

# Printing & Print Labs

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## Shaffer and Warehouse Plot Lab Information

The VPA plot labs offer student's access to state-of-the-art printing technologies for large format full color printing. Within the lab, we can print on eight different types of paper including Matt-Poly, Adhesive Matt-Poly, Super Heavy Weight, Coated, Vellum, Clear Film, Semi-Gloss, and Gloss Photo. All plot labs within the VPA are staffed with technicians who will assist students with the printing process. All files prepared for the printing process should be submitted through the online file submission form. Riso Lab prints must be done on one of the lab computers and will not need to use the online form.

**\*\*When submitting a file for the printing process be sure to save the file in a .pdf format with the file name in the following format: SU Net ID\_Type of Paper\_File Name.\*\***

Printer	Dimensions	Acceptable Paper Type	Location	Number of Printers
HP z6200	41.6" print width	Roll	Warehouse	3
HP z6800	58.6" print width	Roll	Warehouse	1
HP z5400	41.6" print width	Roll	Shaffer	1
Risograph	11"x17" (max)	Sheet	Shaffer	1

Paper Type	Style	Dimensions	Location
Super Heavyweight Matte Plus	Roll	42"x100' and 60"x100'	Warehouse/Shaffer
Matte Poly	Roll	42"x100' and 60"x100'	Warehouse/Shaffer
Adh. Matte Poly	Roll	42"x100' and 60"x100'	Warehouse
Vellum	Roll	42"x 100'	Warehouse
Clear Film	Roll	42"x 100'	Warehouse
Semi-Gloss	Roll	42"x 100'	Warehouse
Scrim	Roll	42"x 100'	Warehouse
Gloss Photo	Roll	42"x 100'	Warehouse
Heavyweight Coated	Roll	42"x 100'	Warehouse
Crest Classic	Sheet	11"x17"	Shaffer
Finch News Print	Sheet	11"x17"	Shaffer

The plot lab at the Nancy Cantor Warehouse is in place to support all VPA students with access to large format color printing and vinyl cutting. The lab houses a small fleet of printers including three HP z6200, a HP z6800, and one CNC vinyl cutter. This space operates as a service bureau, and file submission should adhere to the general plot lab guidelines. Students are encouraged to utilize the lab space and tools to complete any post process work necessary for their projects. The Warehouse Plot lab offers the widest variety of paper types within the VPA, and is ideal for students seeking a range of printing options. Files should be sent at scale with any necessary compression. Technicians can help guide students in file setup, but are unable to make edits or changes to files.

**\*All plot lab services are on a first come first serve basis. We will do our best to accommodate deadlines, but we cannot guarantee same day turnaround.\***

**\*\*All large format prints are exempt from the VPA Shops printing refund policy. If a print is noticeably flawed due to a machine/employee error, a reprint may be requested upon receiving the print at zero cost to the recipient. All requests must take place within (24) hours of printing. If a reprint request is made at a later date, it is up to the attending Shop manager's discretion, however the recipient may be responsible for the full price of the print regardless of prior circumstances. Please check all prints at time of pick up.\*\***

### [Riso Handbook \[Word Doc\]](#)

The plot lab located in Shaffer Art Building will act as a secondary location for large format and Risograph printing accessible to all student in the VPA during all hours of open access. This lab will feature an automated ink press and a HP z5400 plotter. This specific lab will stock all essential paper types for both the Risograph printer and the Hp z5400. The Shaffer lab is staffed with knowledgeable technicians during all hours of operation to ensure ease of access. This space will operate less like a service bureau and more like a collaborative space between technicians and students. All file submission should adhere to the general plot lab guidelines. Students who are looking for a more diverse selection of paper types for printing should visit the Nancy Cantor Warehouse Plot Lab for processing their work.

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## Network Attached Paper Print

All students within VPA start the school year off with a credit of \$40.00 for paper printing. Students can take advantage of this credit throughout any building on campus that has open access paper printing. A list of available printers/rates can be found at [printing.syr.edu](http://printing.syr.edu). Once logged in using your SU netID and password, students can release print jobs, view recent jobs, add funds, etc.

After you have sent a job to be printed, you must visit <http://printing.syr.edu> Log in with your NETID, to release any jobs to be printed.

For up to date information on adding printers to both Mac and Windows systems ([Click Here](#))

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## Printer Issue Alert Form