

# Printing at the Media Center

- Please bring your file in a USB key pdf version as well as another image type in case of emergency. Example: TIFF JPG or PNG file formats.
- You must verify the price before you decide to print. We do not offer credit. You can pay with bank debit card. If you have unused workshop cards, you can use them as well.
- Please make sure you plan ahead of time and try to avoid last minute printing: say 5 minutes before your Crit or 5 minutes before media center closes. Do not expect us to print 5 A0 prints at the end of the day. We reserve the right to refuse last minute requests.
- Priority is given to McGill Architecture students, and their Architecture related work. Therefore, if you are planning on getting poster prints for friends or relatives, be aware that we will put a priority to those students printing school related material. We also reserve the right to refuse such situations if the demand is unrealistic and last minute.
- Surprises do happen when printing. There are about 250 students using the facilities therefore the printers here are not calibrated to your own computer for precise accuracy. We can do test prints but user must make sure they have a test print layout and must assume full price of the test print. If you decide otherwise and feel no need to do any test prints; you will still be charged for any print that has been made even if discrepancies exist between the digital file and that of the printed document. Things such as color profile, line weight and scale are such things to discuss if you are not too sure about what to do.
- There is no overnight printing. Also there is no sign up list. Our model is on a “first come first serve” basis. We are not a Print Shop Business. We are only providing a service to students in which the school needs to plan for cost recovery. Paper and ink as well as maintenance to the machines is quite expensive. There are however Commercial print shops around town such as RUBIKS, MP PHOTO, PHOTOSYNTHESIS, LES INDUSTRIES POLY, which are alternatives. There is also Copy EUS who run a student based coop/business print shop which is located in McConnell Engineering building.
- There shall be no eating or coffee drinking in the media center printing area. This is to prevent any unfortunate spilling or staining of printed material as well as archive material stored in the Media Center.
- Prices are all in Canadian dollars. Taxes are included. For Black or any other full color background there will be a 10 dollars extra charge on each printed document.

We strive our best to help you. Nevertheless; it should be understood that we also need your cooperation, respect and understanding from your part in the process.