

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 This page will be updated regularly, but if you see a red warning label over a page or topic, that information may be out of date.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](#)

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](#).

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](#)

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

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, Hurlbert.jpg <https://s3.amazonaws.com/carletonreasonmedia/26/1150126c131b29c0f55/large/2014711SecurePrintTutorialCanonc5051CarletonHurlbert9dab5d299df3.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 Release Held Print Jobs \(ITS\)](#)

... Geology (AND), Math/CS (CMC), and Physics (AND). 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 09, 2019

Labels: [papercut](#), [releasestation](#), [printing](#)

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: [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 ... Apr 08, 2019

Labels: [windows](#), [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: [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: [Secured 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, xlsb, xlsm, xlsx, xltm, xltx ... 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](#) [WPUUpload.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: [PaperCut Printing for Student Workers \(ITS\)](#)

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

Nov 08, 2019

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 **printi**

ng 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.

Page: [Release2AnyXXXX "Pull" Printing \(ITS\)](#)

... stapling, as described in other Carlpedia articles. If you do not, those features will not be available. **Printing Printing** to any of these Release2AnyXXXX "printers" from your collegeowned computer works just like ... color or grayscale. A few print queues. most with Gray in their names, force all **printing**

Aug 15, 2019

Page: [Guest Printing \(ITS\)](#)

... Guest **Printing** at Carleton Carleton College offers many accommodations for visiting guests, including printing ...

Mar 25, 2019

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 4. 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.

Feb 05, 2015

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 history. 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: [Campus Printing Resources \(ITS\)](#)

... Resource Problem **Printing** at Carleton page <https://wiki.carleton.edu/display/itskb/PrintingatCarleton> How do I scan at Carleton? How do

Mar 24, 2017

Page: [Printing on the Epson 4880 \(IdeaLab\) \(ITS\)](#)

... CANCEL." This is a bug in CS 6, and we can just ignore this warning. Normal **Printing**: Leave this selected. Do not choose hard **printing**.

Rendering Intent: Perceptual—as it appears most "natural" for photography **printing** SELECT: Black Point Compensation Below is a screenshot

Feb 20, 2015

Labels: [consolidate](#), [keep](#)

Page: [Printing HQ \(draft\) \(ITS\)](#)

Much of the information below needs updating. Please ask Kendra, Tammy, Austin or Doug for instructions on how to interact with this page. Let's please check the accuracy of the information on these pages often, and update as needed. cloak.toggle.exclusive = false Migration of unmigrated content due ...

Mar 15, 2012

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, Safari,

Firefox, etc.): You should ...

Mar 21, 2018

Labels: [printers](#), [printer](#), [keep](#), [duplex](#), [kb-how-to-article](#) ... 1 more labels.

Page: [OBSOLETE - Printing to Xerox 4150 MFP \(ITS\)](#)

... Make sure your Word document is set to the proper size & layout before **printing**:
 Click Page Layout, Size
 If the size of paper you're using

Oct 16, 2015

Labels: [rapidresponse](#)

Page: [Order Paper from Printing and Mailing \(ITS\)](#)

... Paper is ordered directly from **Printing** and Mailing from the following site: <https://apps.carleton.edu/campus/print/orderingpaper/> <https://apps.carleton.edu/campus/print/orderingpaper/> The guidelines are as follows: Library 10 ...

Nov 11, 2013

Page: [Printing duplex in Adobe Reader X on Mac \(ITS\)](#)

... Problem Description Duplex **Printing** Problem in Adobe Reader X (Mac) My normal printer setting is for duplex ...

Mar 30, 2011

Labels: [delete](#)

Page: [Configure Duplex Printing for Xerox Printers \(Mac\) \(ITS\)](#)

... g When the new options appear, choose "2Sided Print" from the 2Sided **Printing** menu 2sidedprintoption3.png To also set blackand white as your default option ...

Mar 14, 2018

Page: [How to Setup Printing \(to a Canon MFP\) on a Mac \(ITS\)](#)

... C5045/5051. macprint2.png Click OK. Click Add, at which point **printing** should work. If you do not have the usb flash drive, the driver can ...

Feb 18, 2015

Labels: [kb-how-to-article](#)

Page: [Why Print Management \(ITS\)](#)

... Print Management? The short answer is that it is our method to reduce the inordinate amount of excess **printing** done at Carleton. Some statistics regarding Carleton **Printing**: Avg annual **printing** at the libe 19982002 187,500 pages/yr Avg annual **printing** at the libe 20022006 Sep 09, 2010

Labels: [needswork](#), [delete](#), [printing](#)

Page: [PaperCut Client \(ITS\)](#)

... PaperCut Overview PaperCut is a technology and server system for metering and managing networkbased **printing** and copying. It replaced GoPrint as our campus print management system in 201213, one

Oct 17, 2019

Labels: [software](#), [papercut](#), [windows](#), [printing](#)

Page: [Printing on Windows \(ITS\)](#)

Using GoPrint or Papercut: To install as a Windows (Server) Printer on Windows XP, Vista, 7, or Server: Within your operating system, click start > control panel > view devices and printers > "Add a printer". When asked whether the printer is local ...

Aug 23, 2012

Labels: [rapidresponse](#)

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.