

# QUICK TIPS



## **Bringing Your Own Paper to the IC (BYOP):**

The IC accepts student supplied paper to be printed on our Canon laser printer.

All paper must be for **LASER** printers and not inkjet printers.

All paper must be brought into the IC in its original packaging with the weight and g/m<sup>2</sup> clearly marked.

If the original packaging is not supplied, the IC will not print using the supplied media. The original packaging or a spec sheet must be brought in each and every time that a print job is submitted.

When submitting a print job, please supply between 5-15 sheets of the same paper type for testing purposes.

Standard turnaround time for bringing in your own media to use on the Canon C6010 is between 2 and 4 hours. During midterms and finals, turnaround times will increase.

It is highly recommended that you submit a proof prior to submitting the final print job. The IC will print a single page from the document, free of cost for the student to approve.

Complaints will only be considered if a proof was printed and approved by the customer.

The Imaging Center does reserve the right to deny submitted paper types at any time.

## **Accepted Paper Types:**

The Canon C6010 can handle a variety of media weights and types up to 13" x 19" in size and **16lb. bond** (60gsm) to **120lb. cover** (325gsm) in weight. Paper must be cut to a specific digital size (ex: 12"x18").

The IC recommends the majority of digital printer paper from Neenah, French Paper.

### **If you're looking for:**

- A few sheets of paper: Neenah Paper. Check out their website ([neenahpaper.com](http://neenahpaper.com)).

Free samples come in sets of 5 sheets. You will be required to pay shipping/handling.

- A ream of paper: French Paper. Check out their website ([frenchpaper.com](http://frenchpaper.com)).

A ream consists of 50-200 sheets at a reasonable cost.

- A local supply paper company: Milcraft, Located in Corktown.

They can custom order your paper and trim it size. Check out their paper bin - there could be great deals on sheets of paper!

## **Unaccepted Paper Types:**

The IC will not accept the following media at this time: vellum, newsprint, canson, metallic, transparency or water color papers, in addition to adhesive labels or stickers.

**For more information, check out our full Imaging Center Guide.**