



CORCORAN

A person wearing a VR headset and holding controllers in a studio setting. The person is standing in the center, wearing a dark t-shirt and jeans. They are holding two VR controllers, one in each hand. To the right, there is a camera on a tripod. The background is a plain, light-colored wall. The overall scene is dimly lit, with a dark overlay.

IT resources/S22

Accounts & Help Desk

There are three types of **accounts** you will be given by the university to access different services:

- + GWID
 - + NetID
 - + Columbian Cloud
- ... What are they?

Your **GWID** is what you use for really sensitive stuff with the university, usually regarding employment. Your GWID is one of the first things you get at GW. It's created by the Division of Information Technology (GW IT). Your GWID looks like this:

G12345678

(A letter "G" followed by 8 numbers.)

If you've forgotten your GWID, you can retrieve it here:

<https://my.gwu.edu/mod/gwid/index.cfm>

Your **NetID** is what you use to access your GW gmail, Blackboard, Adobe, and other services using single sign on. Your Net ID is your GW email address without the @gwu.edu part. You can claim your NetID or reset your password here:

<https://identity.gwu.edu/claim/>

Your **Columbian Cloud** account is used to log into computers in the labs in Columbian College (which includes the Corcoran.) You should have already received an email with information about setting up your Columbian Cloud account. If you need to reset your password, go here:

<https://password.ccas.gwu.edu/PMUser/>



For problems with GWID, NetID, or Columbian Cloud accounts, as well as network problems, dead computers in labs, etc., contact the IT Support Center (ITSC):

Phone: 202-994-GWIT (4948)
ithelp@gwu.edu



GET HELP

Or go to
it.gwu.edu

Get Started

[Submit a request](#)

Telecommute

Log In To GWeb

About GWeb Access

Access Blackboard

Access Internet

Activate or access GW email

Chat with Martha

Download Software

Information Technology

the technology solutions to promote and advance teaching, learning, research and support for the GW

Get Started with GW Inform

ology

Request for

Bernard Huckenpahler

Quantity

1

Please use this form to submit an issue you are experiencing with a current service from GW IT, such as phone not working, undelivered mail, delays and computer-related issues.

Please be as detailed as possible. Include all relevant information, such as your location and contact information. Indicate how the issue began and whether or not it is recurring.

For email related issues, such as delayed or undelivered mail, please include the original message sent by the sender as text and not as a screen shot. The IT Support Center will need the message header information, explained [here](#)

What type of issue are you having? (required)

- I could do something before and now can't or something is broken
- I want something new or updated

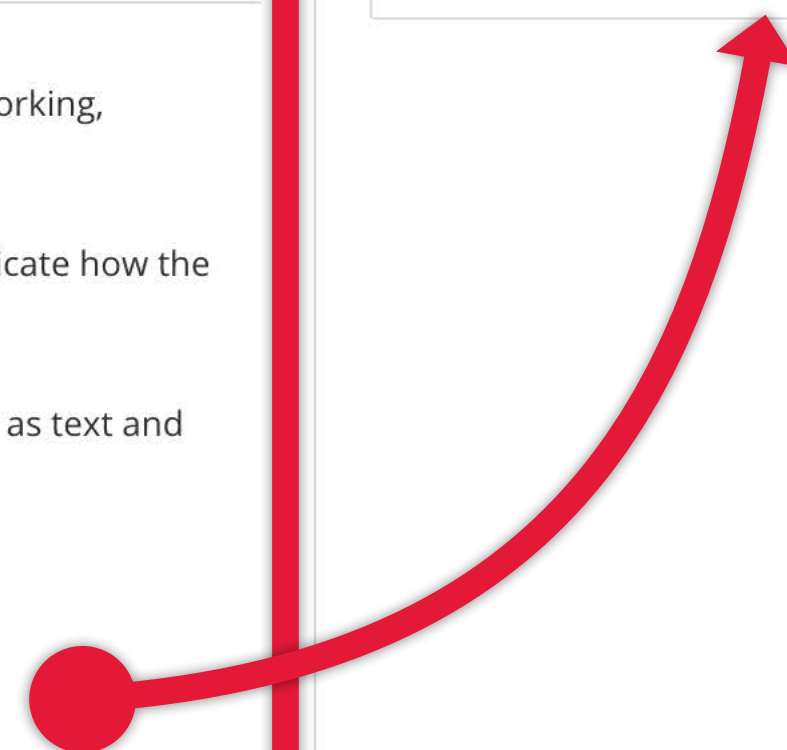
If you would like IT Support on a large project or initiative, please go to <https://go.gwu.edu/itprojectreq>

Please provide description of the problem (required)

Would you like to include an attachment (not all interfaces support this)

Submit request

Save and close



That form (should) be routed to the right person to solve the problem.

If you think your request has gotten lost in limbo, let James H. know, and he'll do his best to expedite to the right person/team:

sprtwst@gwu.edu

Support



[Submit a Request](#)

ithelp@gwu.edu



[Digital Workplace](#)

Customer Portal

Knowledge Base



[Phone](#)

202-994-4948

Monday - Friday

7:00 AM - 10:00 PM



[Walk-In](#)

Walk-In Support Centers



[Chat Bot](#)

Martha

If you are experiencing issues with classroom technology while class is in session, call 202-994-7900 for support.

NOTE: Due to the COVID-19 pandemic, we are currently providing remote support you remotely. For more information, please visit Digital Workplace,

we are busily working to address above. Be sure to


**Full array of resources listed at:
<https://it.gwu.edu/support>**

Remote Assistance

Remote assistance (for Mac and for PC) allows GW Information Technology support analysts to access your computer to provide technical assistance

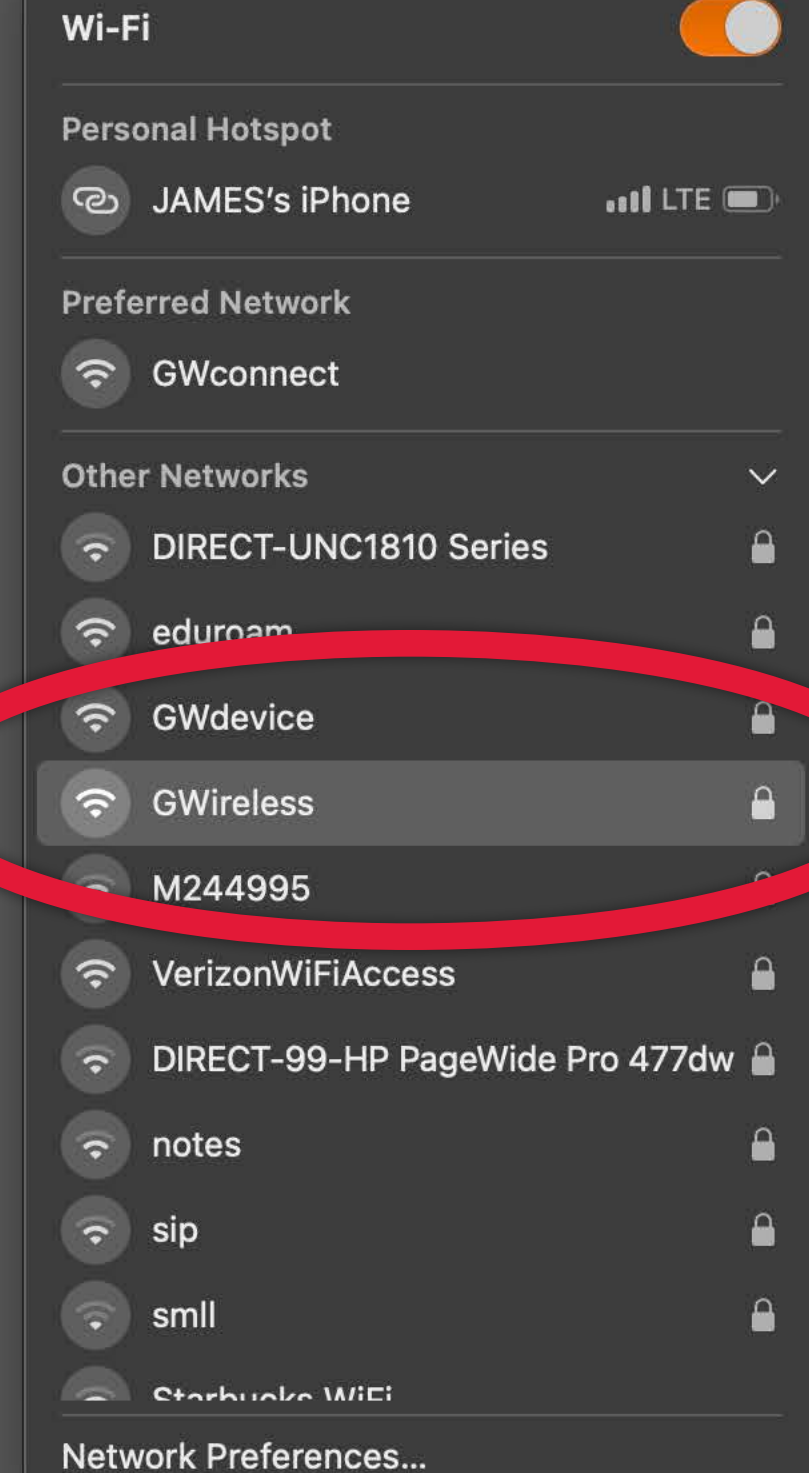
**Walk-up help desk support in Flagg B128
from 10am–4pm, Monday–Friday.**


GWIT plans to staff more hours as student
workers get hired.



**Connecting
to the network
on- & off-campus.**

How can I get a secure wireless connection on my laptop when I am on campus? Select the **GWireless** network...





Select a certificate or enter a name and password for network "GWireless"

No certificate selected

Account Name: NetID

Password: ●●●●●●

Remember this information

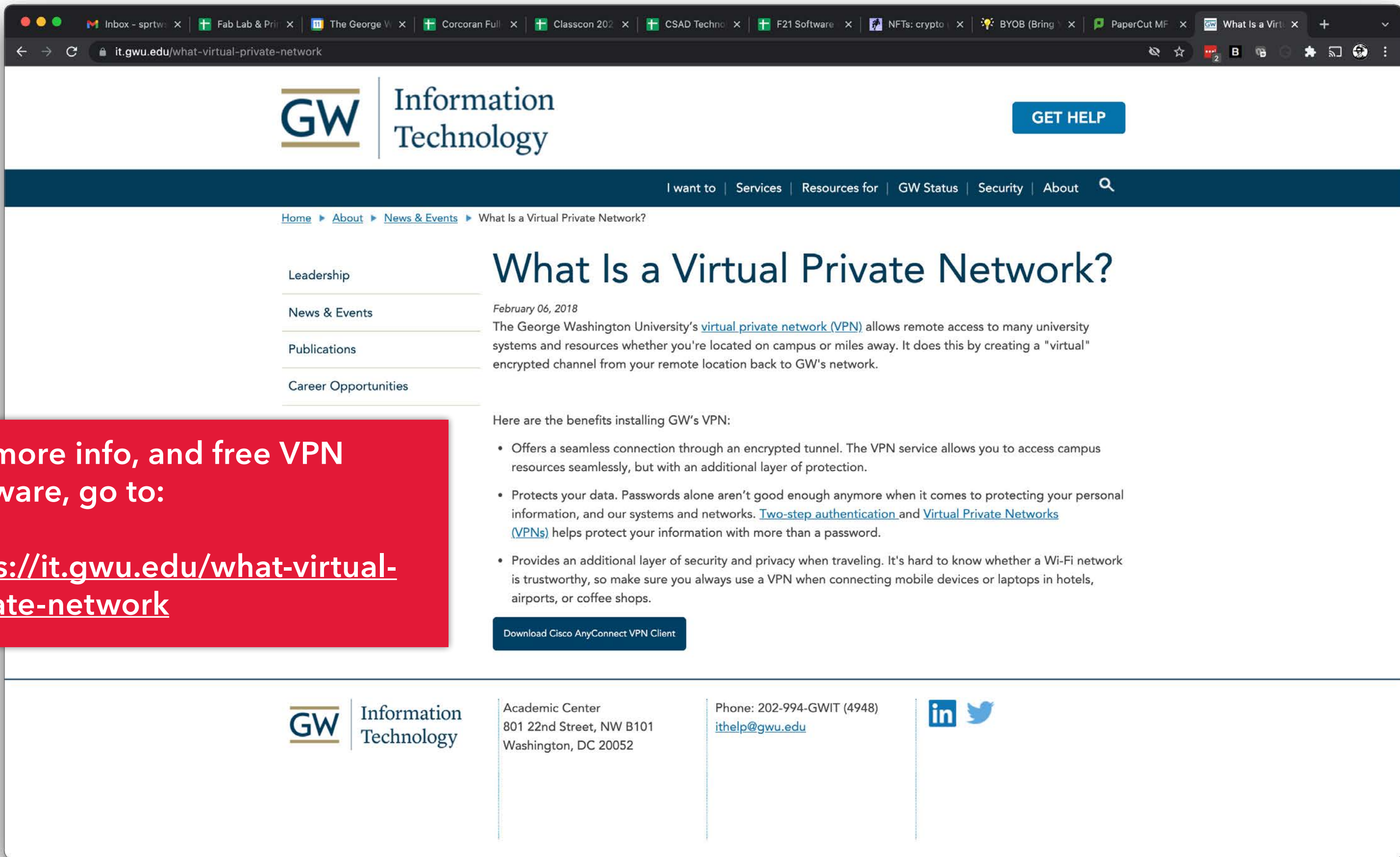
Cancel OK

Use your NetID (without @gwu.edu) to log in.



Click 'continue' and you are set.

If you are off-campus and need to access more secure systems, you'll need to connect to the **VPN (virtual private network)**...



For more info, and free VPN software, go to:

<https://it.gwu.edu/what-virtual-private-network>



Log Out

Software Downloads

Welcome **Bernard Huckenpahler**. Select a category or follow the appropriate "Download" links below to obtain software.

Category:

Download the version of the software for your OS.

Cisco VPN (Off-Campus Access)

Cisco AnyConnect 4.9.06037 for Mac OSX

[Download CiscoAnyConnect-4.9.06037-Mac.dmg](#) (42.24 MB) (File will begin downloading in a few seconds)

Cisco AnyConnect 4.9.06037 for macOS 10.13 and Higher, includes the GWVPN profile by default. macOS Big Sur (11.0) compatible and includes bug fixes specifically for macOS.

Cisco AnyConnect 4.9.06037 for Linux

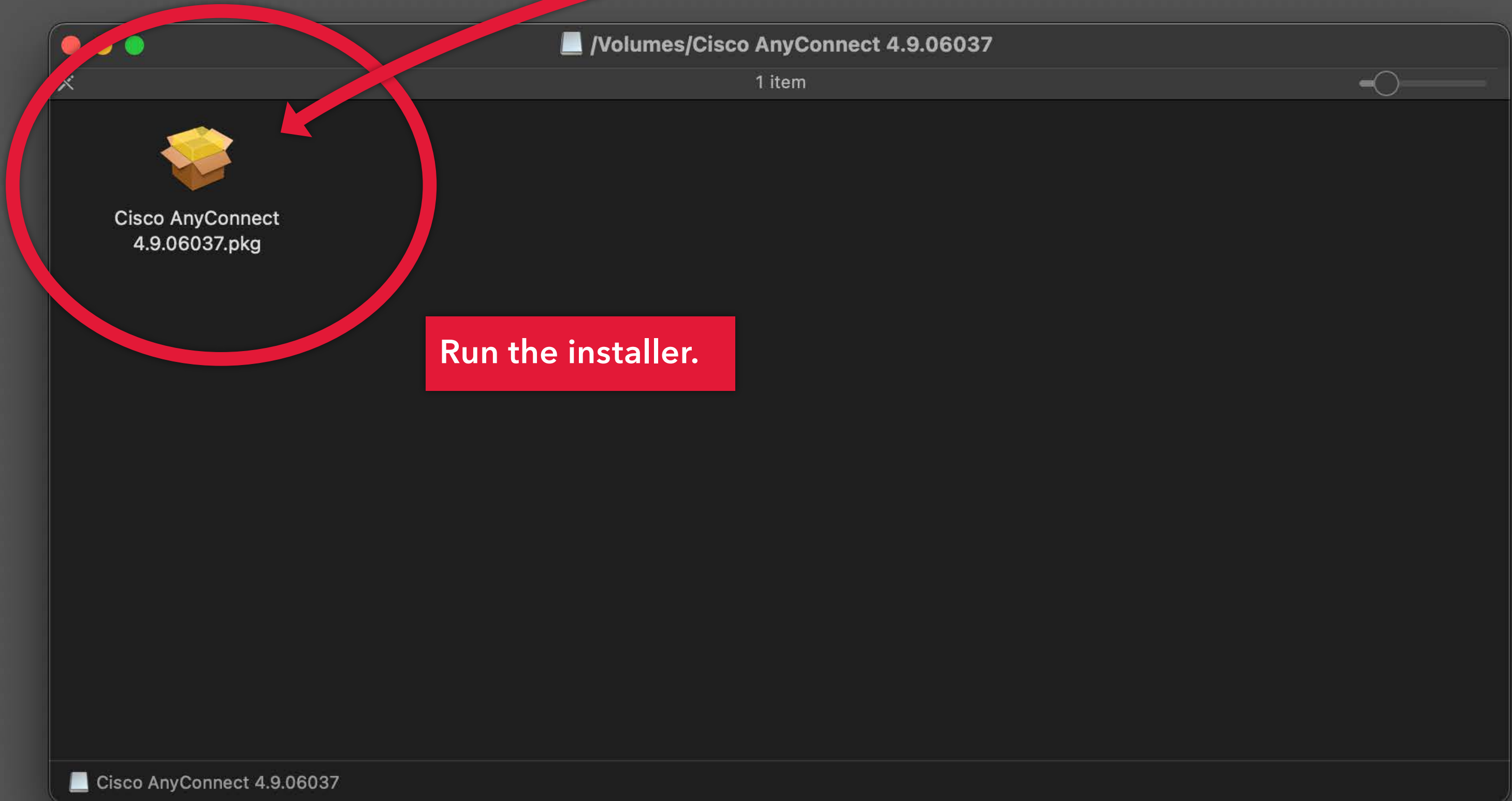
[Download anyconnect-linux64-4.9.06037-predeploy-k9.tar.gz](#) (26.18 MB) (File will begin downloading in a few seconds)

Cisco AnyConnect 4.8.02045 for Windows

[Download CiscoAnyConnect-4.8.02045-Win.exe](#) (22 MB) (File will begin downloading in a few seconds)

Cisco AnyConnect 4.8.02045 for Windows 7 and Higher, includes the GWVPN profile by default.

CiscoAny...Mac.dmg
44.3 MB




Run the installer.

Back/Forward | Action | Share | Add Tags | View | Eject | Search

Applications/Cisco

- Chess.app
- Chrome Re...installer.app
- Cisco
- Cisco Web...eetings.app
- Citrix Workspace.app
- ClamXAV.app
- Clocks.app
- Cocoa JSON Editor.app
- Color Oracle.app
- ColorCheck...bration.app
- Cisco AnyC...t DART.app
- Cisco AnyC...Client.app**
- Cisco AnyC...et Filter.app
- Uninstall A...ct DART.app
- Uninstall A...onnect.app

Launch the Cisco AnyConnect Secure Mobility Client...



Cisco AnyConnect Secure Mobility Client.app
Application - 3.5 MB

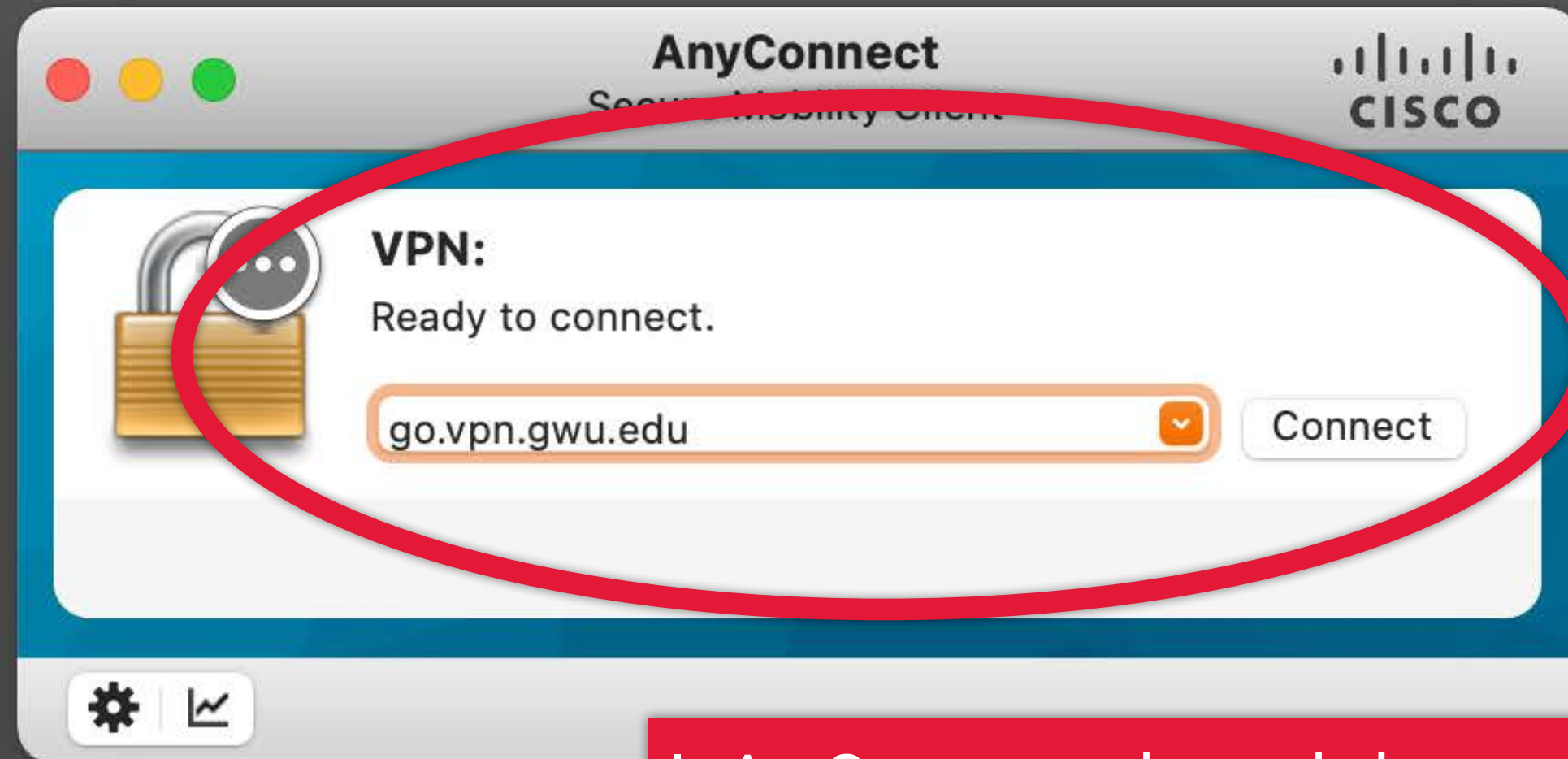
Information [Show Less](#)

Created	Friday, January 22, 2021 at 11:44 AM
Modified	Today, 12:35 PM
Last opened	Today, 12:36 PM
Version	4.9.06037
Category	Utilities

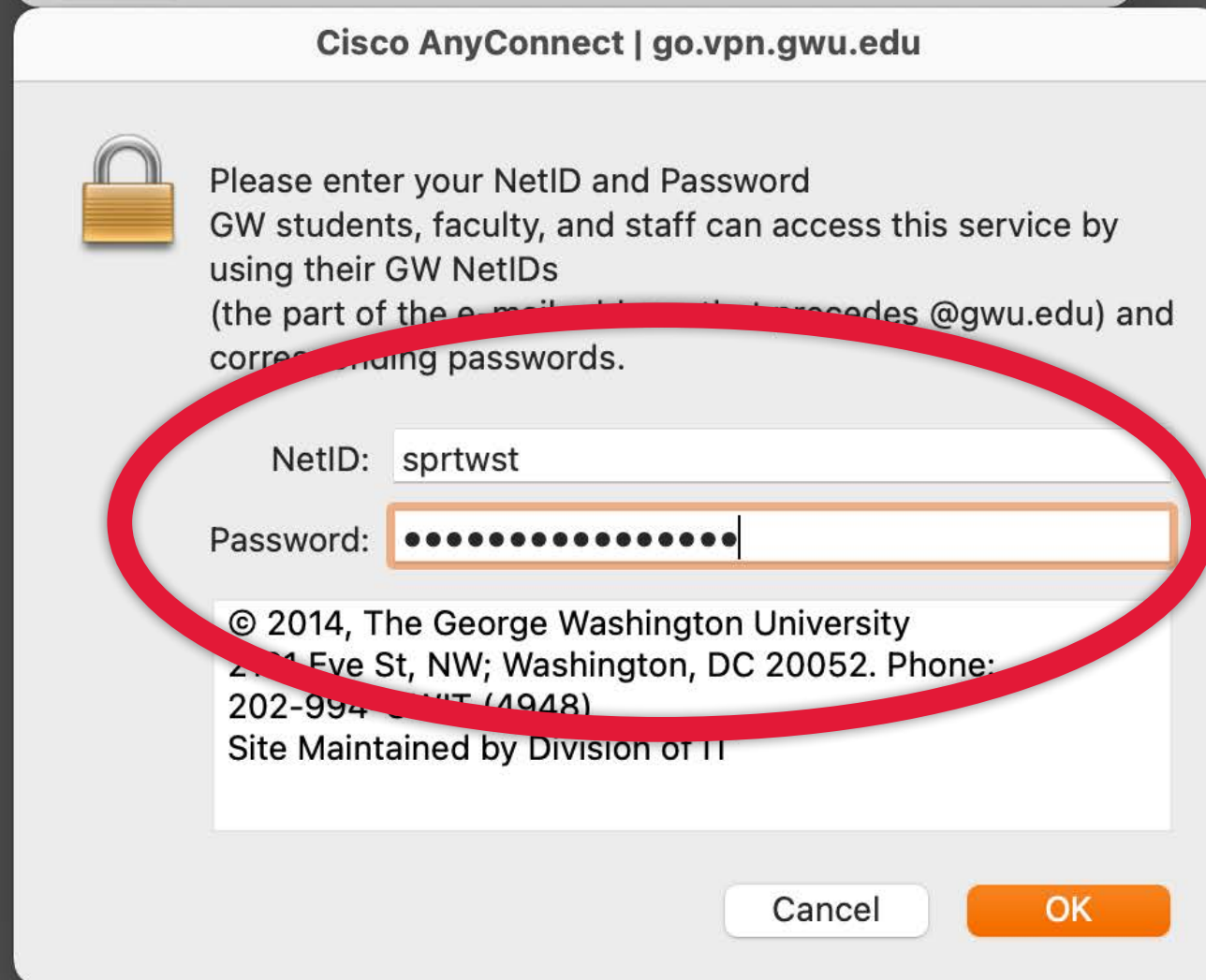
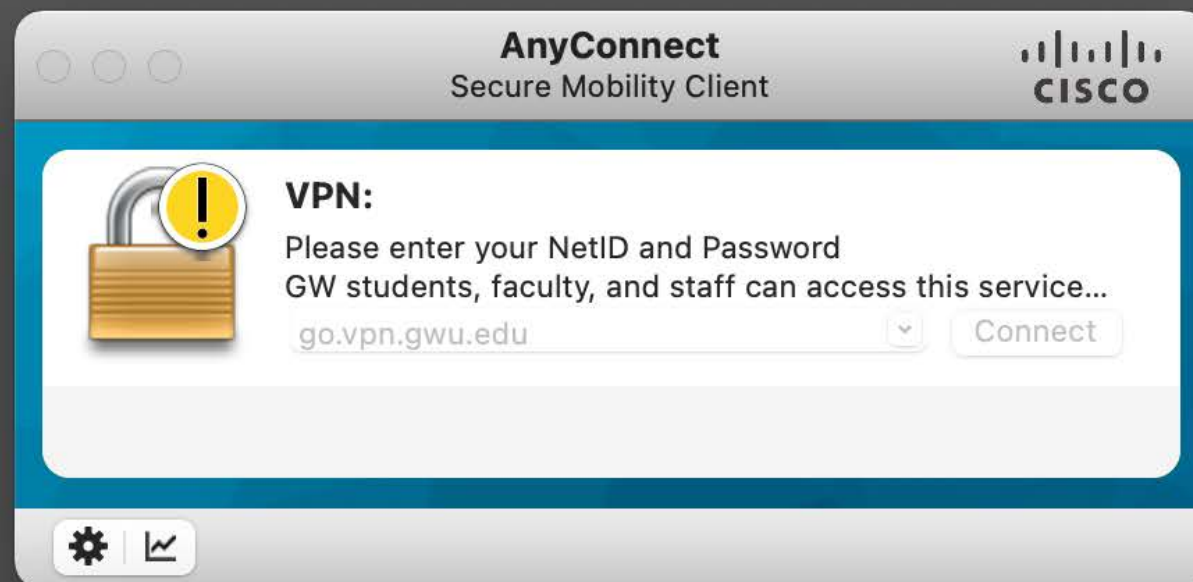
More...

Macintosh HD > Applications > Cisco > Cisco AnyConnect Secure Mobility Client.app

1 of 5 selected, 5.91 TB available



In AnyConnect, underneath the 'Ready to Connect' message in the white space, type <https://go.vpn.gwu.edu/> and click on Connect



Use your NetID (GW email address WITHOUT @gwu.edu) and the associate password to log in.

Now you can access the portal from anywhere!

If connected successfully you'll see a brief message and the AnyConnect bar will hide away and you'll see the Cisco AnyConnect icon in your Windows task bar or Mac menu bar.

Next time you launch and connect to Cisco AnyConnect, the <https://go.vpn.gwu.edu/> will be replaced by GWVPN which you can select to reconnect.

Adobe & Other Apps

Important: when using Adobe apps IN THE LABS, for each work session, you will need to:

1. Log into the lab computer with your Columbian Cloud account (the generic login will not give you access to CC.)
2. Launch any Adobe app; a login dialog will appear.
3. In the "User" field type your full NetID (user@gwu.edu) and hit "return" (no password needed here.)
4. You will be redirected to a GW single sign-in screen.
5. Use your NetID and password.

How do I get **Creative Cloud and other lab software** for my personal computer?
The university provides licenses for Adobe Creative Cloud to faculty and students.
Other apps (like Autodesk) offer educational licenses for faculty and enrolled students.

Common lab software, and where to get educational copies...

	Software in CSAD labs	Where can I get an EDU license?
General	Adobe Creative Cloud	http://go.gwu.edu/adobe
	MS Office	https://it.gwu.edu/microsoft-office-365-free-gw-community-0
CAD/BIM	Autodesk AutoCAD	https://www.autodesk.com/education/free-software/featured
	Enscape (plug-in)	https://enscape3d.com/educational-license/
	Rhino	not free; student version = \$195; https://www.rhino3d.com/sales/north-america/United_States
	VRay (plug-in)	not free, student bundle = \$149/year; https://store.chaosgroup.com/educational/product/1-year-term-vray-edu-collection
	SketchUp	not free; student version = \$55/year; https://www.sketchup.com/plans-and-pricing-promo#for-higher-education
	Revit	https://www.autodesk.com/education/free-software/featured
	Fusion 360	https://www.autodesk.com/education/free-software/featured
Photo	PhotoMechanic	not free: students can purchase a full license for \$59, and to do that, they can just email from their edu address, and they'll send back a coupon code for the discount.
Access cloud drives and virtual apps	Citrix	http://citrix.com/receiver - once installed, CCAS services are here: apps.ccas.gwu.edu

To get Creative Cloud, go to <https://www.adobe.com/products/catalog.html> and click on Sign In...

CATEGORIES

[All](#)[Creativity and Design](#)[PDF and E-signatures](#)[Marketing and Commerce](#)[Additional Solutions](#)

TYPES

 Desktop Mobile Web

RESOURCES

[Special Offers](#)

Creative Cloud All Apps

Get 20+ creative apps including Photoshop, Illustrator, InDesign, Premiere Pro, and Acrobat Pro.
[See what's included](#) | [Learn more](#)

[Buy now](#) [Start free trial](#)

Acrobat Pro

The complete PDF solution for today's multi-device world.
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[Buy now](#) [Start free trial](#)

Photoshop

Edit, composite, and create beautiful images, graphics, and art on desktop and iPad.
[Learn more](#)

[Buy now](#) [Start free trial](#)

Premiere Pro

Industry-standard pro video and film editing.
[Learn more](#)

[Buy now](#) [Start free trial](#)

Illustrator

Create beautiful vector art and illustrations on desktop and iPad.
[Learn more](#)

[Buy now](#) [Start free trial](#)

InDesign

Design and publish elegant layouts for print and digital.
[Learn more](#)

[Buy now](#) [Start free trial](#)

After Effects

Cinematic visual effects and motion graphics.
[Learn more](#)

Lightroom (1TB)

Edit, organize, store, and share photos from anywhere.
[Learn more](#)

Premiere Rush

Create and share online videos anywhere.
[Learn more](#)



Type in your NetID
with @gwu.edu
and hit 'Continue.'

 **Adobe**
Sign in or create an account

Sign in

New user? [Create an account](#)

Email address

NetID@gwu.edu




Continue

Or

 Continue with Google

 Continue with Facebook

 Continue with Apple

Continue with the GW single sign on, using your NetID.

GW

Sign in

NetID@gwu.edu

Next

GW community members can access this service using your GW email address (NetID@gwu.edu) and corresponding password. Questions? Contact the IT Support Center at 202-994-4948 or ithelp@gwu.edu. Visit <https://identity.gwu.edu> to reset your password.



Sign-in options

THE GEORGE
WASHINGTON
UNIVERSITY
WASHINGTON, DC

Welcome to
the single sign-on
service for the GW
community.

Login with your
GW email address
and password.



All

Search all products

102 results

Sort Popularity



Creative Cloud All Apps

Get 20+ creative apps including Photoshop, Illustrator, InDesign, Premiere Pro, and Acrobat Pro.

[See what's included](#) | [Learn more](#)

Download



Acrobat Pro

The complete PDF solution for today's multi-device world.

[Learn more](#)

Download



Photoshop

Edit, composite, and create beautiful images, graphics, and art on desktop and iPad.

[Learn more](#)

Download



Premiere Pro

Industry-standard pro video and film editing.

[Learn more](#)

Download

Once you're logged in,
download and install
Creative Cloud.

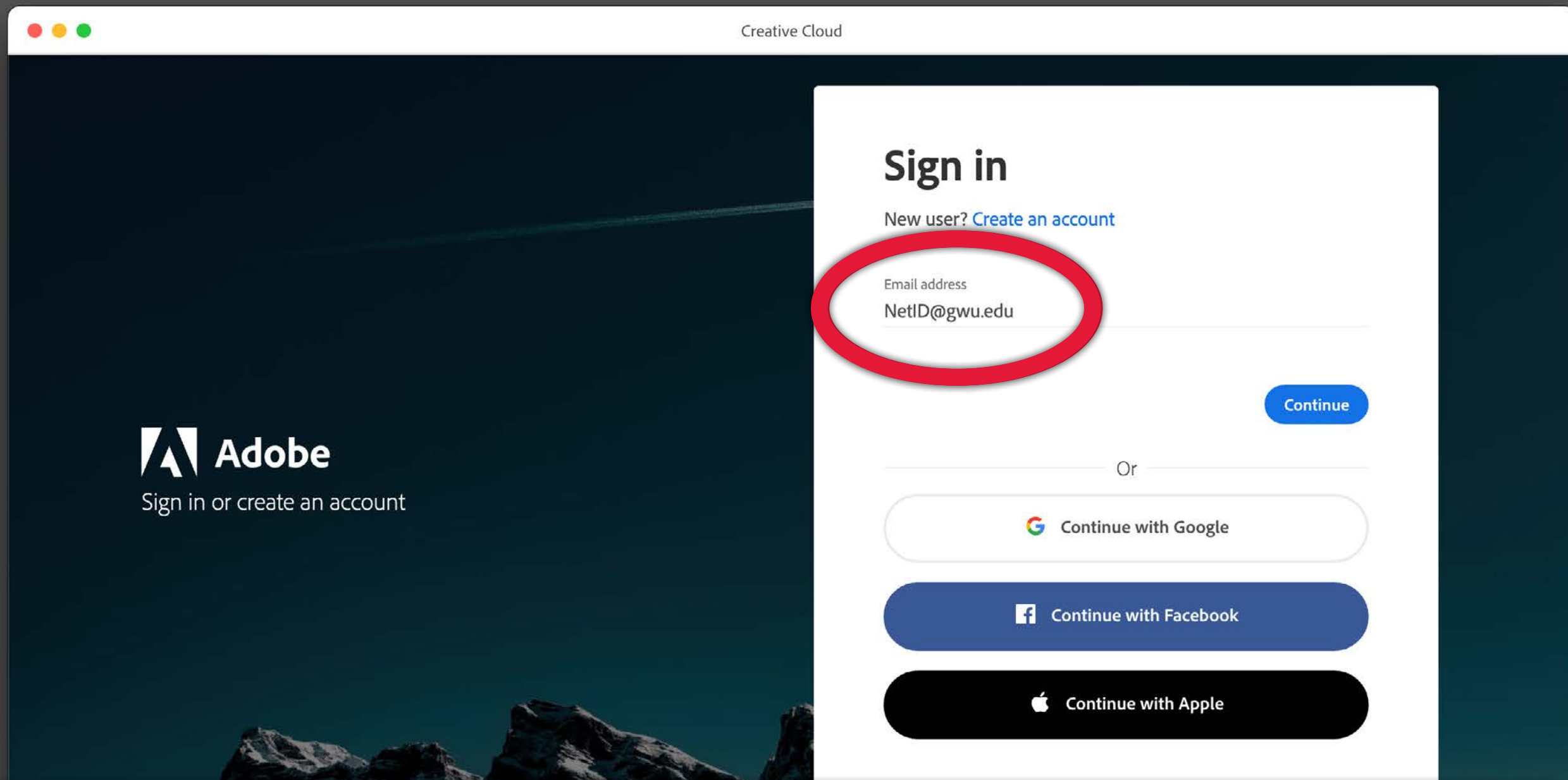
Download

Elegant layouts for print and digital.

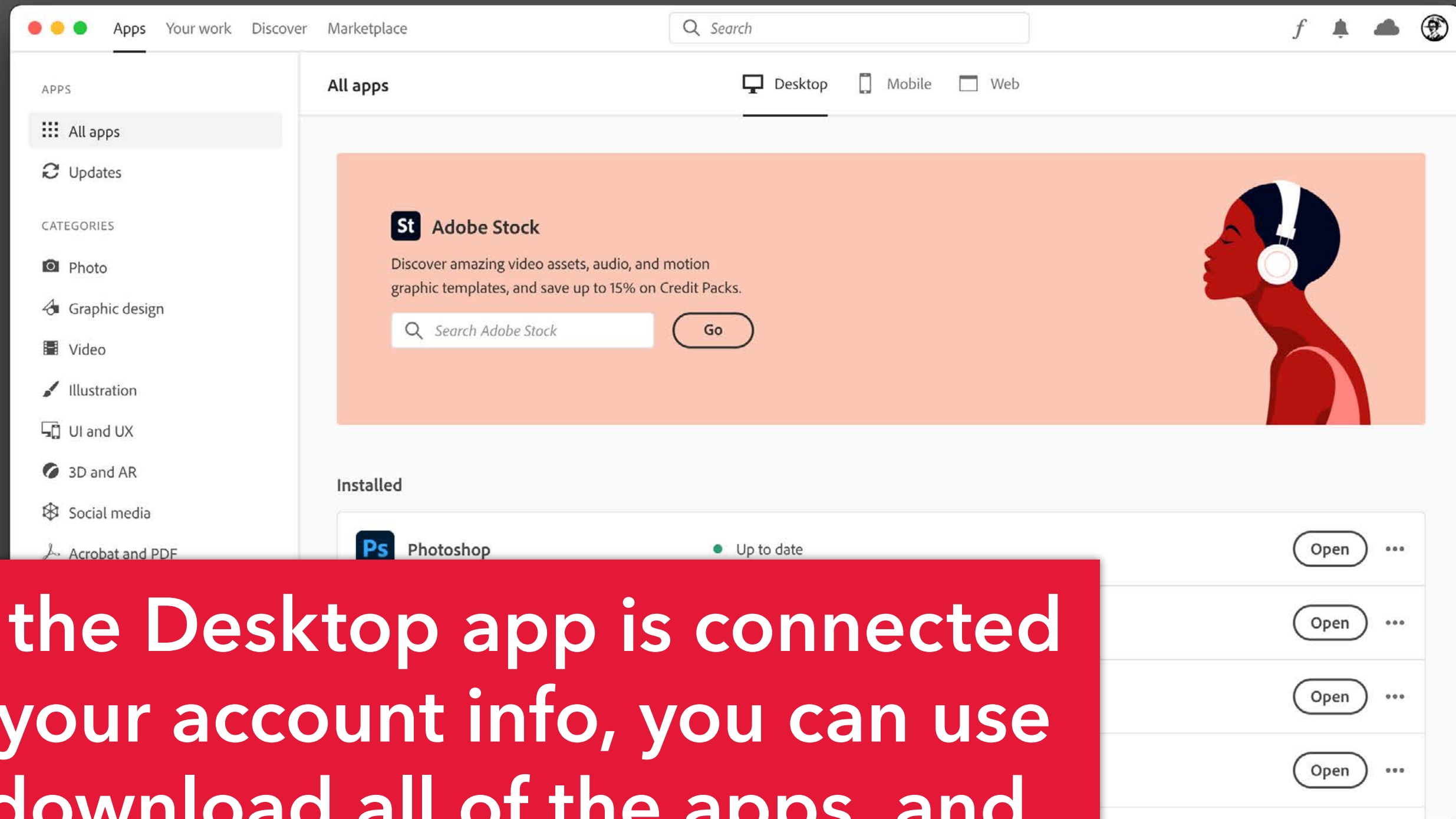
Download



After you have downloaded and installed, it will appear in the menu bar of your desktop.



And again, type in your NetID with @gwu.edu and continue with the single sign on.



Now the Desktop app is connected with your account info, you can use it to download all of the apps, and you won't need to keep signing in.

Lynda training has been has been upgraded to **LinkedIn Learning** but it is still free for faculty and students. Go to this address:
<https://it.gwu.edu/LILTransition>

From there you will be re-directed to LinkedIn Learning...

[Home](#) ▶ Your Lynda.com account has been upgraded to LinkedIn Learning

Submit a Ticket



Your Lynda.com account has been upgraded to LinkedIn Learning

Your Lynda.com account has been upgraded to LinkedIn Learning to help fuel your lifetime of learning and professional development. Log in to LinkedIn Learning to explore.

... and click here:



Sign In

Sign in using the same email address you use for
LinkedIn.com or your organization email

Email
NetID@gwu.edu

Continue

[Sign in with your library card](#)

New to LinkedIn? [Join now](#)

**Use your NetID to log in, and
complete the single sign on if asked.**

Set a weekly goal



We'll help you keep learning

Set a goal

Top picks for you



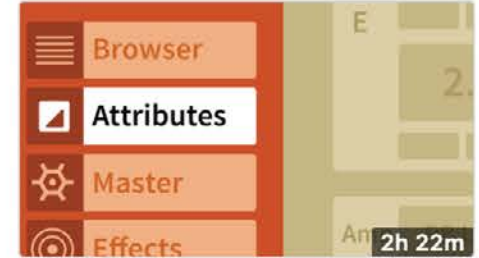
COURSE Inkjet Printing: Advanced Photography Techniques By: Ben Long

Ad

- Adobe XD 29 course results
- Advertising and Promotion 54 course results
- Google Ads 8 course results
- Adobe Animate 17 course results
- ad
- Adobe Photoshop
- Adobe Illustrator
- Administrative Assistance
- Adobe Premiere Pro
- Google Adwords
- [See all results for "Ad"](#)

MASSIVE: Digital Synthesis By: Evan Sutton

Photography Foundations:



COURSE FM8: Frequency Modulation



COURSE Photography:

Voila! Once you're in, search away for courseware.

Get a more personalized and i

Connect your LinkedIn account now to sta

- Get customized course recommendations
- Watch courses with other learners
- Deepen your learning with Q&A discussions and Learning Groups

Connect LinkedIn account

Not now



In addition to Google Drive (associated with your GW mail), the university offers GW Box for online cloud storage and collaboration. It's free and offers unlimited storage space. To access it, go to:

<https://gwu.app.box.com/>

Part of The George Washington University?

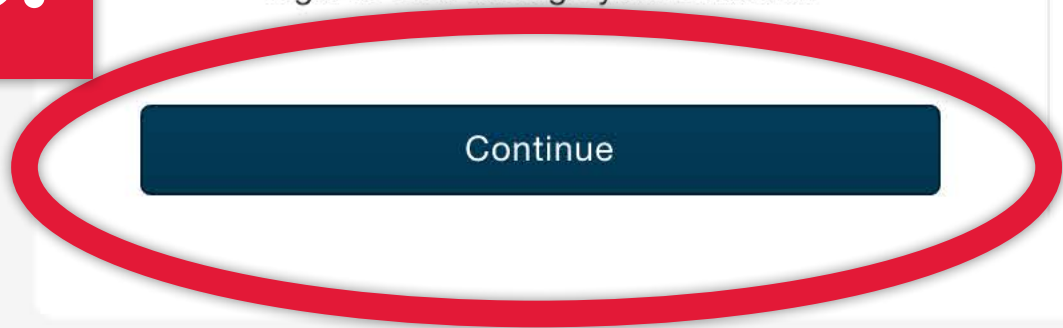
The George Washington University uses your network credentials to login to Box. Continue to login to Box through your network.

Continue

If you are not a part of The George Washington University, continue to log in with your Box.com account.

Not a part of The George Washington University

Click here:



THE GEORGE
WASHINGTON
UNIVERSITY
WASHINGTON, DC

GW

Sign in

Enter your GW Email (NetID@gwu.edu)

[Can't access your account?](#)

Next

Continue with the single
sign on if asked.

Users can access this service
with their GW Email address (NetID@gwu.edu) and
password. Questions? Contact the IT

Support Center at 202-994-4948 or
ithelp@gwu.edu. Visit <https://identity.gwu.edu> to
reset your password.

Login with your
GW email address
and password.



Sign-in options

box

- All Files
- Recents
- Synced
- Notes
- Trash
- My Collections
- Favorites
- Drag items here for quick access
- Get Box Drive

Search Files and Folders

Help, Check, Notifications, GW Logo, New +

All Files

Recent Files

Recent files thumbnails: Corcoran Virtual..., CSAD-software-l..., room-pano-2.JPG, room-pano-1.JPG, room-door-2.JPG, room-door-1.JPG, Smith Floorplans...

Name	Updated	Size
(Resource) GW IT-Classroom Data	Aug 17, 2021 by Calaway Childress	14,332 Files
Art-Theater Health and Safety Class Materials	Aug 27, 2019 by Siobhan Rigg	44 Files
...	Jan 13, 2021 by Paul Reuther	25 Files
...	Feb 22, 2021 by David Giacalone	918 Files
Corcoran Techs - Studio Info	Yesterday by James Huckenpahler	328 Files
Do-Not-Touch	Jun 20, 2020 by Maywadee Viriyapah	375 Files
Emmett-Frisbee	Jan 6, 2021 by James Huckenpahler	3 Files
FACTORY	Nov 23, 2020 by James Huckenpahler	151 Files
HospitalEntranceScreen	May 16, 2020 by David Lee	103 Files
Interviews	Oct 2, 2019 by James Huckenpahler	4 Files
LOGS	Sep 29, 2020 by James Huckenpahler	1 File

Voila, you're in.

Collaborate in real-time
 Use Box Notes to keep your team in sync during meetings.
[Try Box Notes](#)
 1/3

Copiers

Print jobs can be sent from the lab computers and personal laptops to the **Canon copiers** in Smith Hall (101) and the Flagg building (B103, B136, 127, 157, and on the landing outside of 219.)

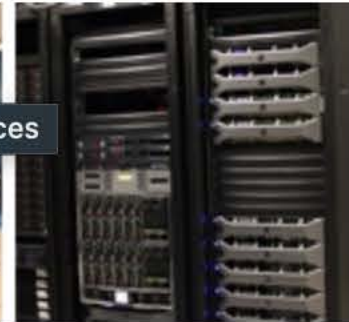
Your Gworld card should work within 24 hours of your account being activated. You can also key in your cloud account on the touch pad. If you still need help, the closest help desks are Flagg B128, and Rome 354.



Search

OFFICE OF TECHNOLOGY SERVICES

COLUMBIAN COLLEGE OF ARTS AND SCIENCES



- HOME
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- PEOPLE
- CLASSROOMS & LABS
- PROJECTS & INITIATIVES**
- SERVICES
- SUPPORT

You are here: [Home](#) / [Projects & Initiatives](#) / CCAS Print Management Project

- COLUMBIAN COLLEGE PRIVATE CLOUD
- HIGH PERFORMANCE COMPUTING
- COLUMBIAN COLLEGE WEB
- CCAS PRINT MANAGEMENT PROJECT**
- FACULTY WORKSTATION INITIATIVE 2018

CCAS Print Management Project

Overview

Implemented in Fall 2016, the CCAS Print Management project standardized a college-wide lease of new Canon copiers along with a print management tool to provide added convenience for CCAS Departments. This new centralized copier replacement program replaced the current operating model where departments work directly with copier vendors (Xerox, Canon, or Ricoh) to enter into lease agreements and meet with sales representatives. Instead, CCAS is leveraging its size to achieve economies of scale, providing new high-end copier options to departments at less than their current cost. In addition to new copier hardware, CCAS also implemented PaperCut print management tool. This allows users to print from their personal and university-owned Windows, Linux,

**Instructions for accessing the copiers are on this page:
<https://ots.columbian.gwu.edu/ccas-print-management-project>**

[Make a Difference](#)

- Canon imageRunner Advance C5560i (B&W & Color) - 60 pages per minute
- Canon imageRunner Advance 6575 (B&W Copier) - 75 pages per minute

Releasing a print job at a Canon Device:

Scroll down for links to info on printing from lab computers as well as installing the driver for your personal laptop.

Mac OS and OS X Documentation

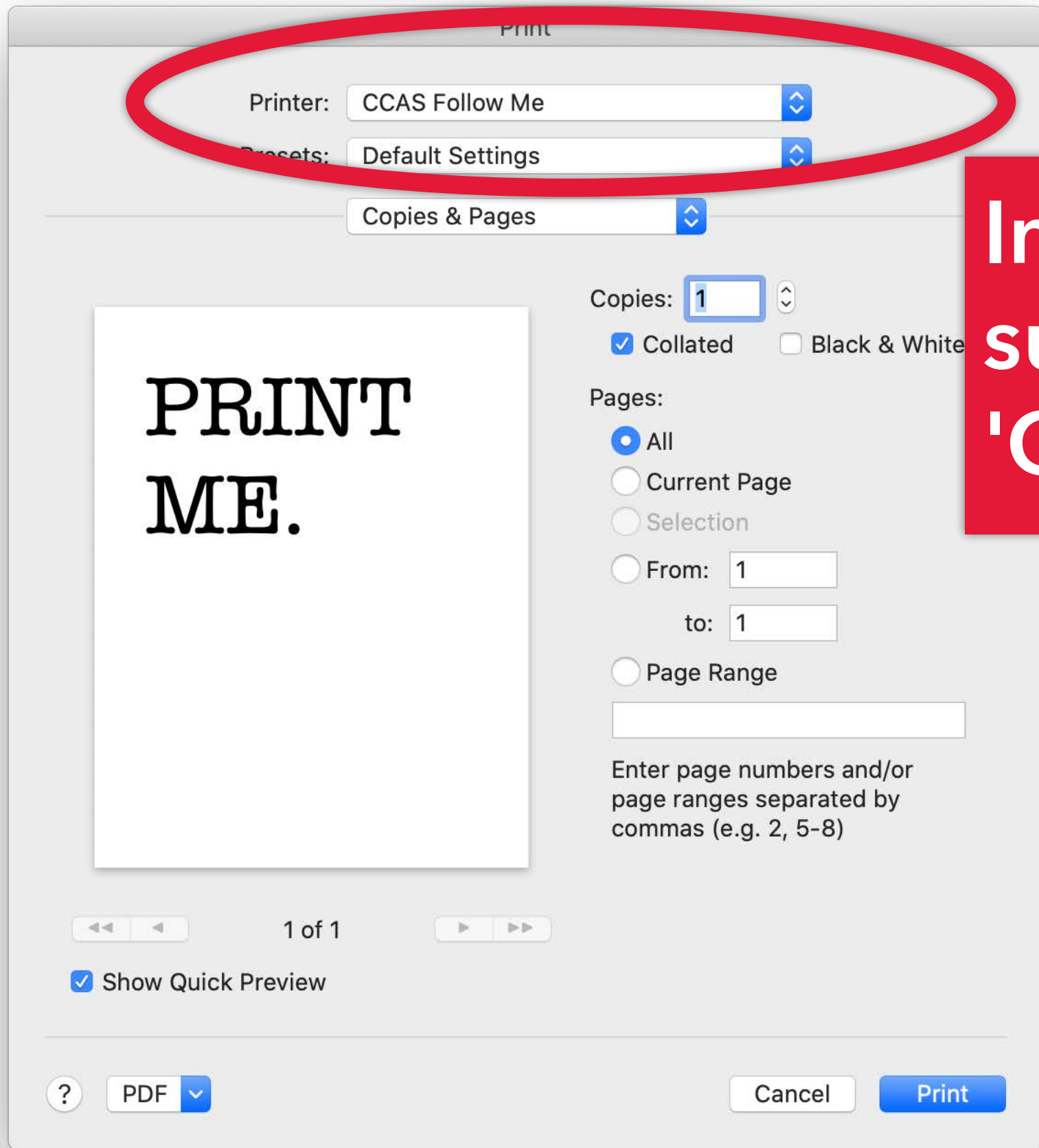
- CCAS Printing: Installing the Follow Me Print Queue on Mac OS - https://gwucolumbian.service-now.com/kb_view_customer.do?sysparm_article=KB0010047
- CCAS Printing: Printing to a Follow Me Print Queue on Mac OS - https://gwucolumbian.service-now.com/kb_view_customer.do?sysparm_article=KB0010046

Windows 7 and Windows 10 Documentation:

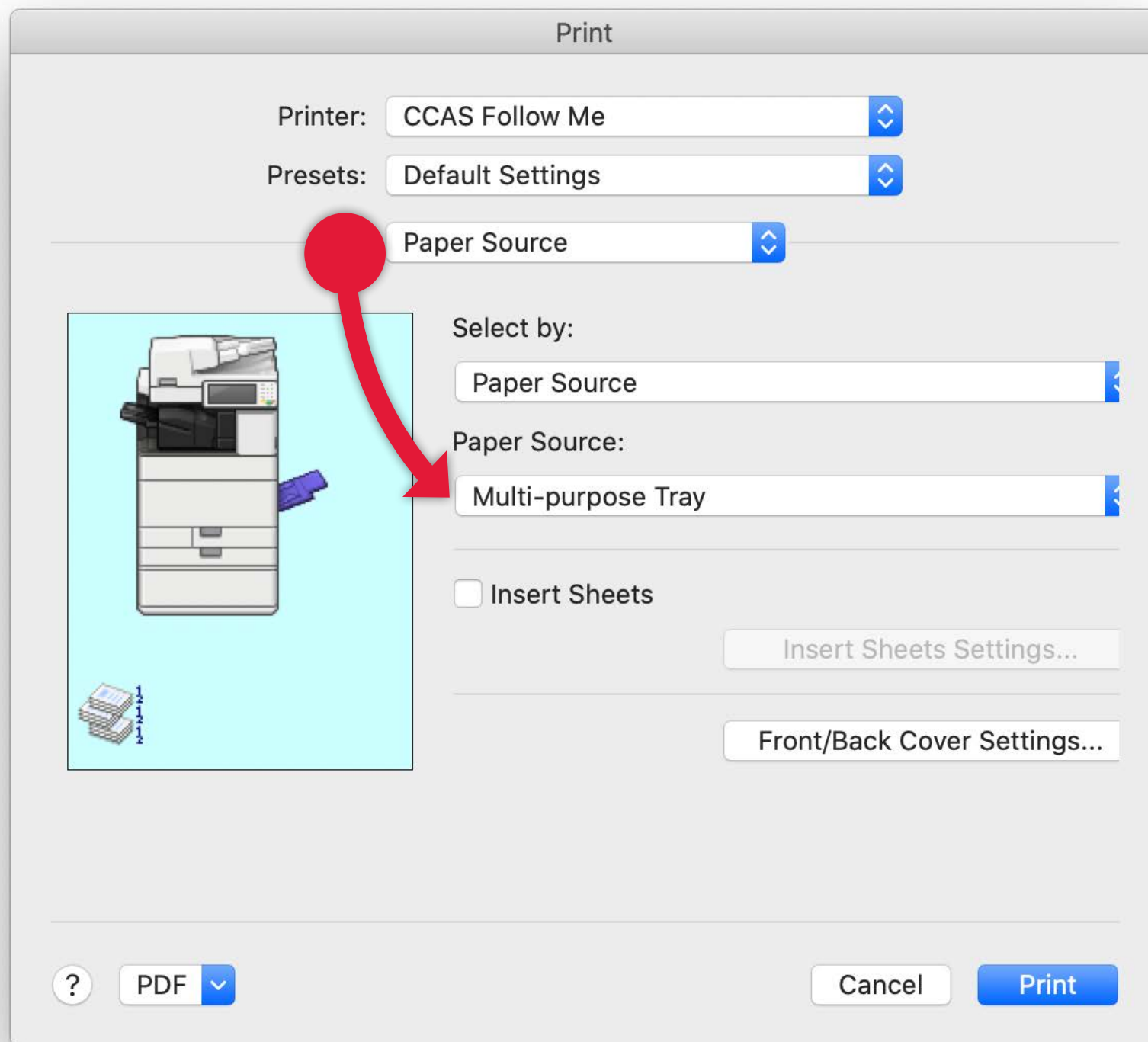
- CCAS Printing: Installing the Follow Me Print Queue on Windows (Shared GW Computers or Personally Owned) - https://gwucolumbian.service-now.com/kb_view_customer.do?sysparm_article=KB0010051

Linux Documentation:

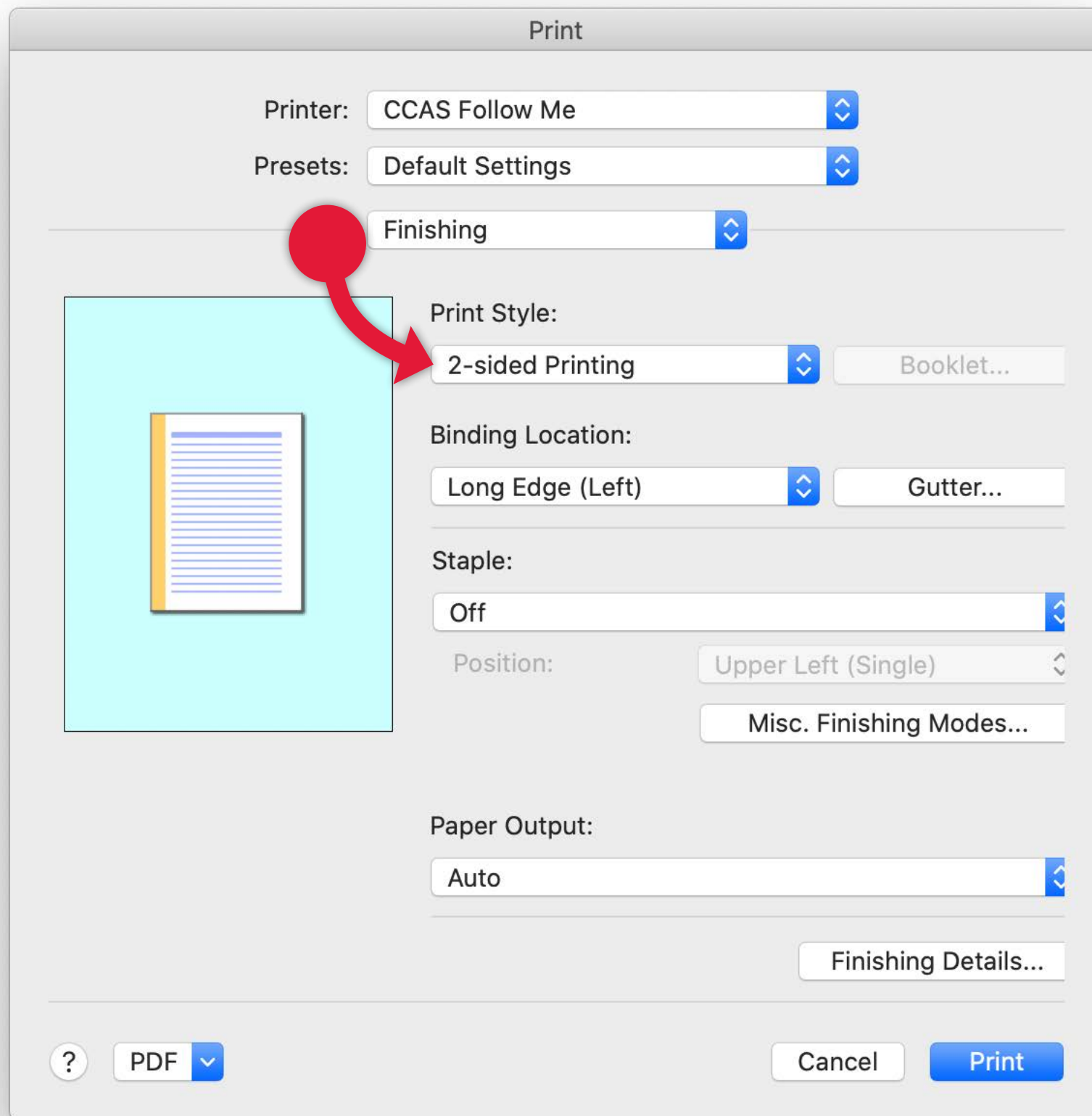
- CCAS Printing: Installing the Follow Me Print Queue on Linux - https://gwucolumbian.service-now.com/kb_view_customer.do?sysparm_article=KB0010048




In the 'Print' dialog, make sure you are printing to 'CCAS Follow Me.'



All custom paper must be loaded in the multipurpose tray on the side.



The copiers are set to '2-sided Printing' by default, but you can change to single-sided in the 'Finishing' settings.



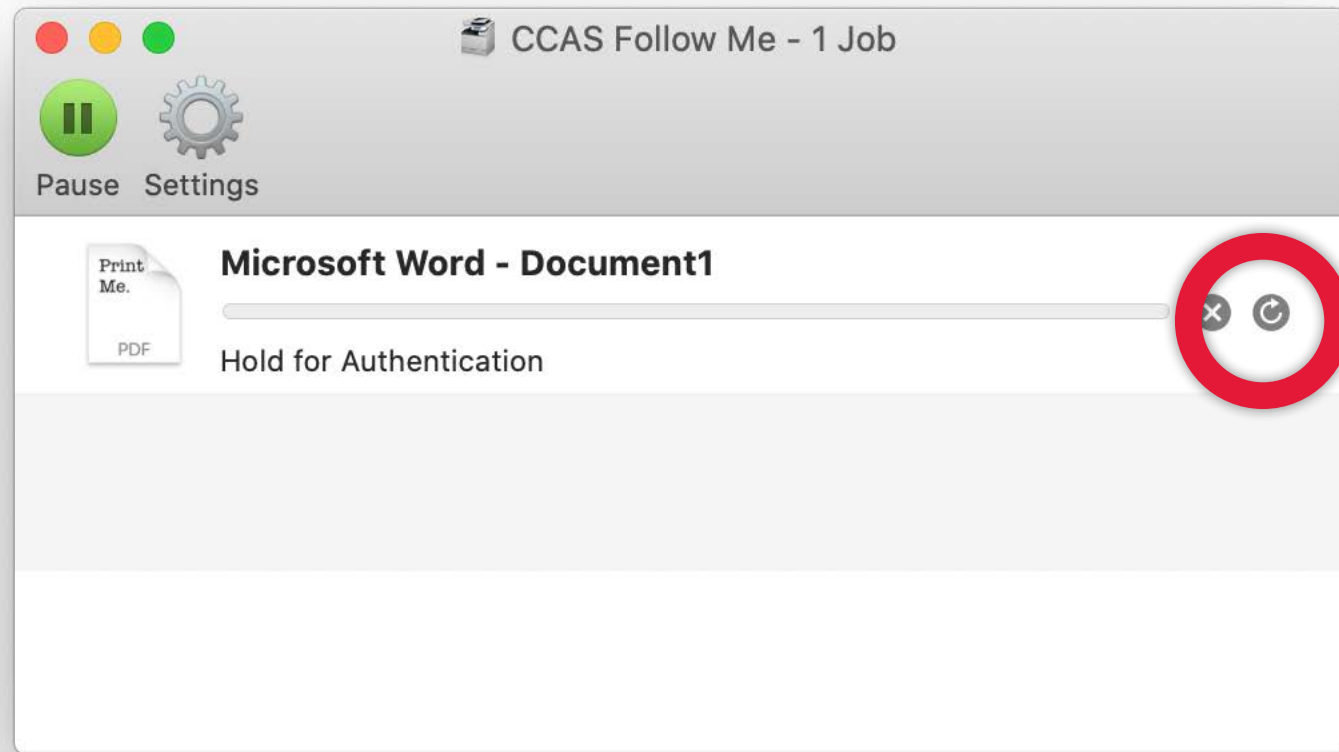
Enter your name and password for the printer
"CCAS Follow Me".

Name:

Password:

Remember this password in my keychain

Once you hit 'Print'
you'll be asked for
your cloud username
and password.



Make sure your job leaves the print queue before going to the printer.

If it is on 'Hold for Authentication,' click the arrow button to re-enter your cloud username and password.

After you've sent your job to the print queue, simply tap your GW ID card at the nearest copier to release the job.

Service Bureau

Need large format ink-jet prints? Laser cutting or engraving? and 3D prints? Jobs may be submitted to the service bureau: **use the PaperCut portal:**

<https://go.gwu.edu/CSADservice>

**Note: if you on a campus network,
that link will take you directly to the portal;
if you are not on campus, you'll need
to connect to the campus network
using VPN software.**

PaperCut MF | 21.0

Username

Password

English

PaperCut MF Print Management Software licensed to GWU Columbian College of Arts and Sciences

Use your NetID (GW email address **WITHOUT** @gwu.edu) and the associate password to log in.

If you are having trouble logging in, contact Devin Pace at paced@gwu.edu

Browser tabs: Fab Lab & Print, The George Was, Corcoran Full-ti, Classcon 2021, CSAD Technolog, F21 Software ch, NFTs: crypto gri, BYOB (Bring You, PaperCut MF

Address bar: fb-papercut-p01.ead.gwu.edu:9192/job-ticketing/customer/rooms/1

Page Header: PaperCut MF, Corcoran Fab Lab, HB Huckenpahler, Bernard James

CSAD FAB LAB

Location: Flagg B148
Pick-up: Outside of Flagg B148
Hours: 9AM-6PM
Email: corcorantechs@gwu.edu
Turn Around: We will do our best to get work back to you within 24 hours. Please allow for extra time during busy periods (e.g. mid and end term projects). Look at announcements for other delays.
Laser Template: When prepping a file for laser cutting, please use the [template](#).
Tips: For general How-To's and other tips, visit our [GitHub](#).





ANNOUNCEMENTS

PD Thanks for trying out the new service! There may be some hiccups; if there are any issues, please contact PaceD@gwu.edu.
Pace, Devin, 3 days ago

Choose Product My Orders

You'll see helpful info and announcements at the top of the screen.

Choose a Product

-  3D print
-  Desktop Milling
-  Large Format Printing
-  Laser Cutting

My Orders

Order	Title	Product	Cost	Last activity	Status
#0008	print stuff	Large Format Printing		September 28, 2021 10:32 AM	Cancelled


CSAD FAB LAB
Location: Flagg B148
Pick-up: Outside of Flagg B148
Hours: 9AM-6PM
Email: corcorantechs@gwu.edu
Turn Around: We will do our best to get work back to you within 24 hours. Please allow for extra time during busy periods (e.g. mid and end term projects). Look at announcements for other delays.
Laser Template: When prepping a file for laser cutting, please use the [template](#).
Tips: For general How-To's and other tips, visit our [GitHub](#).

ANNOUNCEMENTS
Thank for...
there
Pace,


But the good stuff is down here: products we offer. (And we'll be adding more in the future.)

Choose Product My Orders


Choose a Product




3D print



Desktop Milling



Large Format Printing



Laser Cutting

My Orders

Order	Title	Product	Cost	Last activity	Status
#0008	print stuff	Large Format Printing		September 28, 2021 10:32 AM	Cancelled

Choose a Product



Click on the product name to see helpful submission info.



Desktop Milling

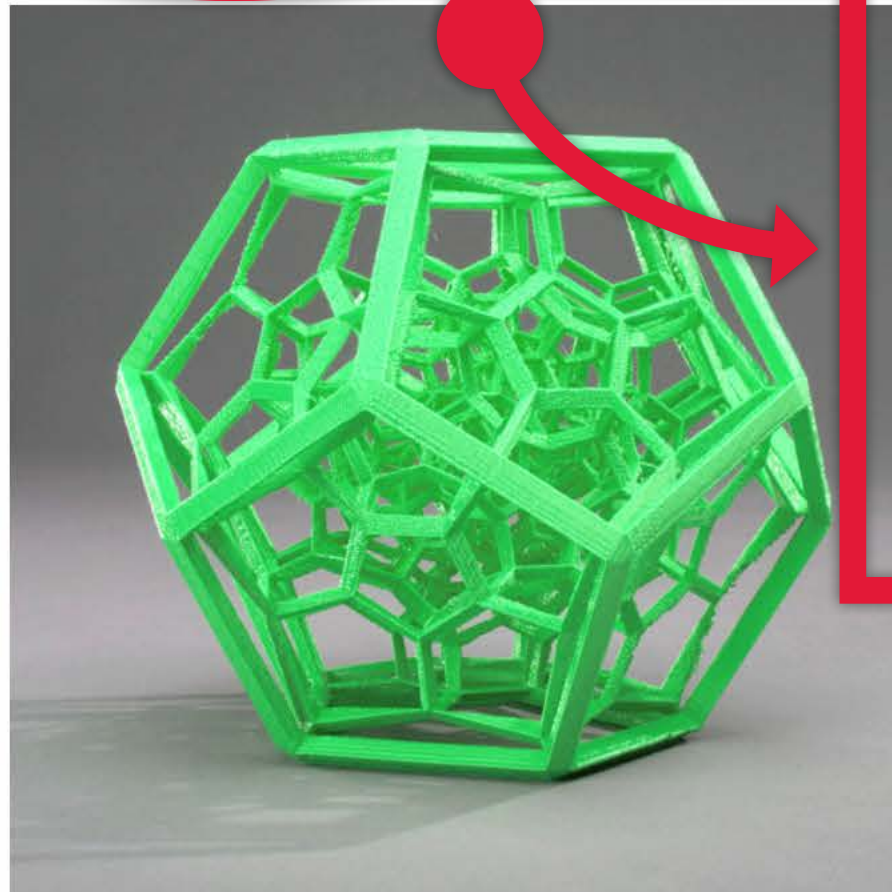


Large Format Printing



Laser Cutting

3D print



3D print

Use [Makerbot Print](#) software to prepare your file. Arrange, size and apply print settings to your .STL file(s) on the build plate. Then go to "File > Save Project As..." and upload the saved .PRINT file via the submission form. Your model will be printed on random colors or natural(unpigmented filament) PLA. Tips can be found on our [GitHub Wiki](#)

Start Order

Email: corcorantechs@gwu.edu

Turn Around: We will do our best to get work back to you within 24 hours. Please allow for extra time during busy periods (e.g. mid and end term projects). Look at announcements for other delays.

Laser Template: When prepping a file for laser cutting, please use the [template](#).

Tips: For general How-To's and other tips, visit our [GitHub](#).

Choose Product

My Orders

Click on a product photo to go straight to the submission form.

Choose a Product



3D print



Desktop Milling



Large Format Printing



Laser Cutting



My Orders

Order	Title	Product	Cost	Last activity	Status
-------	-------	---------	------	---------------	--------

Note: different products have different options in the order forms. The following slides show what to look out for:

CSAD FAB LAB
Location: Flagg B148
Pick-up: Outside of Flagg B148
Hours: 9AM-6PM
Email: corcorantechs@gwu.edu
Turn Around: We will do our best to get your order as fast as possible. Please allow for extra time during busy periods.
Laser Template: When prepping a file, please use the correct template.
Tips: For general How-To's and more information, please visit our website.

New Large Format Printing

Files

Drag & drop file here

BIG-print-job.pdf

Attach file

Title

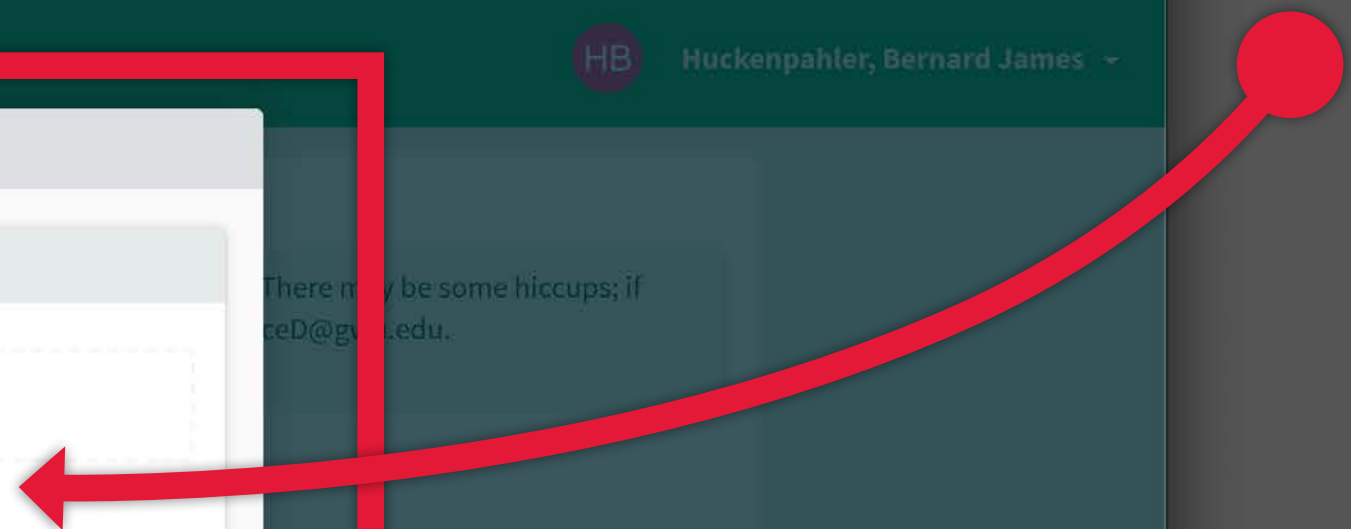
Copies 1

Pages 0

Cancel Submit

For large-format printing, files should either be submitted as flattened .PSD or as .PDF. This will ensure that fonts and embedded images print properly. Most apps will "Save as..." or "Export" as PDF files. When saving from Creative Cloud apps, set the Adobe PDF Preset to "High Quality Print"

Drag your files into the dropzone at the top of the form. You CAN submit multiple files in a single job. Note: DO NOT submit multipage documents—each page should be a separate file.



Location: Flagg B148

Pick-up: Outside of Flagg B148

Hours: 9AM-6PM

Email: corcorantechs@gwu.edu

Turn Around: We will do our best to


Please allow for extra time during bu

Look at announcements for other de

Laser Template: When prepping a fi

Tips: For general How-To's and other

Files

 BIG-Print-Job.pdf

October 28, 2021 2:

Attach file

Give the job a name and select number of copies.

Details


Title

big print

Copies

1

Pages

 0  1

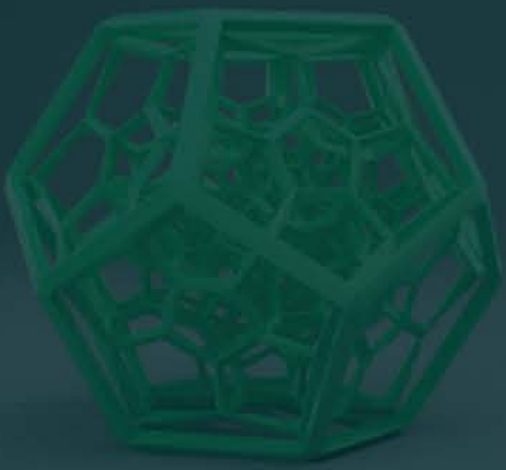
 BIG-Print-Job.pdf

0 1

Setup

I understand you will not scale my project for me, my expected size is:

I understand that each file should only contain one page.



3D print



De

New 3D print

Files

Drag & drop file here

Attach file

Details

Title

Copies

Pages

Print information

Print mode

Balanced



Material

PLA



For 3D print jobs, use the Makerbot Print software to prepare your file. Arrange, size and apply print settings to your .STL file(s) on the build plate; Then go to "File > Save Project As..." and upload the saved .PRINT file

For Desktop Milling jobs, save your file as a .STP/.STEP if you can, or .STL if needed. View the documentation for the modeling program you are using if you're unsure of your app's export settings.

Materials

Choose Material from List below

Machinable foam



What class is this for?

Accounting

Charge to

Delivery & Instructions

Delivery option

Pickup



Hallway pickup outside of Flagg B148

Note, we currently only offer 'Machinable Foam.' If you are interested in working with other materials, contact Devin Pace at: paced@gwu.edu

Pages 0 0

File Prep

Did you use the Laser Template Choose 'Yes' or 'No' >

Material Choose your material >

What class is this for?

Accounting

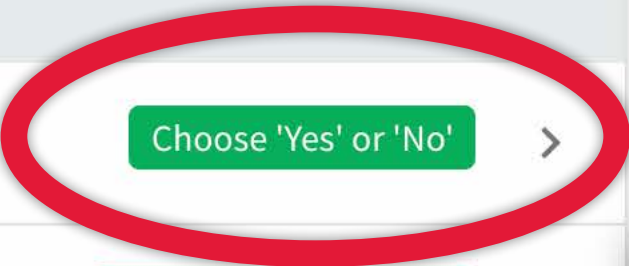
Charge to Personal account

Delivery & Instructions

Delivery option Pickup

Hallway pickup outside of Flagg B148

Additional instructions



For laser jobs, it is **STRONGLY** recommended that you use the Adobe Illustrator template for setting up your jobs. It can be found on the lab's [GitHub](#). Save your jobs as .PDF files.

- Material
- Clear Acrylic
 - 2mm Birch
 - Birch
 - Corrugated Cardboard
 - corrugated cardboard
 - single-ply chip board
 - single-ply chip board
 - 2-ply chip board
 - 2-ply chip board

Pages

0 0

File Prep

Did you use the Laser Template

Choose 'Yes' or 'No' >

Material

Choose your material: >

**For laser jobs, choose your material.
If you are interested in working with
other materials, contact Devin Pace at:
paced@gwu.edu**

What class is this for?

Charge to

Personal account

Delivery & Instructions

Delivery option

Pickup

Hallway pickup outside of Flagg B148

Additional instructions

Material

Choose your material:

2mm Clear Acrylic

Clear Acrylic

3mm Clear Acrylic

Clear Acrylic

2mm Birch

Birch

Corrugated Cardboard

corrugated cardboard

single-ply chip board

single-ply chip board

2-ply chip board

2-ply chip board

For all jobs, add the class that this job is for, or indicate that is a personal project.

Width
18

Epson Enhanced Matte

What class is this for?

IA Studio 2

Accounting

Charge to

Personal account

Delivery & Instructions

Delivery option

Pickup

Hallway pickup outside of Flagg B148

Additional instructions

Cancel

Submit

Email: corcorantechs@gwu.edu

Turn Around: We will do our best to

Please allow for extra time during bu

Look at announcements for other de

Laser Template: When prepping a fil

Tips: For general How-To's and other

Choose Product

My Order

Width

18

Paper Stock

Epson Enhanced Matte



What class is this for?

IA Studio 2

The pickup location for all finished jobs is the shelves outside of Flagg B148.

Personal account



 **Delivery & Instructions**

Delivery option

Pickup



Hallway pickup outside of Flagg B148

Additional instructions

Cancel

Submit

My Orders

Order

Title

Status



3D print



De

Paper Stock

Epson Enhanced Matte



What class is this for?

IA Studio 2

\$ Accounting

Charge to

Personal account



🚚 Delivery & Instructions

Delivery option

Pickup



Hallway pickup outside of Flagg B148

Additional instructions

[Empty text input field]

Hit submit!

Cancel

Submit

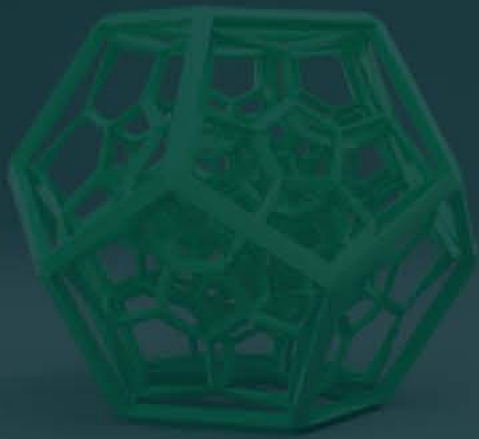
Status

Please allow for extra time during business hours.
Laser Template: When prepping a file for printing, please use the Laser Template.
Tips: For general How-To's and other helpful information, please visit our website.

Choose Product

My Order

Choose a Product



3D print

My Orders

Order

Title

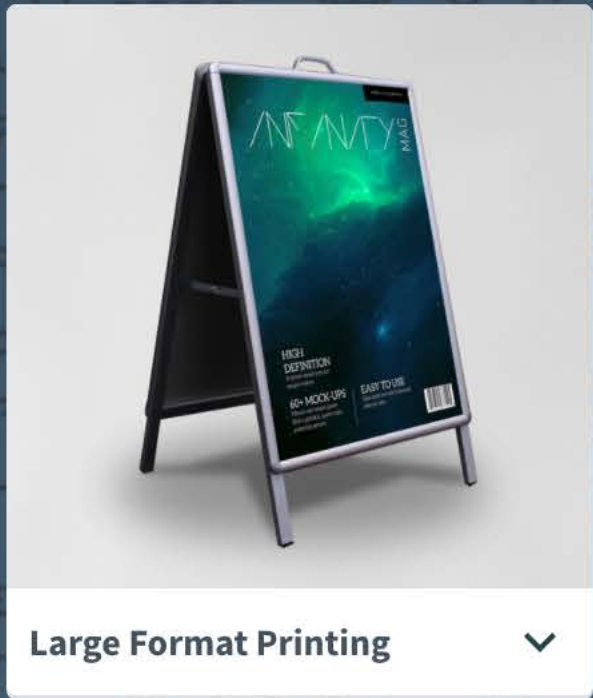
#0008

print stuff

Large Format Printing

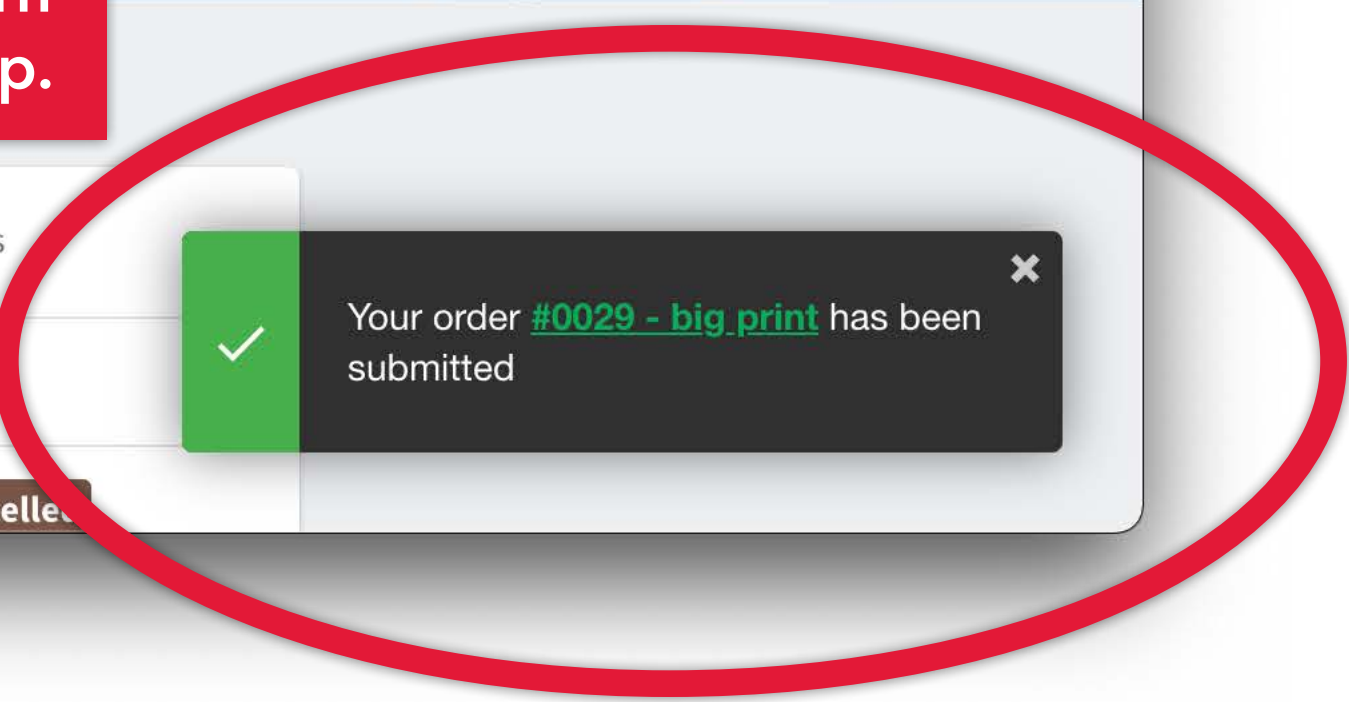
September 28, 2021 10:32 AM

Cancelled



Once your job is submitted, you'll return to the home screen and see this pop-up.

	Cost	Last activity	Status
Printing		October 11, 2021 8:22 AM	New
Printing		September 28, 2021 10:32 AM	Cancelled



Your Corcoran Fab Lab order has been submitted.  Inbox x



no-reply@papercut.gwu.edu
to sptwst ▾

8:22 AM (2 minutes ago) ☆ ↶ ⋮

PaperCutMF[®]

Hi, there!

Your Large Format Printing order with the Corcoran Fab Lab has been submitted. We will do our best to get it back to you within 24 hours. Please allow extra time around busy periods such as mid and end of semester projects.

[View Order](#)

You'll receive an email that looks a little like this...

↶ Reply

↷ Forward

Your Corcoran Fab Lab order has been completed. Σ Inbox x



no-reply@papercut.gwu.edu
to sptwst ▾

8:24 AM (1 minute ago) ☆ ↶ ⋮

PaperCut MF[®]

Hi, there!

Your Large Format Printing order with the Corcoran Fab Lab has been completed. It is available for pickup in the hallway outside B148.

[View Order](#)

... and once the job is done, you'll get an email that looks a little like this. After you get this email...

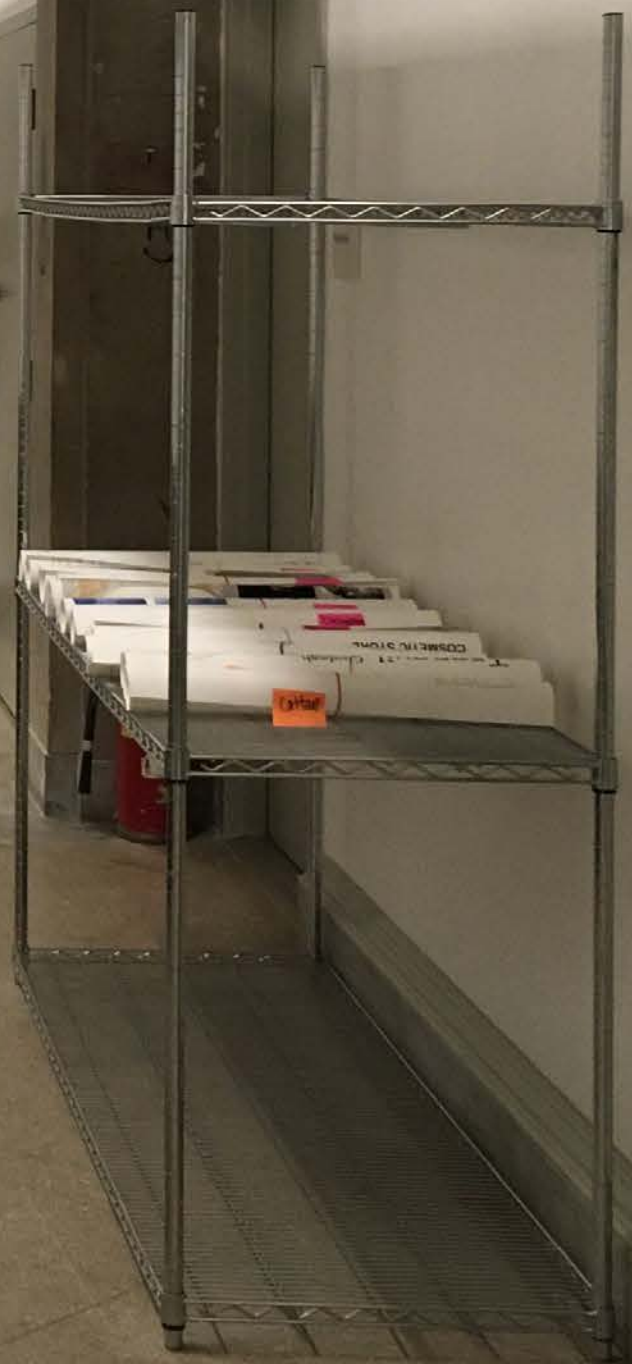
↶ Reply

↷ Forward

Flagg B148!



Shelves with finished jobs.



Large-format print submission guidelines:

We accept print files with output sizes larger than 11" x 17" up to 44" wide x 10' long on Epson Enhanced Matte paper. We run the jobs as-is: make sure your document is set up to the desired output size. Files 11" x 17" or smaller will be rejected (they can be printed on color copiers.)

We do not print full-bleeds; ensure 1/4" margin on your art. (If you submit an 18" x 24" job with a full bleed we will scale it down slightly to run on a 24" wide roll.)

We do not trim finished prints; you'll need to trim finished prints in your studio. You may want to add a bounding box or trim marks.

Files should either be submitted as flattened .PSD, .JPG or as .PDF. This will ensure that fonts and embedded images print properly. Most apps will "Save as..." or "Export" as PDF files. When saving from Creative Cloud apps, set the Adobe PDF Preset to "High Quality Print" If you are submitting a .PSD or .JPG, make sure the image resolution is at least 180ppi.

We do not accept multipage documents; each print should be submitted as a separate file; for example, if you have multiple boards in a multipage InDesign file, each page should be submitted as a separate job.

Laser cutting and engraving submission guidelines:

Use the [Illustrator template](#) for preparing your file, then save as .PDF and upload your finished work via the submission form. The template is set up in the correct color mode and has the correct color swatches built in: **the laser is very picky** and requires RGB colors. Artboards set to the CMYK color space will output the wrong colors, even if you manually choose the correct RGB values.

Be sure to indicate which material you wish to cut/engrave.

If there is type/text in your artwork, convert the type to outlines, to ensure the correct font.

3D printing submission guidelines:

Use the [Makerbot Print software](#) to prepare your file. Arrange, size and apply print settings to your .STL file(s) on the build plate; Then go to "File > Save Project As..." and upload the saved .PRINT file via the submission form.

Desktop milling submission guidelines:

Go to our [GitHub site](#) to view some important parameters. Save your file as a .STP/.STEP if you can, or .STL if needed. View the documentation for the modeling program you are using if you don't know how. You will need to provide the material to be machined. We recommend providing extra in case any testing needs to be performed or there were issues with the file.

Note: we make a best effort to turn around jobs within 24 hours; however, during busy periods there may be delays. Jobs will be run on a first-come, first-served basis.

GENERAL HELP!

Phone: 202-994-GWIT (4948)

Email: ithelp@gwu.edu

Web: it.gwu.edu

CSAD STUDIO HELP!

Email: corcorantechs@gwu.edu

