct 07, 2013
Labels: printers, art, epson, 4880, 9700 ... 5 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 iPrint 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: 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.
How to Release Held Print Jobs (ITS)

... print job: from a client computer, from WebPrint, or any other supported printing method. The printing method and release technique are completely independent. Technique #1: At the MFD, Printer, or Print ...

Sep 27, 2018

Labels: papercut, releasestation, printing

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.