

# MEDIA SERVICES



**Media Services Manager: Ian Hayes**

**Email: [ian.hayes@artacademy.edu](mailto:ian.hayes@artacademy.edu)**

**Located: S668 (On the 6<sup>th</sup> floor across from the elevator)**

# Hours of Operation and General Procedures

## Print lab hours

- Monday – Friday 8:00am – 4:00pm
- **Closed** - Saturday and Sunday
- Media Services is located on the 6<sup>th</sup> floor across from the elevator.
- Closed 11:30pm – 12:30pm daily for my lunch break! You can still feel free to submit files through papercut during this time, they just won't be addressed until I return from my lunch break
- Times may vary each semester! If I'm not in the lab I'm usually around the building helping in the IT department or attending to the printers. If you can't find me and need assistance, please contact me on Teams at my email address: [ian.hayes@artacademy.edu](mailto:ian.hayes@artacademy.edu)

## General Printing Info

- The type of paper used in Media Services is high quality, you would use our services for printing high quality artwork. Such as, critiques for class, gallery shows, midterm and final projects.
- You can use the computer labs on the 3<sup>rd</sup> and 5<sup>th</sup> floors to print on copy paper. The type of printing you'll want to do in these labs would be for class papers, drafts of your artwork, multiple prints that you might want to hang up around the school.
- You are only allowed to print work for AAC related activities in Media Services. You CANNOT use Media Services to print work to be sold outside of AAC.
- **PRINT JOBS MUST BE SUBMITTED 24 HOURS PRIOR TO WHEN YOU NEED THEM COMPLETED.**
- If you need a print for a class on Monday at 8:30AM, be sure to submit your print to Media Services the Friday prior by noon at the latest to ensure your print will be ready on time.
- All of the supplies / equipment / printers are reserved for authorized personnel so please don't touch the equipment. The room will be locked when I have to leave the room for any reason.
- You can refer to the Media Services section of the help website for any additional assistance:  
<https://help.artacademy.edu/index.php/MediaServices/About>

# Equipment Checkout/In Procedures

- You may check out different types of equipment from Media Services during the hours of operation. Monday – Friday, 8:00am – 4:00pm. You cannot check out equipment over the weekend since Media Services is closed on Saturday and Sunday.
- You can look over our inventory catalog at the link below:  
<http://mediaservices.artacademy.edu/>  
This link allows you to see all of the equipment that is currently available for checkout in media services. You CANNOT checkout equipment through this link. You can only view the equipment.
- If you'd like to check out equipment you'll have to visit Media Services during the hours of operation. Media Services is located on the 6<sup>th</sup> floor immediately across from the elevator.
- The time frame for how long you can check out equipment, depends on how popular the piece of equipment is. For an example the Canon Rebel cameras can only be checked out for one week at a time, since they get used very often and we only have a select number of cameras in our inventory. You have the option to renew your equipment checkout period. You'll have to contact me and then I'll let you know how low our inventory is for that particular item.
- If you fail to return your equipment on time, then you will not be allowed to use Media Services until the item has been returned. This includes printing services.
- If you are contacted regarding a piece of unreturned equipment and I fail to hear back from you then a hold will be placed on your student account. This means you will not be allowed to register for classes, your final grades for the semester will be withheld and you will be banned from using Media Services. The hold on your account will be lifted once I hear back from you and the piece of equipment is return in clean, operating condition.
- Equipment has to be checked out during hours of operation but equipment can be returned at any time. You can return it to either myself or one of my incredible student workers. You can also place it on the check-in table outside of Media Services during any day or time. There is a security camera pointed towards the table, the equipment will be secure if you choose to return it there.
- If you have any questions about a specific piece of equipment or about the checkout/in procedures, please feel free to contact me via email or on Teams.

# How To Submit a Print

- Log into your PaperCut account and find the tab on the left side of your screen that says, "Submit Print Job to Media Services."
  - PaperCut: <https://aacprint.artacademy.edu>
  - You can also visit <https://form.jotform.com/200276212080037>
- This will open a new tab/window with the form. You'll need to fill out the details about how you want your file(s) printed.
- After you've submitted your files via this form, you'll be greeted with a confirmation page and an email will be sent to your student email account.
- Please allow 24-hours for printing. Print jobs are not guaranteed to be finished the day you submit them. Make sure you plan accordingly!

## Print Pickup

- After your work has been printed off your, your PaperCut account will be charged for the cost of the print.
- When your PaperCut account is charged you will be notified via your AAC email. This indicates that your print is ready for pickup.
- The print will be either hanging in the hallway or sitting on the table outside media services. Please be sure to check both areas!

## Additional Printing Info

- The funds in your Papercut account will restart back to \$30 at the beginning of each semester. Please don't overload your account with money, just upload the amount you know you'll be needing for the print job.
- Refunds will be provided for issues regarding printer hardware, supply levels, incorrect sizing or paper type. Issues with colors, file types, etc. will be refunded at my discretion. Make sure it looks correct before you submit your print to ensure you get the perfect print!

# Proper File Formats

- **Allowed formats:** JPG, TIFF or Flattened PDF  
Incorrect file types can result in failed or inaccurate prints.
- **Recommended DPI (dots per inch):** 300 dpi  
Any less than 300 dpi quickly loses quality and gets pixelated so be careful!
- **Color profile:** Your files must use an AdobeRGB1998 RGB color profile.  
If not, the colors could print out inverted!
- **How to file export:**  
When saving a file to print, I recommend creating a flattened PDF file. To do so, go to the “save” dialog box and choose PDF from the format list and uncheck the layers box. Also, when saving or exporting from Photoshop, Illustrator, or InDesign uncheck the option to “preserve editing capability” from the “save adobe PDF” dialog box.
- **More Questions?**  
If you still have questions regarding formatting your prints please take the time to look over the "How to Format Your Files" section of the help website here:  
<https://help.artacademy.edu/index.php/MediaServices/How-To/How-to-Format-Your-Files>

## Roll paper sizes

- 17 inches
- 44 inches (This is widest size your work can be printed.)

## Cost

- **Matte, Semimatte, Luster, Glossy**  
- \$0.25 per inch
- **Canvas, Photo Tex**  
- \$0.50 per inch

### Some examples of standard paper sizes and costs:

- 8" x 10" = \$2.00
  - 8.5" x 11" = \$2.25
  - 11" x 17" = \$2.75
  - 17" x 22" = \$4.25
  - 24"x36" = \$6.00
- Prints are charged by length, so you can save money by combining multiple images into one wide image on whatever software you're working in. The goal is to achieve the shortest length possible by placing the longest edge of your images widthwise and not exceeding the maximum width of 44". For example, an 8" x 10" image on standard paper printed by its longest edge (10") would be \$2.50, as opposed to printing it by its shortest edge (8") for \$2.00. If you were to combine two 8" x 10" images into one 8" x 20" image within the 44" width bounds, then you'll be charged \$2.00 for one print of two images instead of \$4.00 for two separate prints

## Paper Types

### STANDARD PAPER ROLLS AVAILABLE:

- **Epson Enhanced Matte**  
17" and 44" rolls available
- **Epson Proofing White Semi-Matte**  
17" and 44" rolls available
- **Epson Ultra Premium Photo Luster**  
17" and 44" rolls available
- **Epson Premium Photo Glossy**  
17" and 44" rolls available
- **Baroque Water Resistant Premium Canvas Matte**  
17" and 44" rolls available
- **Photo Tex Adhesive Fabric Paper**  
ONLY 42" rolls available

## Printing Policies for Student Shows

- The sale of prints from Media Services is limited to AAC events such as the “Holiday Market” or Senior Thesis. The following guidelines must be kept in mind, when submitting prints for these events:
  - You must submit your work to be printed for the show at least 2 weeks in advance.
  - You are limited to (2) copies per print. This is done to keep the print lab from backing up since students will still need to print for class projects during this time.
- If you would like to produce prints for individual sale outside of these events, see the “*Printing and Equipment Resource Recommendations*” below.

## Faculty, Staff and Adjunct Printing

- If you are a currently employed faculty, adjunct or staff member at AAC you have the opportunity to access free printing services. In order to access free printing services, the following parameters have been put in place:
  - Current faculty, adjunct and staff members at AAC are allowed free printing services as long as the imagery being printed off falls within the realm of professional development i.e. gallery shows, faculty and adjunct shows held at AAC, educational resources for students being used within the classroom.
  - Keep in mind the students currently enrolled at AAC needs come first. We need to be mindful of their semester schedules. During midterms and finals week the print lab can get very backed up. If the lab is backed up with student work that’s needed for class projects, then any outside printing will have to wait.
  - Be sure to submit your work at least 2 – 3 weeks prior to the time frame of when you’ll be needing them. This will ensure that your prints will get finished in a timely manner and it leaves room for any technical errors that could possibly occur.
  - Please feel free to reach out and arrange an appointment with me to discuss your ideas and the vision you have for your final printed piece. You can contact me over teams or by email at: [ian.hayes@artacademy.edu](mailto:ian.hayes@artacademy.edu)

# Printing and Equipment Resource Recommendations

- Dodd Camera
  - Location: 6475 E Galbraith Rd, Cincinnati, OH 45236
  - Phone: (513) 791-3333
  - Ask for Corey. You can also contact Corey with any questions regarding camera equipment and camera rentals at: [coreyh@doddcamera.com](mailto:coreyh@doddcamera.com)
- K&R Photographics
  - Location: 538 Terry Ln, Fort Mitchell, KY 41017
  - Phone: (859) 341-6986
  - Ask for Matt. This is a great place to buy camera equipment at a reasonable price.
- Western Hills Photo & Hobby
  - Location: 6319 Glenway Ave, Cincinnati, OH 45211
  - Phone: (513) 661-2141
  - This is a great place to buy film for your camera and get your film developed.
- FedEx Office Print & Ship Center
  - Location: 51 E 5<sup>th</sup> St, Cincinnati, OH 45202
  - Phone: (513) 241-3366
  - If you need to do some printing after lab hours, this could be a good printing option.
- Staples Printing
  - Location: 1400 Reading Rd, Cincinnati, OH 45202
  - Phone: (513) 651-5739
  - If you need to do some printing after lab hours, this could be a good printing option.
- Maker Space
  - Location: 800 Vine Street Cincinnati, OH 45202
  - Phone: 513-369-6900
  - If you need to do some printing after lab hours, this could be a good printing option.



# Any Final Questions?

**Do you have any questions about these procedures?**

**Any question about a special printing project you had in mind?**

**Curious about what type of paper would ideally compliment your work?**

**Please feel free to email me or contact me on Teams and we can arrange an appointment to meet one on one to go over any specific questions you may still have!**

**Ian Hayes**

**Media Services Manager**

**Email: [ian.hayes@artacademy.edu](mailto:ian.hayes@artacademy.edu)**

**Thank you! Have a great day!**