

Taubman College Media Center

All services within the Media Center are based upon a retail model and should be paid for at the cash register once completed.

PRINTING

LARGE FORMAT (larger than 12"x18")

We offer 24/7 self-assisted plotting in the 3rd floor in room 3158 on both regular bond and heavy bond. Plot jobs can be sent from any Taubman College managed computer. These jobs then go into a hold queue (viewable on the release station monitor outside the Media Center) and will then have to be released to print using a pre-paid copy card. They can be purchased within the Media Center for **UP TO \$50**. There are no refunds on copy cards or self-assisted plots. All large format color printers are inkjet.

A less expensive, b/w draft option, would be our KIP. It's completely self-assisted as well (also requiring use of a Media Center copy card) with 24/7 access. Our toner-based monochromatic KIP 7170 prints on a 36" roll of 20# regular bond paper. The KIP is located on the 3rd Floor in the east cubby near the hallway to the new wing.

For your convenience the Media Center now offers online submission of large format plot jobs to be processed inside the Media Center. The link to submit a file for large format printing can be found on our Media Center webpage:

<http://taubmancollege.umich.edu/architecture/facilities-resources/media-center>

Printing inside the Media Center is offered on a broad variety of paper stocks. All plots are done on a first-come, first-served basis by our experienced staff. You may either submit online or fill out a job ticket and submit your job on USB drive. Once your plot ticket is filled out with all required info, you tape your USB drive (external Hard Drives are not accepted) with your PDF or JPG file on it to the sheet and drop them into the wire basket. When plots are done, please look them over, then pay for them at the cash register before leaving the Media Center. *No unpaid prints should leave the Media Center.*

Each paper choice offers it's own challenges-we do our best to mitigate the issues before output to give you the best quality possible-though there are no guarantees. In order to make an informed paper choice, we have large format print samples on each media available for each printer for you to view prior to selecting your preferred media. If there's a problem with a job or machine please notify us immediately. Once you pay for it and leave, there are no refunds/reprints.

Online video tutorials to lead you through our self-assisted printing process for commonly used software packages can be found on our website here:

<http://taubmancollege.umich.edu/resources/mediacenter/tutorials/>

PRINTING (CONTINUED)

SMALL FORMAT (12"x18" or smaller--imperial sizing only/metric sized paper is not stocked)

If special paper stocks or special file handling should be called for (a service the University's mPrint system cannot offer) you may choose to print inside the Media Center. You would open and queue up your file from any Taubman College managed computer, sending it the size you would like it printed. We handle the other special options like type of paper and single or double sided. We show you a preview of your file as sent and if that is correct, print it out for you on the media of your choice. This is a laser printer that is CMYK toner-based.

We have a few finishing options for small format printed materials. We can cut a stack of up to 50 sheets at a time, for \$.75/cut. We also offer spiral binding *pricing higher when binding exceeds 1"*.

Please note: we cannot print full bleed using any of our print processes. If you wish for this effect you will need to print on the next paper size larger than your image area and trim the excess. Large format (larger than 12"x18", or printed on a plotter) printing is single-sided ONLY.

*ProTip: 'Bleed' means that the image extends **beyond** the trim area, leaving image all the way to edge once the print has been trimmed to size.*

SCANNING

SMALL FORMAT (smaller than 11"x17")

You can scan using the Sites printers in rooms 2109, 3158 (and elsewhere). There is also an 18"x24" flatbed scanner available in Groundworks in the Duderstadt center.

LARGE FORMAT (larger than 12"x18")

We can scan up to 36" wide and quite long (up to 60"). We charge \$1.50/linear foot for each scan regardless of whether it is in color or black and white. You would fill out a Scan ticket and tape your USB *WITH AMPLE FREE SPACE* to the ticket and attach them to the item to be scanned. We ask for roughly 24 hour turnaround on scans. If you have items attached to the document, please make sure they are secured to the paper properly. *PLEASE NOTE: The scanner pulls items through and across the glass, unsecured items may come off, or tear/damage the document being scanned.*

3D PRINTING

We offer an economical rapid prototyping service for students. The Media Center has a MakerBot™ Replicator 2X experimental 3d printer. This machine uses a Fused Deposition Modeling (FDM) process to build small ABS plastic models from digital STL files. This particular 3d printer is unique, in that it has the ability to extrude 2 different color plastics at the same time creating a multicolor finished product. Our build platform can fill a volume of 9" x 5.5" x 5.5" (272.25 Cubic inches), and has a layer resolution of 0.1mm. We accept jobs similar to printing on a first-come/first-served basis, and will furnish a quote before printing. The cost of this service is based on material use at ¢ 0.70 per gram of material ≈ \$3.50 per Cubic Inch.

EQUIPMENT CHECKOUT

Our pool of equipment is divided into items for faculty use and other items for student use. Should you require something that is faculty-only, you will need to have your faculty member reserve this item for you online. Upon picking up ANY piece of equipment you will be required to leave your student ID for the duration of the loan-unless special arrangements have already been made. Should a piece of equipment be leaving the building, an insurance form would need to be filled out first. Ask any full-time staff member for this form. Equipment reservations can be made here:

http://taubmancollege.umich.edu/resources/scheduling_systems/

ARCH/DRAFTING/MODEL/OFFICE SUPPLIES

We carry an assortment of supplies, based upon the requests/needs of the faculty. Should you need the Media Center to carry any particular items, please contact Jo-Anne Donfried (jmdonfri@umich.edu) about them. If there are items you use often use that would be something we should carry-please let us know! We do our best to have what you need, and Jo-Anne is great at getting the best prices for them, too.

RHINO SOFTWARE

We are a licensed educational reseller of Rhinoceros 3D modeling software. Our educational pricing is a small fraction of the retail cost. McNeel will allow you to download the software and run it on a trial basis for 30 days. What we sell in the Media Center is a license for full use. It generally takes about 24 hours for order processing. If you are going to use it, then be sure to buy it here before you graduate. Ask for it at the cash register.

CONVENIENCE ITEMS

In order to keep our customer base well fueled we have a wide assortment of foods available. During the regular school year our selection expands immensely to include hot soups, fresh bakery items, etc. that are delivered fresh to us each morning. We also sell coffee. Lots and lots of coffee. As always, suggestions are always welcome.

Packaged foods

Fresh foods

Beverages

FAX SERVICES

We are one of the few remaining places to have a Fax machine for our customers' convenience. Our rates vary depending upon the service you choose (incoming, outgoing local, outgoing long distance, etc). Ask at the cash register.

COURSEPACKS

Some professors have us print their coursepacks for them conveniently here on campus. If your professor has instructed you that we have them, they will be stacked by the long window along the hallway for purchase. If you don't see it there, please ask any full-time staff member.

It's also helpful to know if your class has a deadline coming up for which you will each require a print, plot or supply. It does EVERYONE a favor when you share this information with us. We will do our best to accommodate your needs. The shorter the time given, the less likely we will be able to help. Prevent problems by communicating with us early on.

We welcome your comments or questions. We can be reached at mediacenter@umich.edu. Also please check out our website for info throughout the year.

<http://taubmancollege.umich.edu/resources/media-center>

Thank you. We look forward to working with you!