

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/m² 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 750/850 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 750/850 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" x 18").

The IC recommends the majority of digital printer paper from Neenah, French, Mohawk, and Hammermill.

If you're looking for:

- A few sheets of paper: Neenah Paper.
Check out their website
(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)

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 most adhesive labels or stickers.

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