



# 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](mailto:ithelp@gwu.edu)**



GET HELP

Or go to  
[it.gwu.edu](http://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 Information Technology



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](mailto:sprtwst@gwu.edu)**

# Support



## [Submit a Request](#)

[ithelp@gwu.edu](mailto: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 support you remotely. For more information, please visit Digital Workplace,

we are currently 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.**

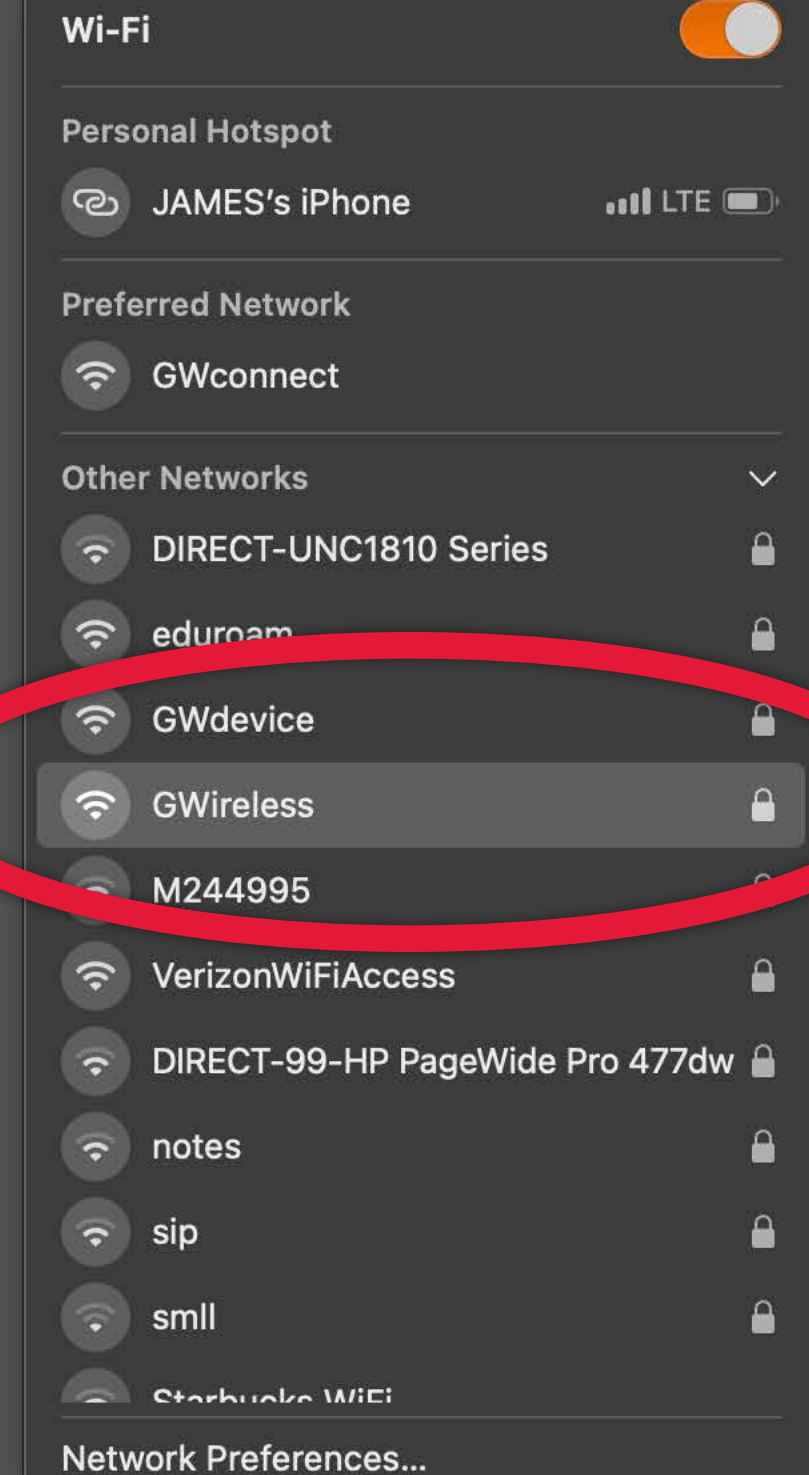
GWIT plans to staff more hours as student workers get hired.






**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

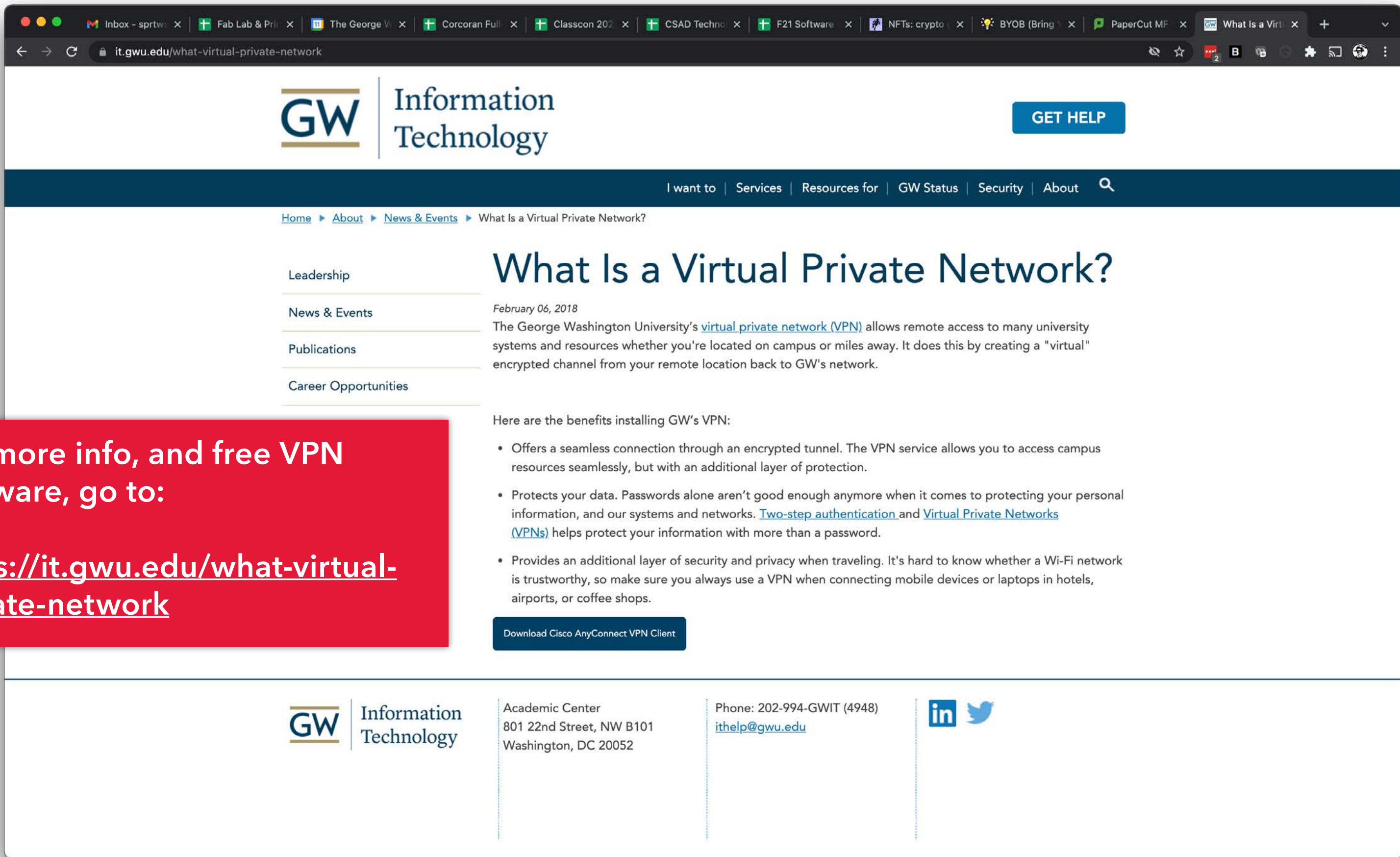
Use your NetID (without @gwu.edu) to log in.



**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

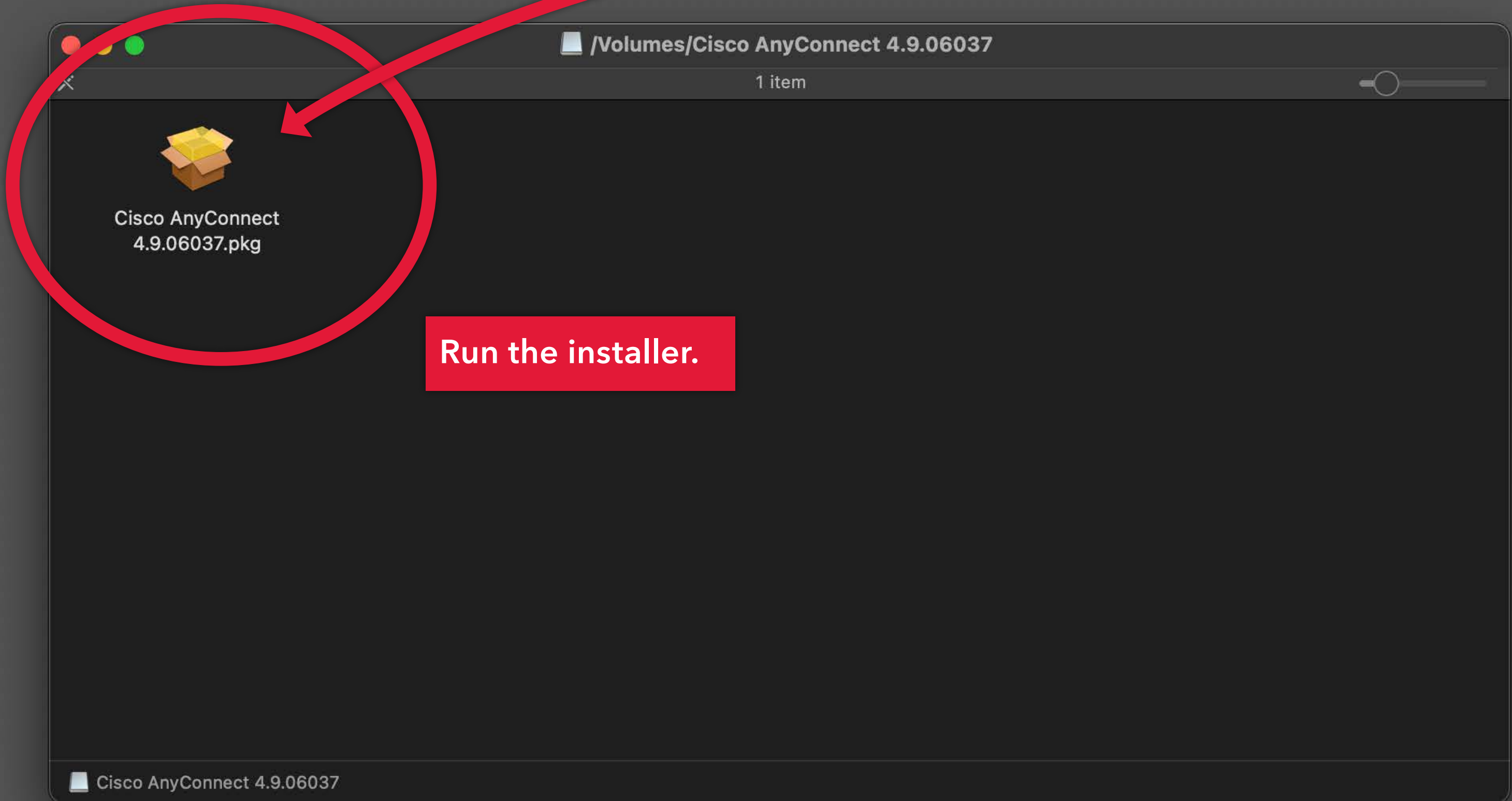
[Download anyconnect-linux64-4.9.06037-predeploy-k9.tar.gz](#) (26.18 MB) (File will begin downloading in a few seconds)

### 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

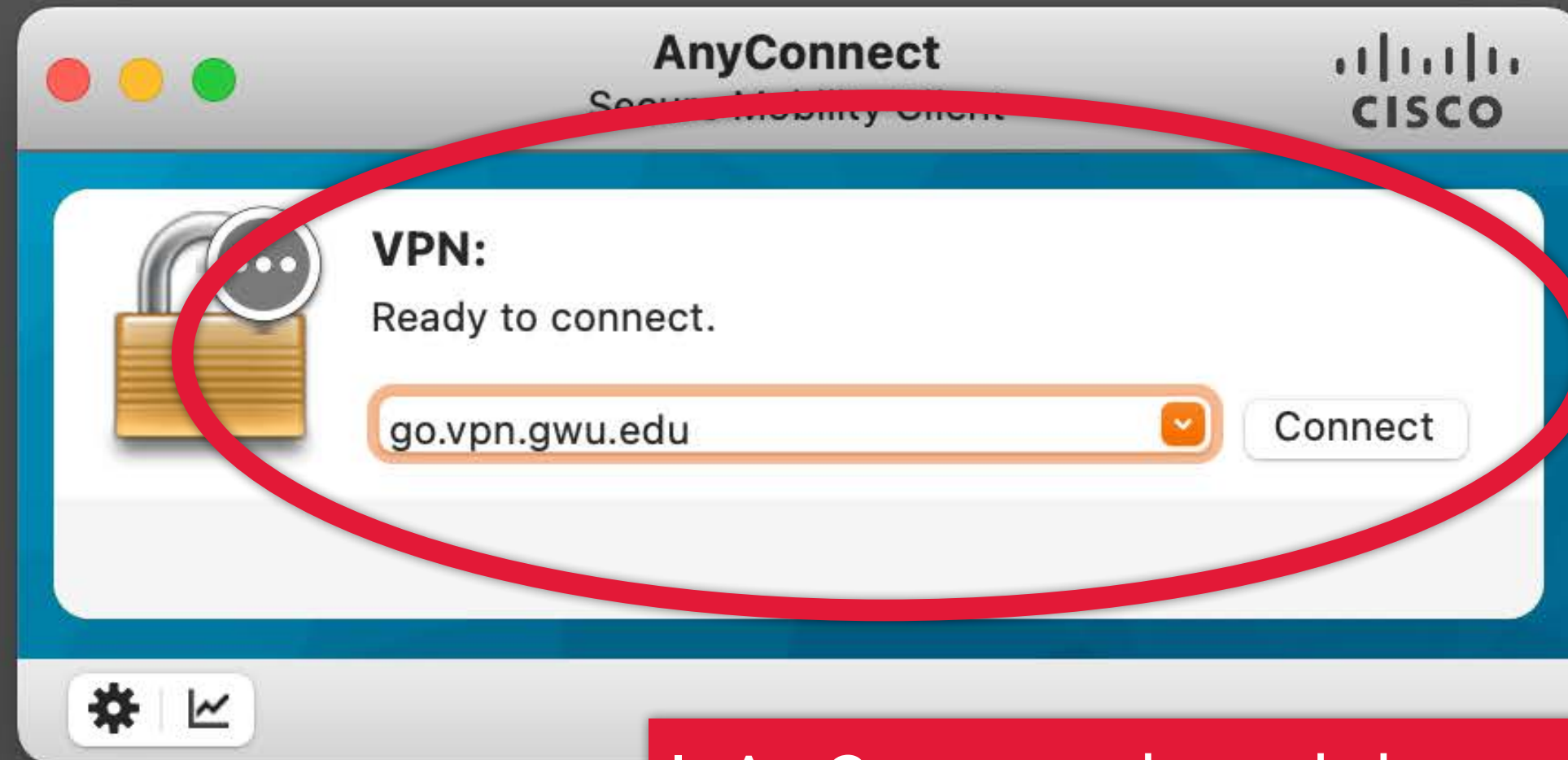
**Information** [Show Less](#)

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

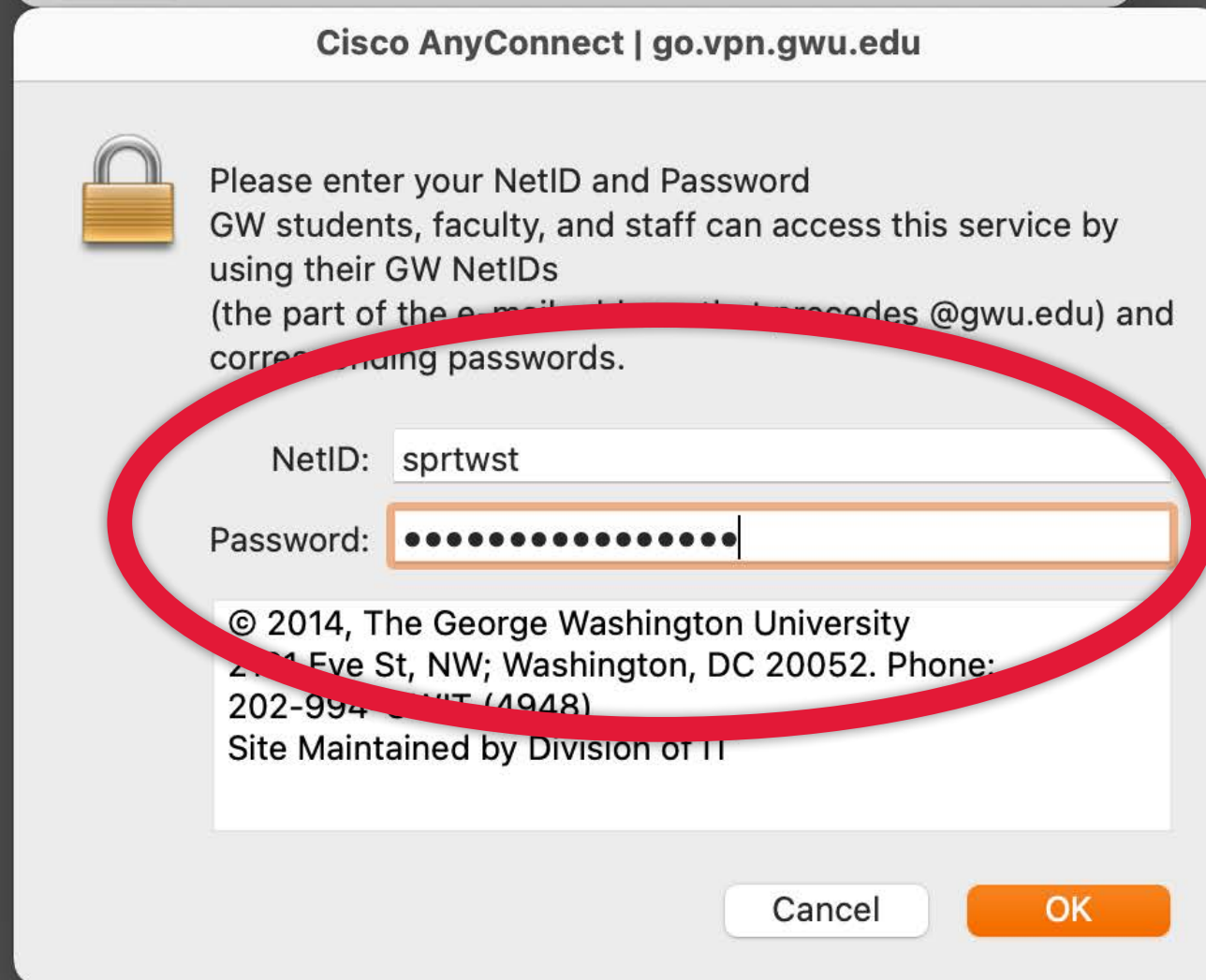
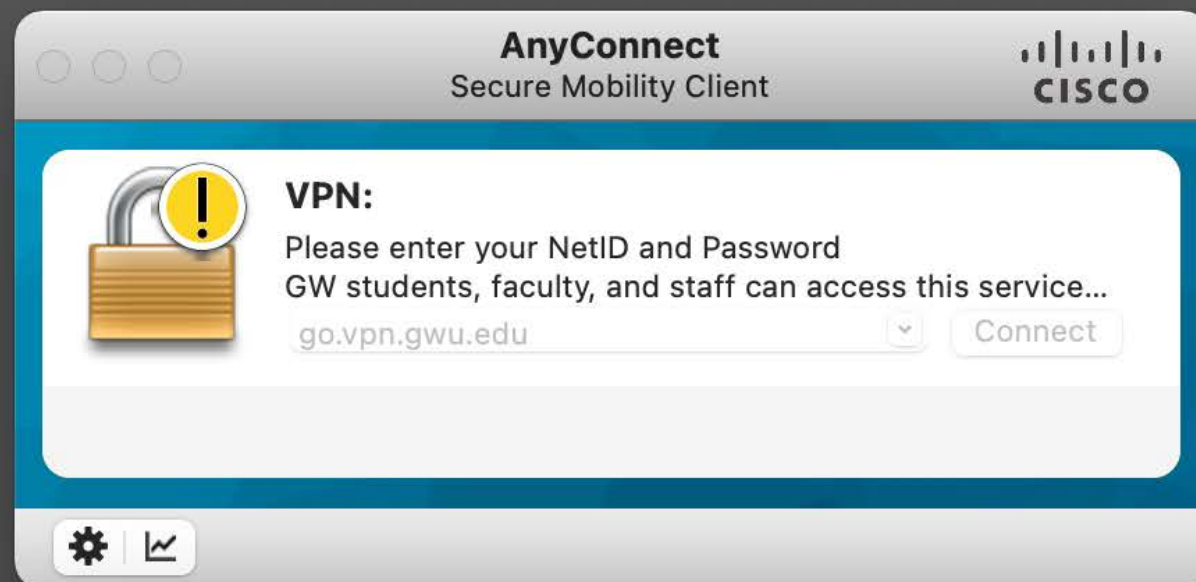
More...

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...

	<b>Software in CSAD labs</b>	<b>Where can I get an EDU license?</b>
General	Adobe Creative Cloud	<a href="http://go.gwu.edu/adobe">http://go.gwu.edu/adobe</a>
	MS Office	<a href="https://it.gwu.edu/microsoft-office-365-free-gw-community-0">https://it.gwu.edu/microsoft-office-365-free-gw-community-0</a>
CAD/BIM	Autodesk AutoCAD	<a href="https://www.autodesk.com/education/free-software/featured">https://www.autodesk.com/education/free-software/featured</a>
	Enscape (plug-in)	<a href="https://enscape3d.com/educational-license/">https://enscape3d.com/educational-license/</a>
	Rhino	not free; student version = \$195; <a href="https://www.rhino3d.com/sales/north-america/United_States">https://www.rhino3d.com/sales/north-america/United_States</a>
	VRay (plug-in)	not free, student bundle = \$149/year; <a href="https://store.chaosgroup.com/educational/product/1-year-term-vray-edu-collection">https://store.chaosgroup.com/educational/product/1-year-term-vray-edu-collection</a>
	SketchUp	not free; student version = \$55/year; <a href="https://www.sketchup.com/plans-and-pricing-promo#for-higher-education">https://www.sketchup.com/plans-and-pricing-promo#for-higher-education</a>
	Revit	<a href="https://www.autodesk.com/education/free-software/featured">https://www.autodesk.com/education/free-software/featured</a>
	Fusion 360	<a href="https://www.autodesk.com/education/free-software/featured">https://www.autodesk.com/education/free-software/featured</a>
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	<a href="http://citrix.com/receiver">http://citrix.com/receiver</a> - once installed, CCAS services are here: <a href="http://apps.ccas.gwu.edu">apps.ccas.gwu.edu</a>



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.  
[Learn more](#)

[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

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

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](mailto: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



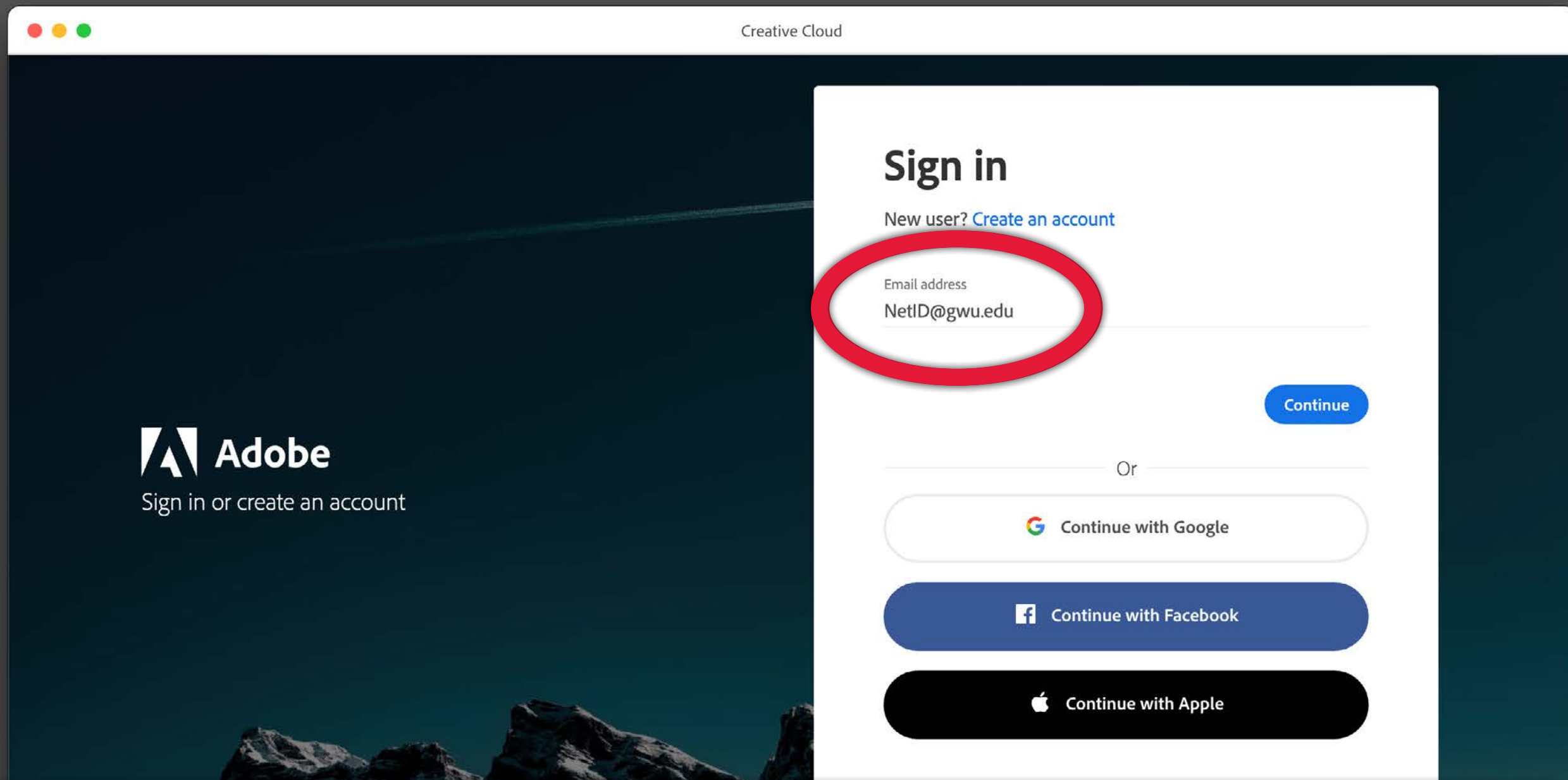
### Illustrator

Create elegant layouts for print and digital.

Download

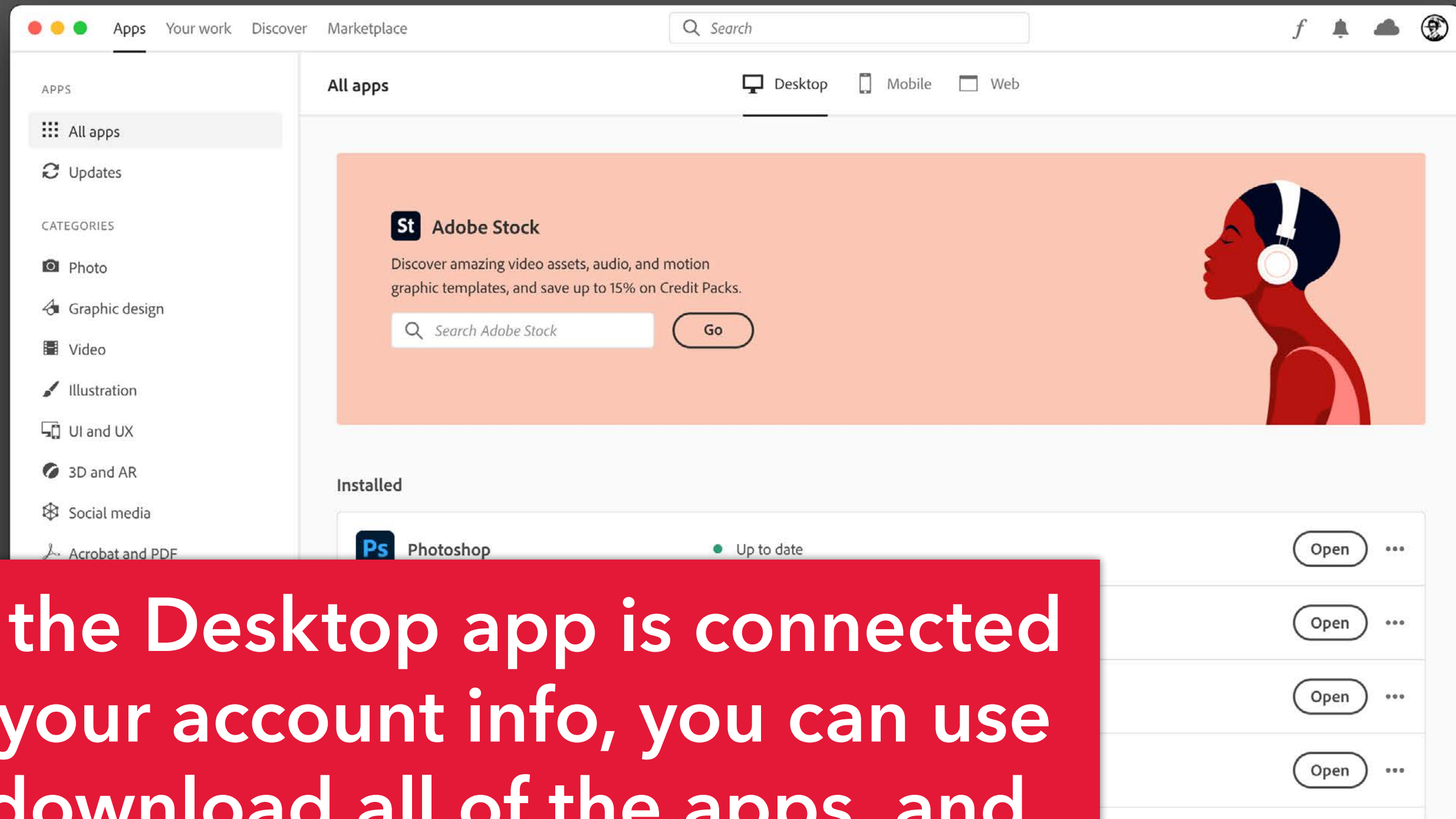


**After you have downloaded and installed, it will appear in the menu bar of your desktop.**



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

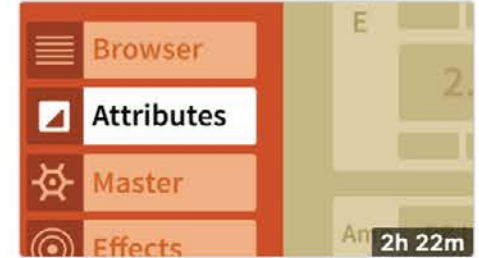
Ad

- 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?

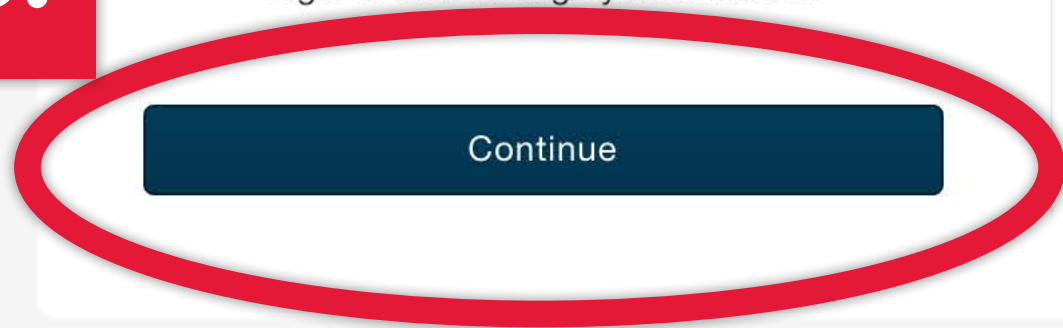
The George Washington University uses your network credentials to login to Box. Continue to login to Box through your network.

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.

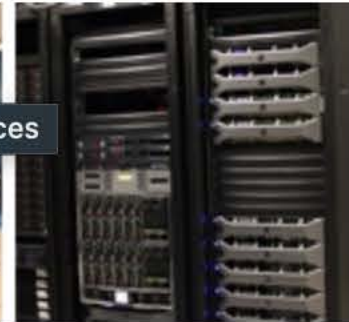




Search

# OFFICE OF TECHNOLOGY SERVICES

COLUMBIAN COLLEGE OF ARTS AND SCIENCES



- HOME
- ABOUT
- 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

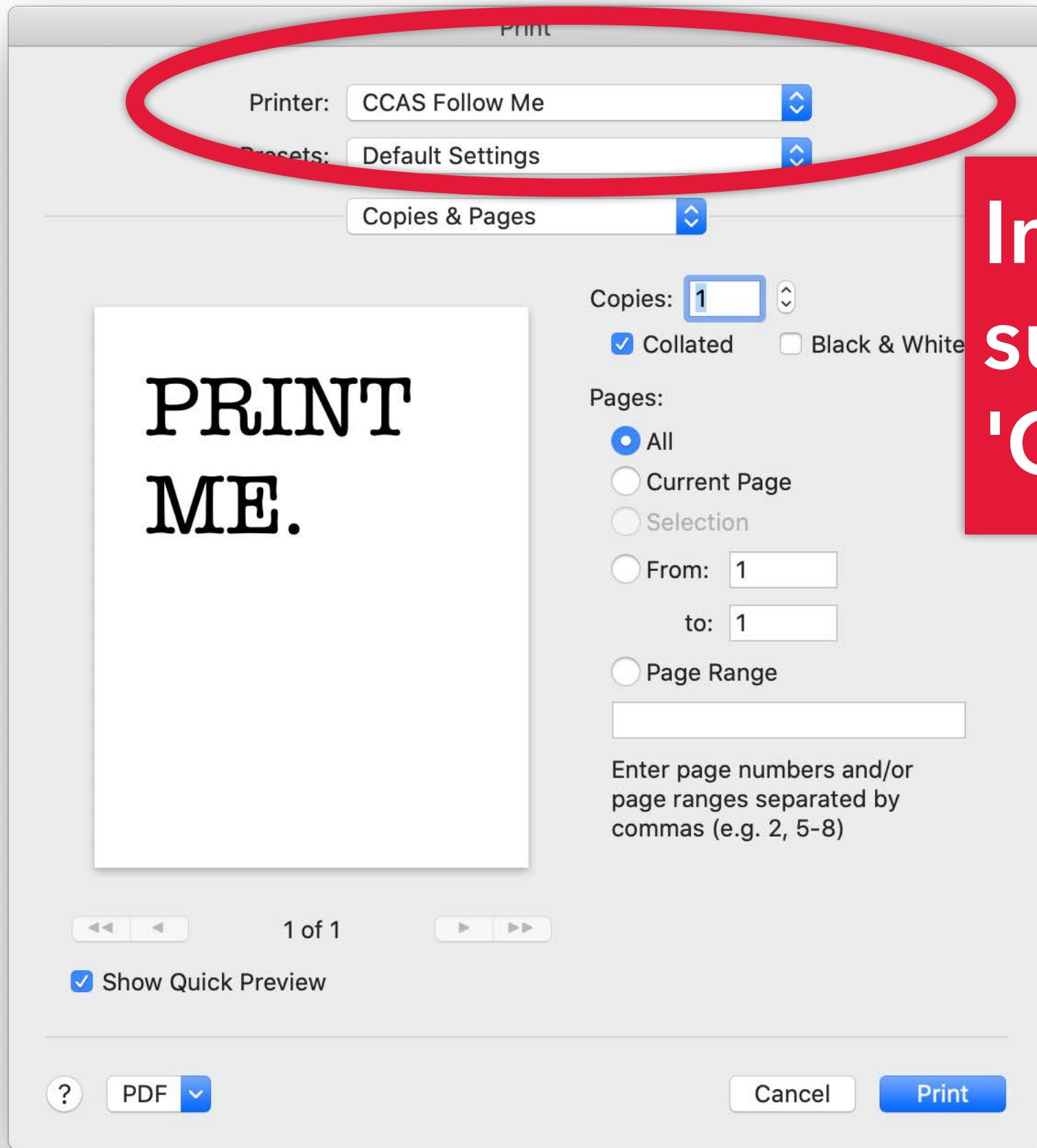
- CCAS Printing: Installing the Follow Me Print Queue on Mac OS - [https://gwucolumbian.service-now.com/kb\\_view\\_customer.do?sysparm\\_article=KB0010047](https://gwucolumbian.service-now.com/kb_view_customer.do?sysparm_article=KB0010047)
- CCAS Printing: Printing to a Follow Me Print Queue on Mac OS - [https://gwucolumbian.service-now.com/kb\\_view\\_customer.do?sysparm\\_article=KB0010046](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](https://gwucolumbian.service-now.com/kb_view_customer.do?sysparm_article=KB0010051)

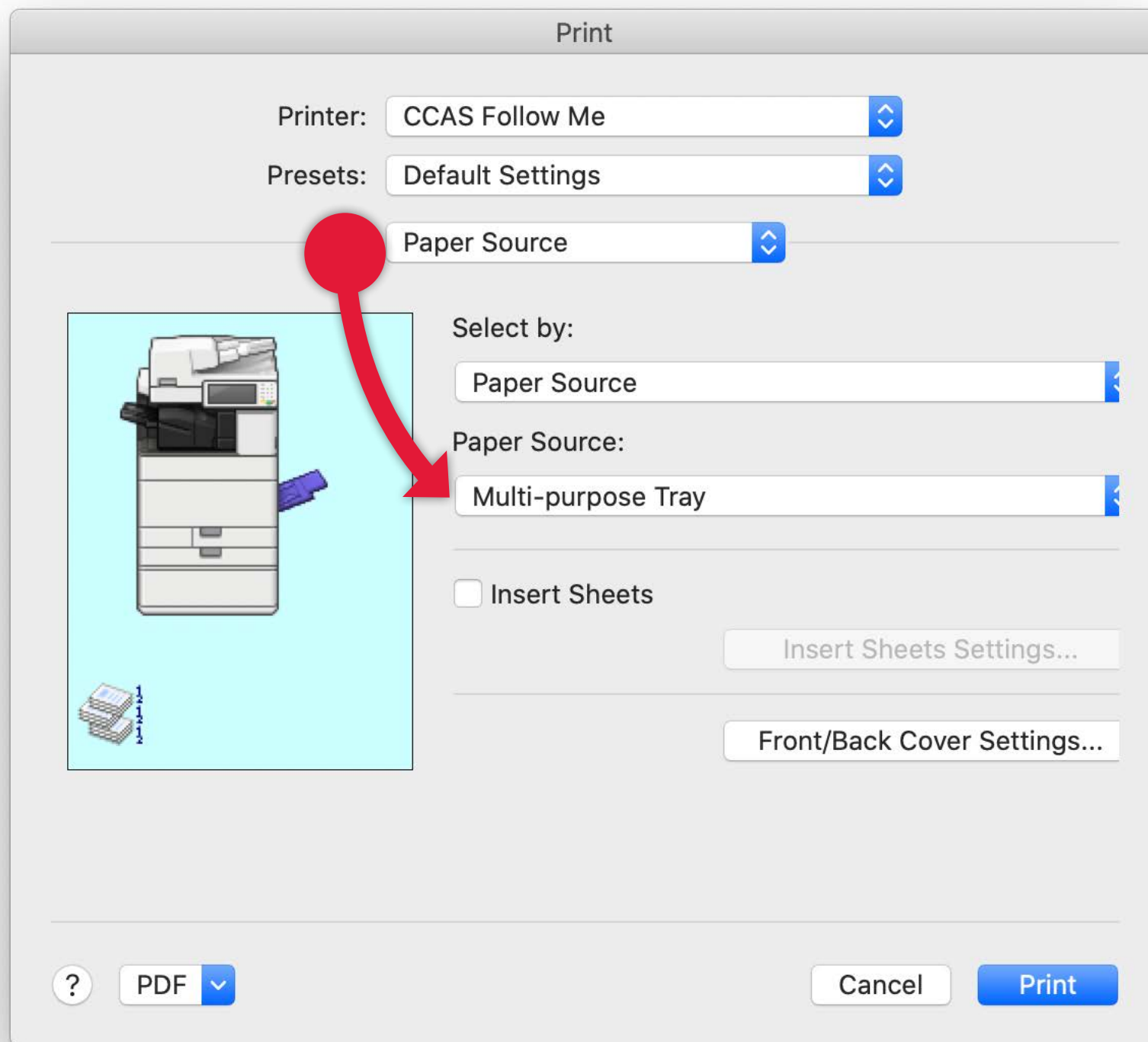
#### Linux Documentation:

- CCAS Printing: Installing the Follow Me Print Queue on Linux - [https://gwucolumbian.service-now.com/kb\\_view\\_customer.do?sysparm\\_article=KB0010048](https://gwucolumbian.service-now.com/kb_view_customer.do?sysparm_article=KB0010048)



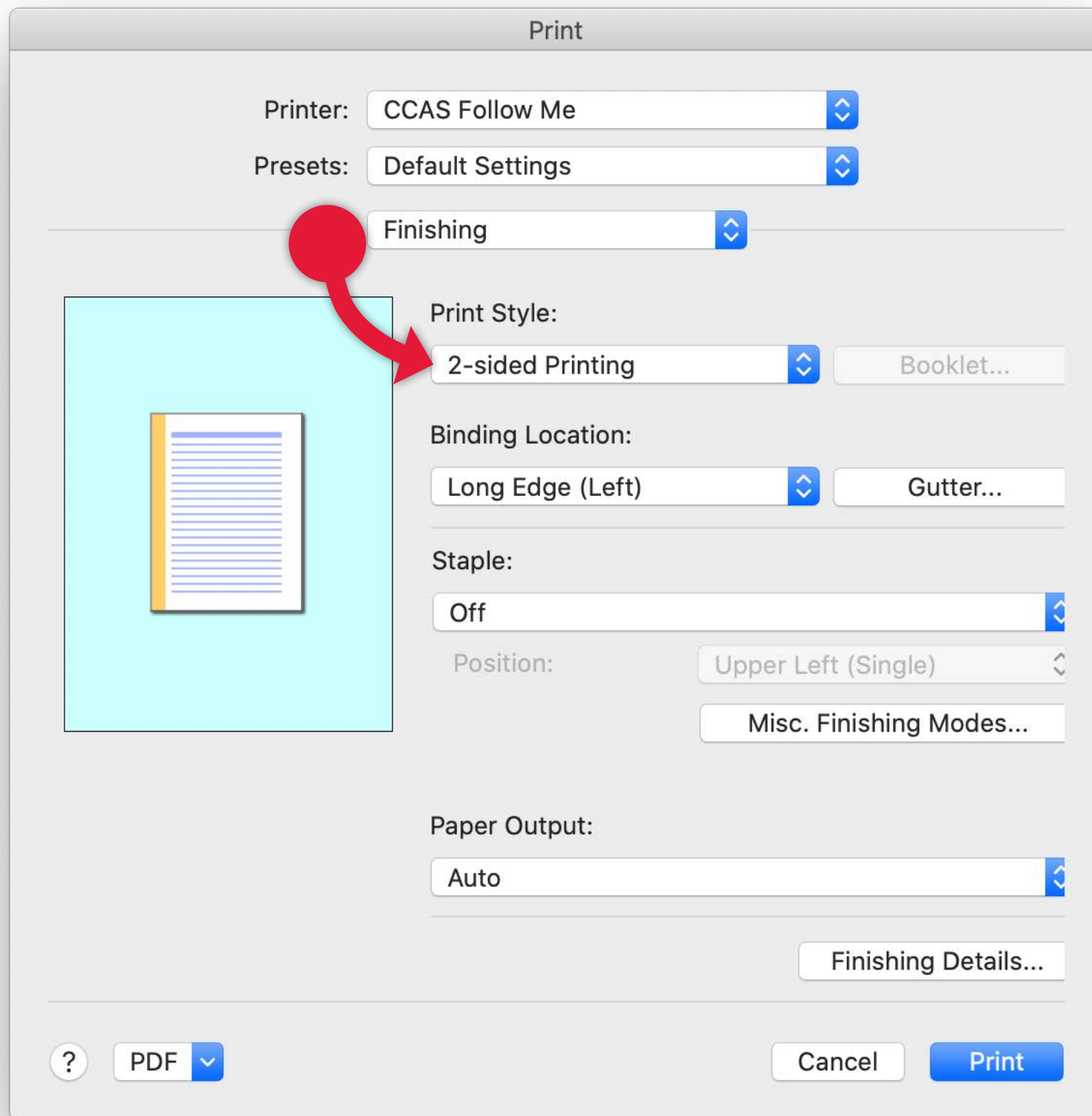
In the 'Print' dialog, make sure you are printing to 'CCAS Follow Me.'






**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.



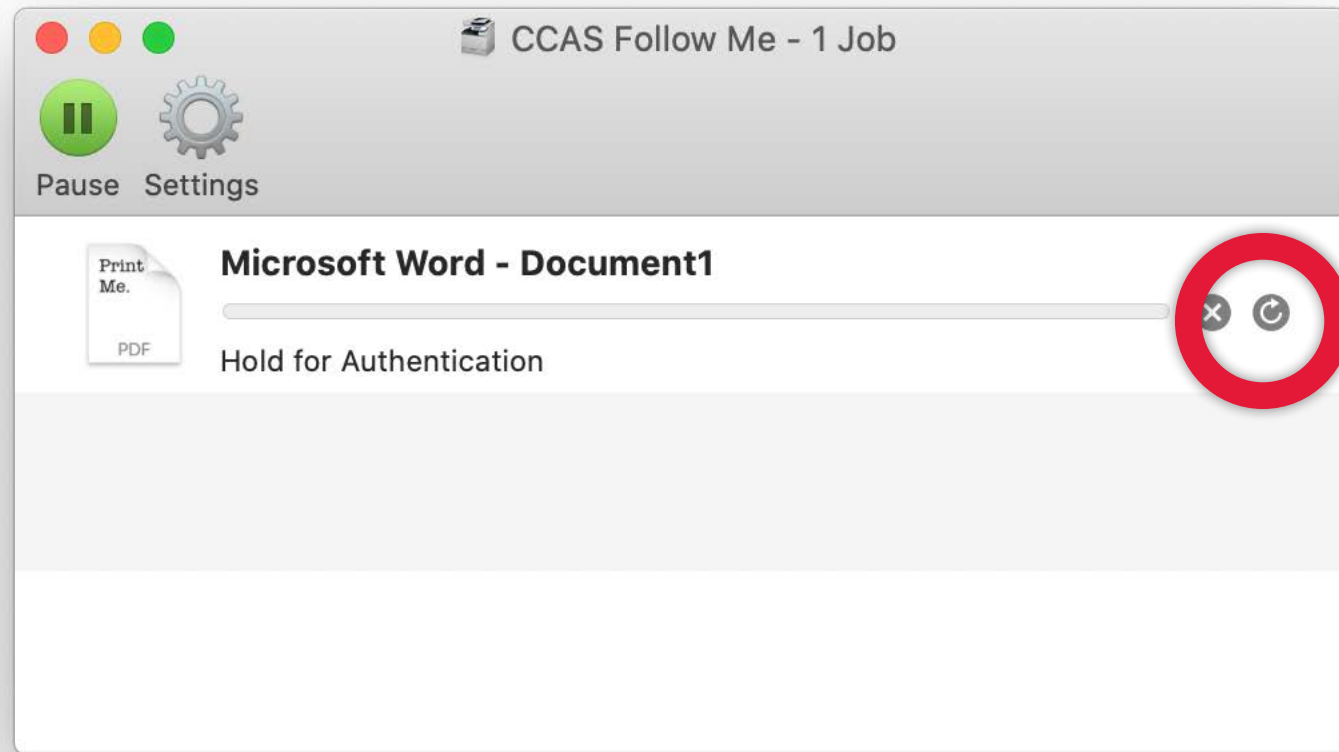
Enter your name and password for the printer  
"CCAS Follow Me".

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.**





# Fab Lab & Service Bureau

The **Fab Lab in Flagg B148** has laser cutters, 3D printers and desktop CNC routers. Students who have received training may access the devices during [open lab hours](#).

To learn more about what gear we have or to schedule training, contact Devin Pace at [paced@gwu.edu](mailto:paced@gwu.edu).

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.**



fb-papercut-p01.ead.gwu.edu:9192/user

PaperCut MF | 21.0

Username sprtwtst

Password .....

Log in

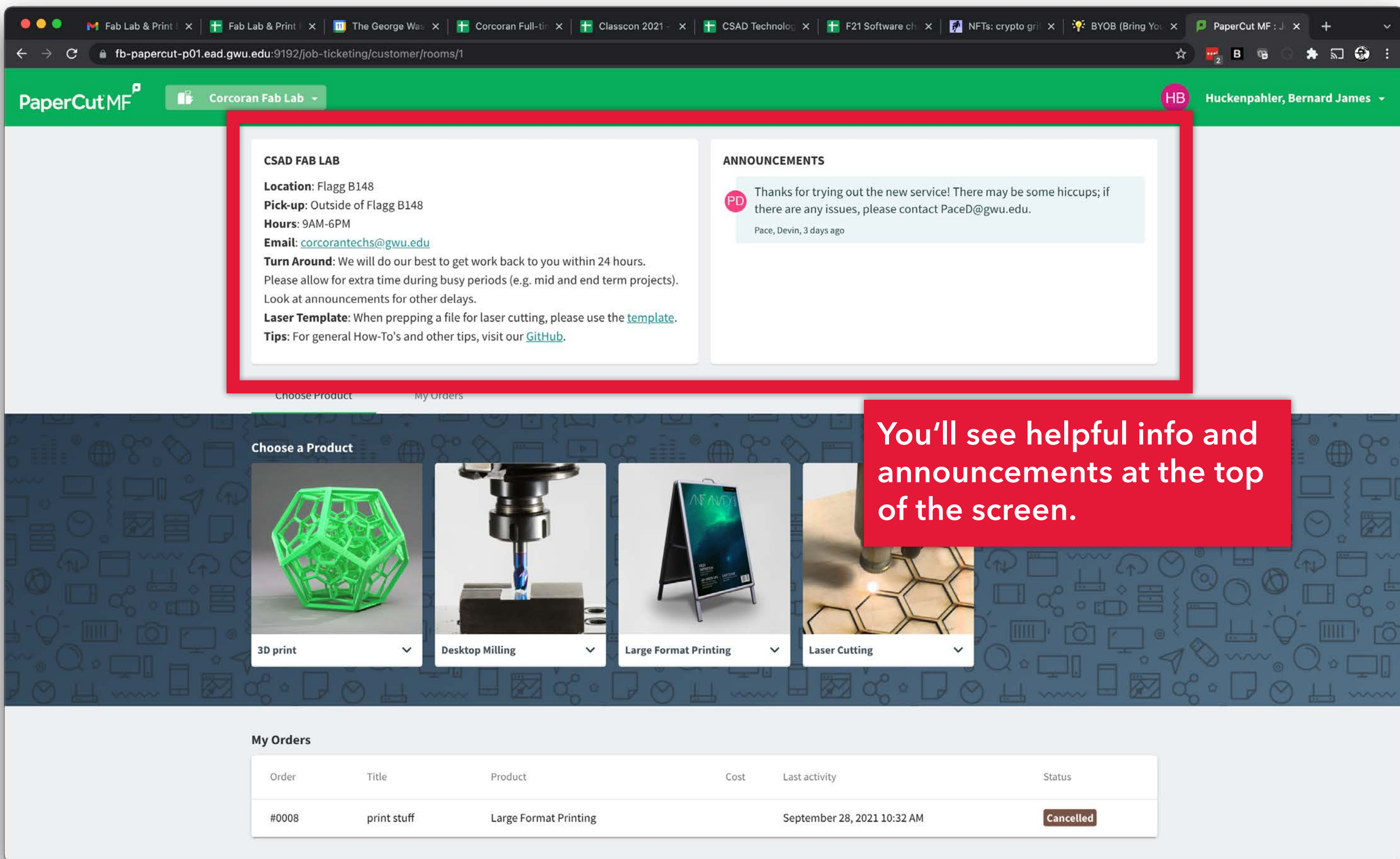
English

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](mailto:paced@gwu.edu)





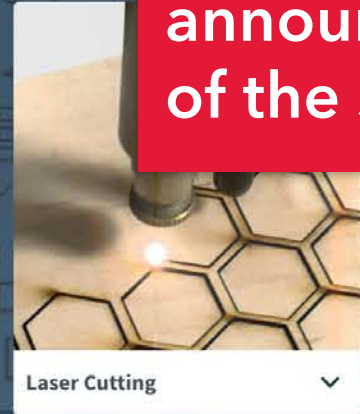
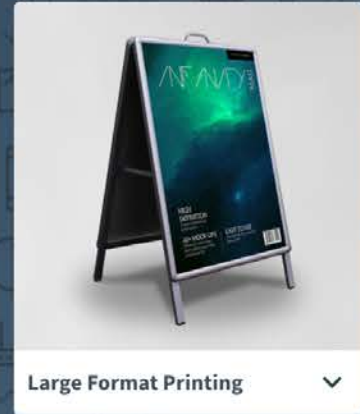
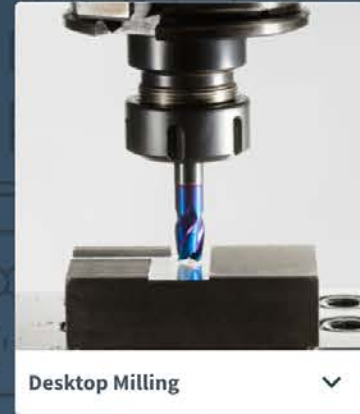
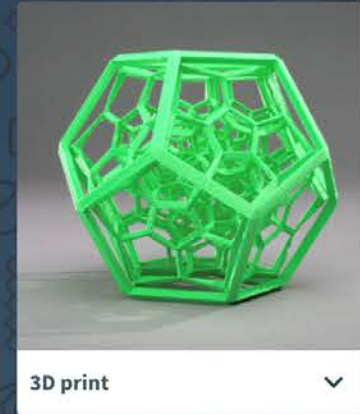
**CSAD FAB LAB**

**Location:** Flagg B148  
**Pick-up:** Outside of Flagg B148  
**Hours:** 9AM-6PM  
**Email:** [corcorantechs@gwu.edu](mailto: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](mailto:PaceD@gwu.edu).  
Pace, Devin, 3 days ago

**Choose a Product**



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

**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](mailto:corcorantechs@gwu.edu)  
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**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



Start Order

3D print

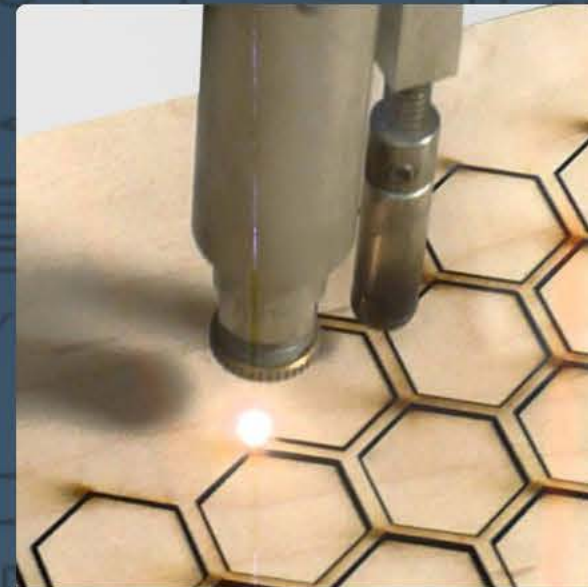


Click on the product name to see helpful submission info.

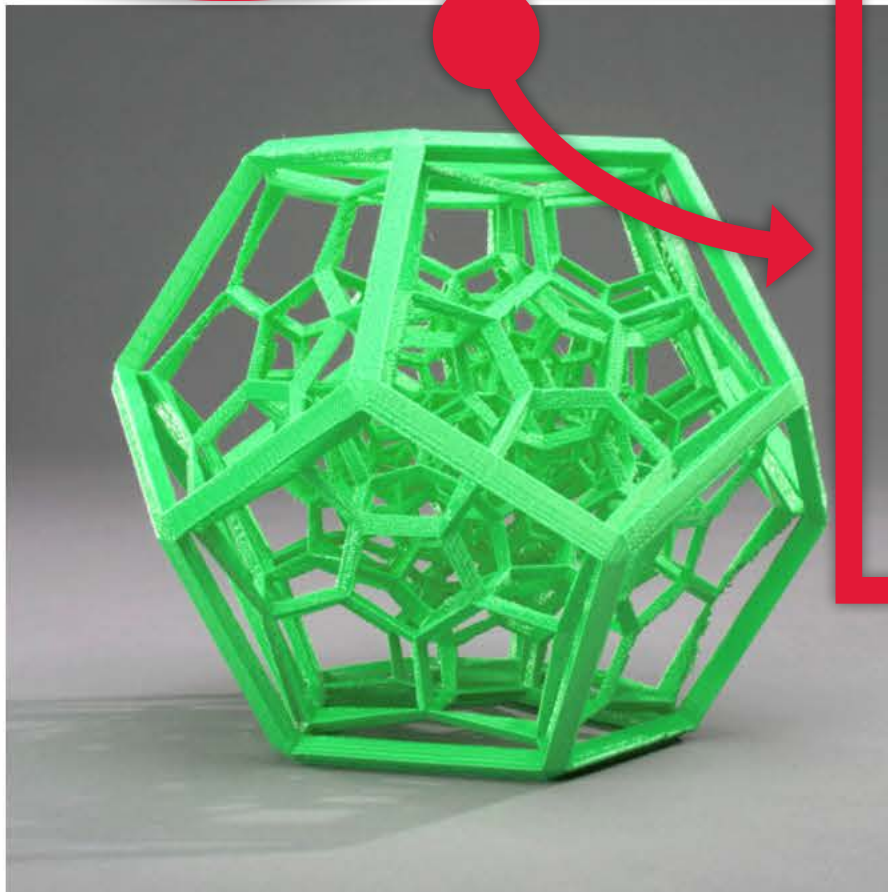
Desktop Milling



Large Format Printing



Laser Cutting



### 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](mailto: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

Attach file

BIG-print-job.pdf

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](mailto: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

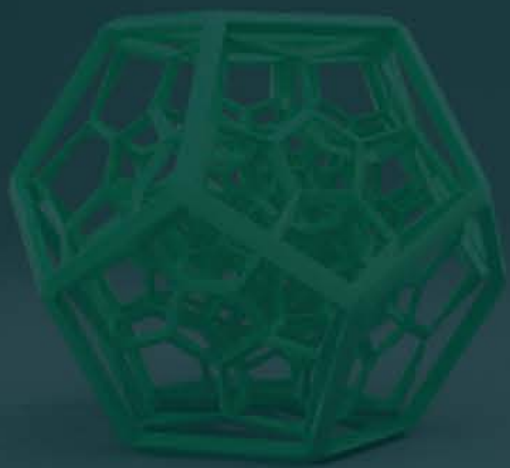
I understand you will not scale my project for me, my expected size is:

I understand that each file should only contain one page.

Choose Product

My Order

Choose a Product



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](mailto:paced@gwu.edu)

Pages

0 0

### File Prep

Did you use the Laser Template

Choose 'Yes' or 'No' >

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.

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: >

What class is this for?

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

Charge to

Personal account



### Delivery & Instructions

Delivery option

Pickup



Hallway pickup outside of Flagg B148

Additional instructions

There may be some hiccups; if  
paced@gwu.edu.

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.

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](mailto: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**

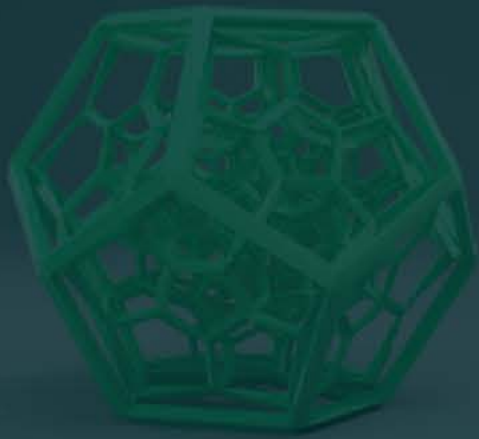
Status

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

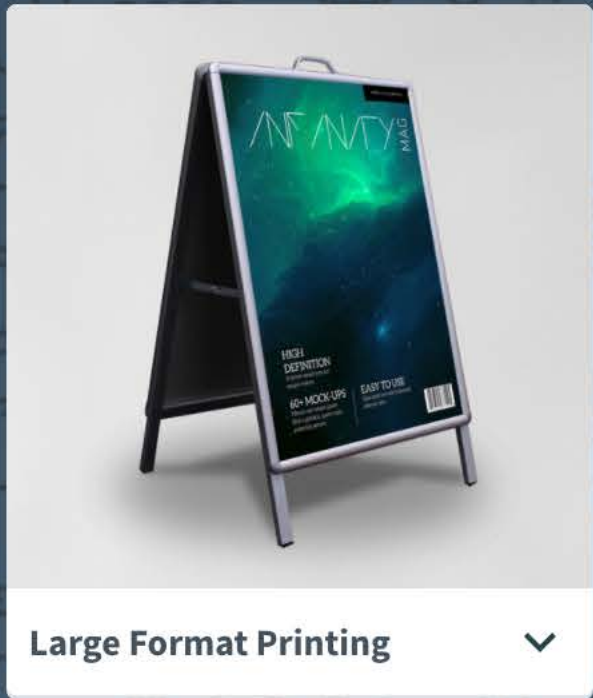
#0008

print stuff

Large Format Printing

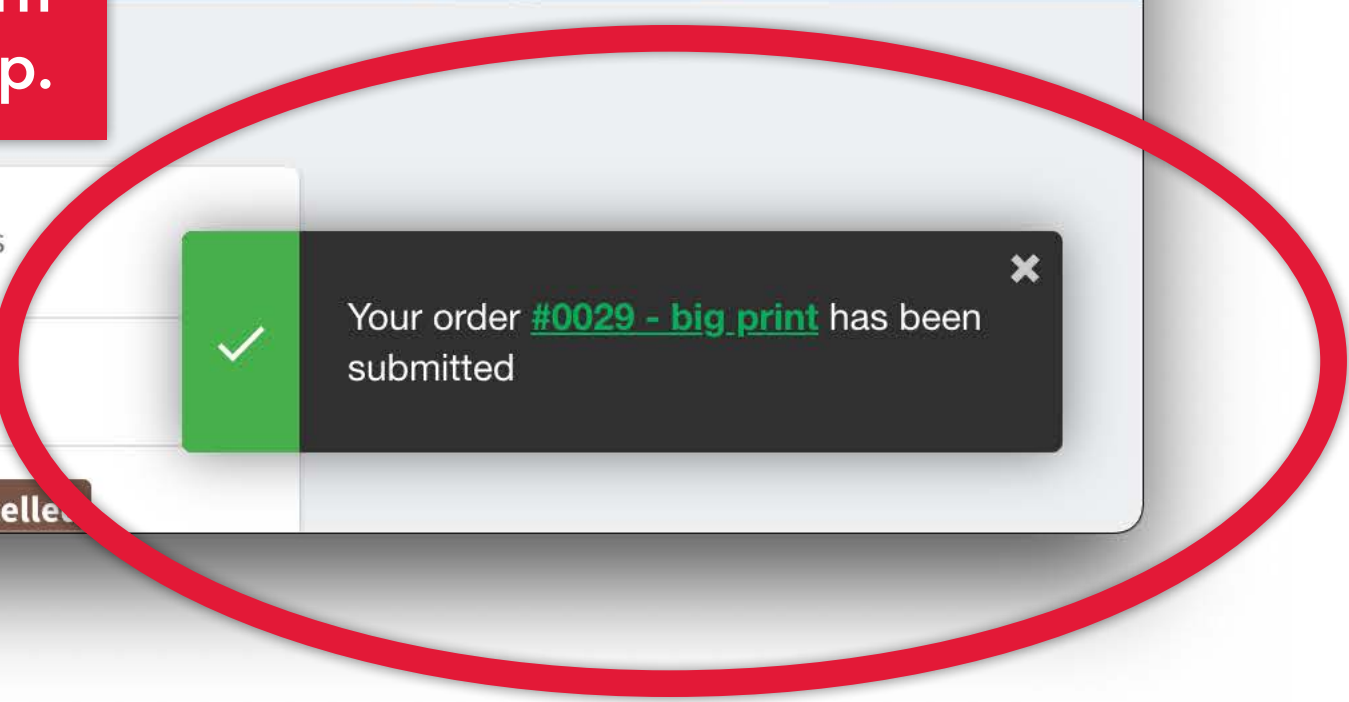
September 28, 2021 10:32 AM

**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<sup>®</sup>**

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<sup>®</sup>

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

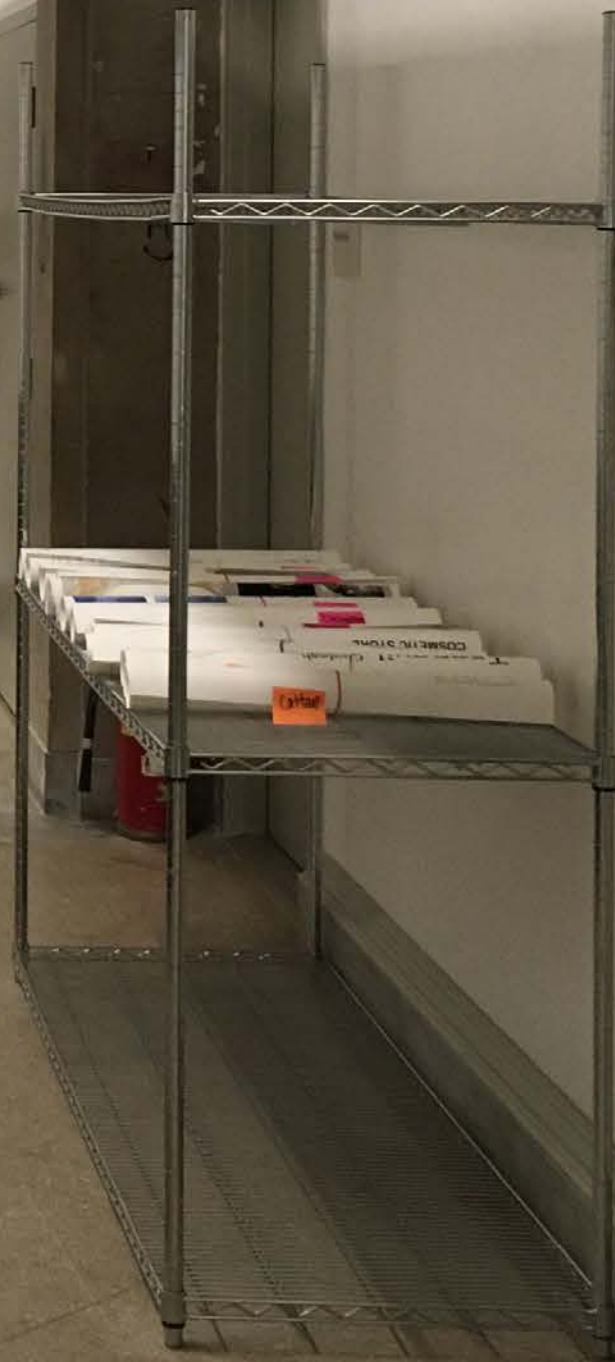
↷ Forward



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.**

# Hybrid Teaching

If you are experiencing emergency issues with classroom technology (AV, web conferencing, computer) while class is in session, call:  
**202-994-7900**



The A/V team has also installed additional gear in most (not all) teaching spaces. Lots of useful info here:

[http://go.gwu.edu/  
classroomwebconferencing](http://go.gwu.edu/classroomwebconferencing)

This gear will allow the recording of classroom discussions in addition to lectures, as well as open the possibility of remote guest speakers.

But there are lots of different teaching spaces (especially within Corcoran) so there is no one-size-fits-all solution, and not all spaces have complete solutions.

# Learning that Extends Beyond the Classroom

GW IT supported classrooms are equipped with a classroom computer, microphone, web camera, speakers and display that allow for web conferencing and [lecture capture](#). A limited number of classrooms include a second camera to provide views of both the instructor and students to the remote audience. Other classrooms can display whiteboard images to in-person and virtual audiences.

Find out What's in Your Classroom

Links to a searchable database that lists classrooms, their gear and instructions.

g

third-party application. Web conferencing tools require only an Internet connection (e.g., WebEx, Zoom, Blackboard Collaborate)

For more about web conferencing applications available to instructors and students, see [Web Conferencing Applications](#).

Web Conferencing Comparison Chart

## Step-by-Step Classroom Technology Guides

[Classroom Instructions for HoverCam8+ Used with Podium or Cart Computer](#)

[Classroom Instructions for Integrated Microphone & Camera Used with Podium or Cart Computer](#)

[Classroom Instructions For Logitech Meetup Soundbar & Camera Used with Podium or Cart Computer](#)



GW IT supported classrooms are equipped with a classroom computer, microphone, web camera, speakers and display that allow for web conferencing and [lecture capture](#). A limited number of classrooms include a second camera to provide views of both the instructor and students to the remote audience. Other classrooms can display whiteboard images to in-person and virtual audiences.

[Find out What's in Your Classroom](#)

## ***How to use Web Conferencing***

Web conferencing is used to connect with a remote audience using a third-party application. Web conferencing tools require only an Internet connection and that both participants use the same application (e.g., WebEx, Zoom, Blackboard Collaborate)

Please visit our Web Conferencing Comparison Chart below to learn more about web conferencing applications available to instructors and students.

[Web Conferencing Comparison Chart](#)

**What are the software options?**

[Classroom Instructions For Logitech Meetup Soundbar & Camera Used with Podium or Cart Computer](#)

## ***Training***

## This chart compares the functions of the web conferencing tools available to the GW community.

	Blackboard Collaborate	WebEx	Zoom	MS Teams	Google Meet
<b>Goto</b>	Blackboard Collaborate	Webex Meetings Webex	Zoom	MS Teams	Google Meet
<b>Common Use Cases</b>					
	Teaching Sessions, Share Lectures, Classroom Breakout Sessions	Team meetings, Live Events for internal and external contacts, and other Many-to-Many needs, unified external/internal phone client	Teaching Sessions, Team meetings, Live Events and other Many-to-Many needs	Team meetings, Team chat, Casual Audio-Video Chat	Casual Audio-Video Chat
Calling Internally to University		✓		✓	
Calling Outside University		✓			



# Instructional Technology Support

## Contact the Instructional Technology Lab

The Instructional Technology Lab (ITL) team offers expertise and guidance to instructors who need assistance with [Blackboard](#) and other [instructional technologies](#) they use for teaching.

Monday - Friday, 9 a.m. - 6 p.m.

(202) 994-0485

[itl@gwu.edu](mailto:itl@gwu.edu)

## Faculty Workshops

The ITL provides workshops on Blackboard, Canvas, and other instructional technologies, and staff supporting instructors.

[Register for Upcoming Workshops](#)

For help and training with Blackboard, Echo 360 and more, go to:  
<https://instruction.gwu.edu/instructional-technology-consultations>



Please visit our Web Conferencing Comparison Chart below to learn more about web conferencing applications available to instructors and students.

## Web Conferencing Comparison Chart

### Step-by-Step Classroom Technology Guides

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[Classroom Instructions For Logitech Meetup Soundbar & Camera Used with Podium or Cart Computer](#)

## Training

GW IT understands the importance of utilizing technology effectively and offers on-site classroom technology group training or one-on-one sessions for

Training sessions include:

- Classroom lectern equipment operation
- Web conferencing operation
- GW Lecture Capture equipment operation

**Links to short instructions for the new gear.**

▶ [Foggy Bottom Campus](#)

▶ [Virginia Science and Technology Campus](#)

▶ [Alexandria Education Center](#)



Most common gear is the Logitech Meetup camera.



A mobile workstation setup in a room. The workstation consists of a black cart with four casters. On the cart, there is a white desk surface with a black Dell monitor on a swivel stand, a black keyboard, and a black mouse. A black camera is mounted on a tripod stand to the right of the cart. The background features a white door with a small window and a vent, and a white wall with a light switch and an electrical outlet.

For spaces that don't have lecterns, there's a computer on a cart.





**For studios have things going on all over the place, wheels on the tripods.**





**HAL 9000 is watching you.  
Camera is on when computer is on.**



If you need to reposition camera for crits/demos/etc, there's plenty of extra cable velcro'd to the tripod.

Xtra cable for camera.

Xtra cable for expansion mic.







All of the meetups have an expansion mic. If students towards the back of the room are inaudible, undo the velcro, place the mic towards the back of the room, and tap the top of it to activate. (You prob won't need it.)





**And there's a remote for  
controlling the camera!**





Other user

User name

Password →

Sign in to: EAD

[How do I sign in to another domain?](#)



DELL

**Sign in to EAD?  
(most carts)  
Use GW NetID.**

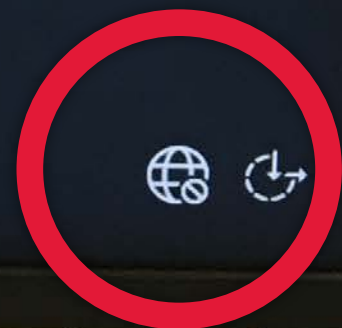
**Sign into Cloud?  
Use Cloud account.**



Other user

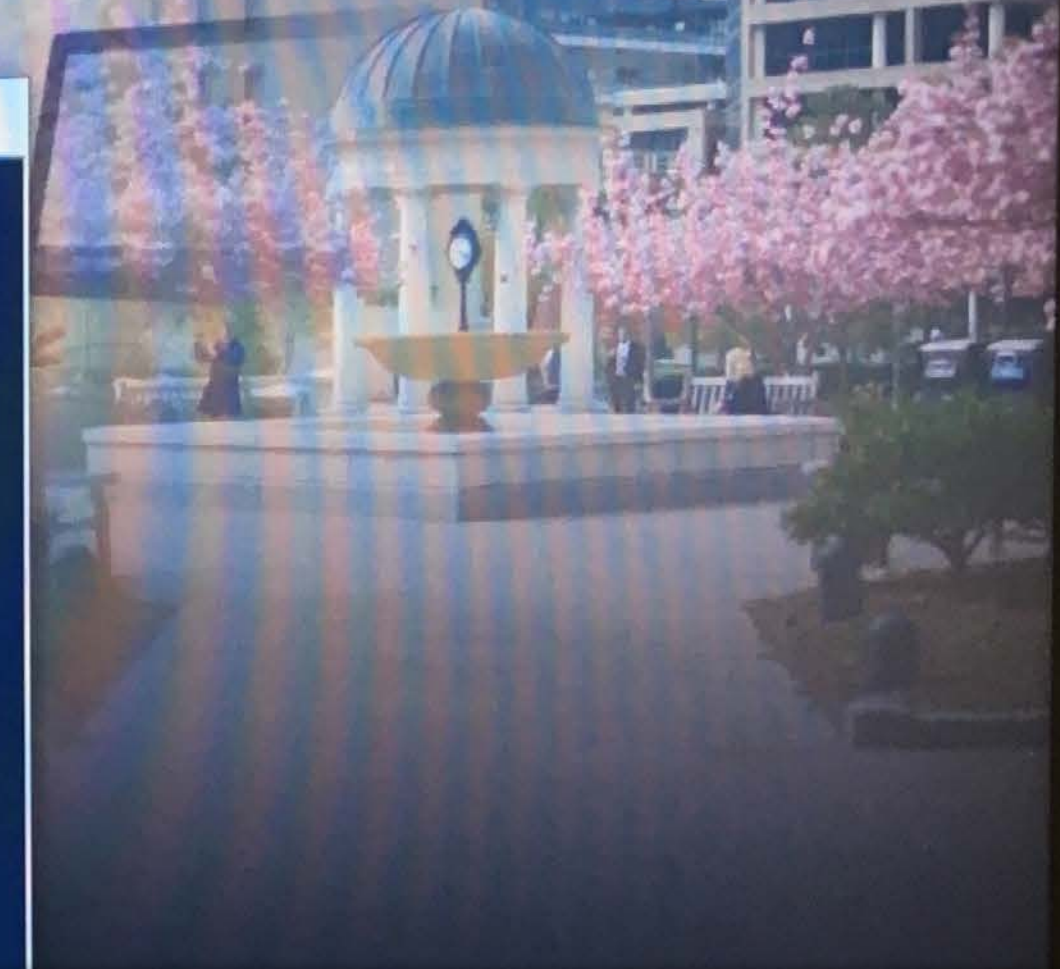
User name

**Note: some machines don't have Ethernet connections; before you log in, you'll need to connect to the wireless network, using your NetID.**





**The Meetup should be the default camera in any conferencing app you use.**



**If not, check the video source in the app you are using...**





... for example in Zoom.

Select a Camera (⇧⌘N to switch)

FaceTime HD Camera (Built-in)

✓ Logitech MeetUp

Choose Virtual Background

Choose Video Filter...

Video Settings...

James



Mute



Stop Video



Security



Participants 1



Chat



Share Screen



Record



Raise Hand



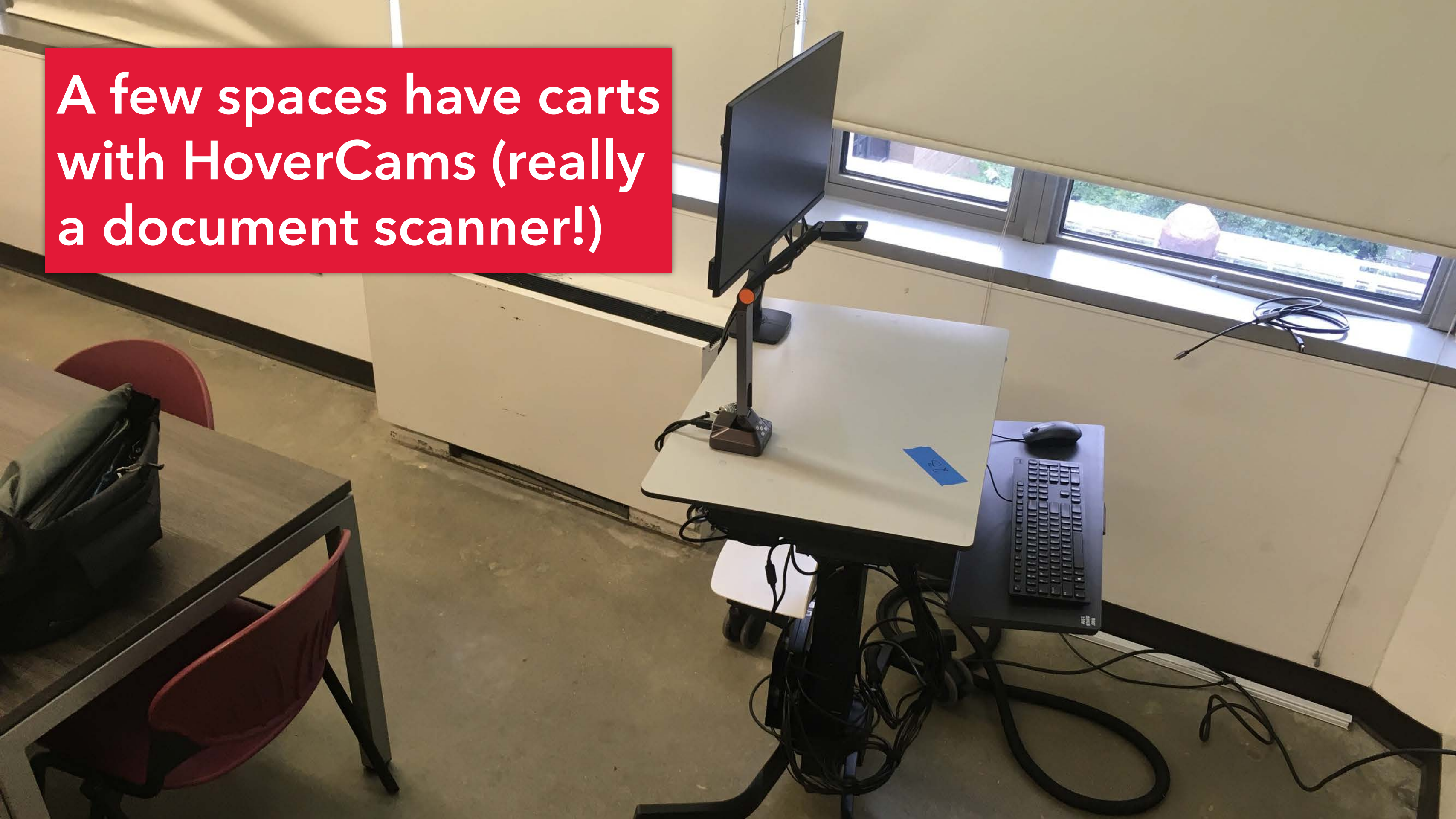
Live Transcript



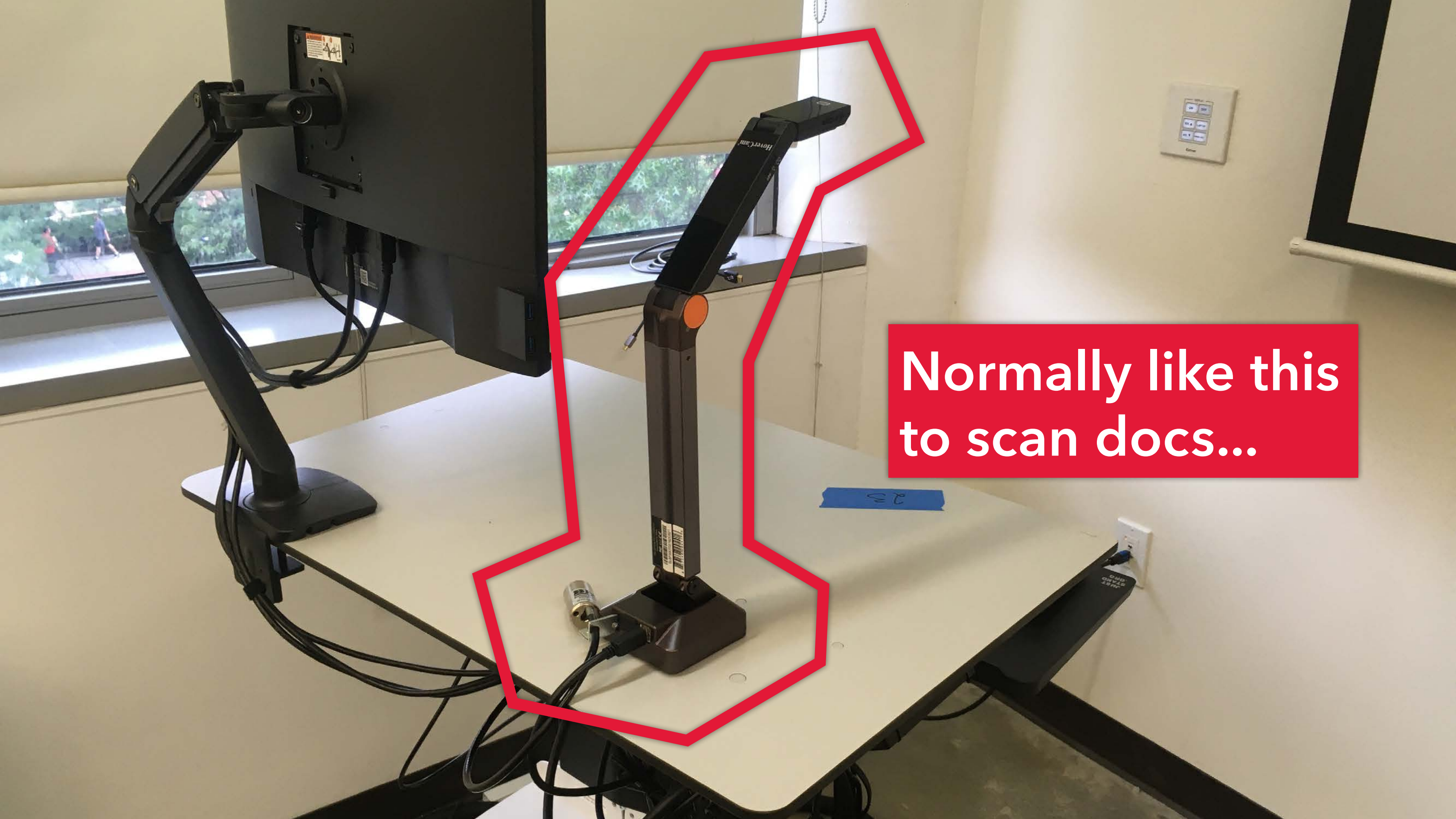
Breakout Rooms



A few spaces have carts with HoverCams (really a document scanner!)







Normally like this  
to scan docs...





... but you can flip the camera up and around to capture...



... humans!

Select a Camera

- ✓ HoverCam Solo8+
- Choose Virtual Background...
- Choose Video Filter...
- Video Settings...

James

Join Audio Stop Video Security Participants Chat Share Screen Record Live Transcript More End

Type here to search 12:45 PM 8/17/2021

DELL





mic

camera

mic

Lastly, for some of the larger spaces, there will be a camera at the back of the room, with mics hanging from the ceiling. (ex: Flagg 100, Smith 114)



## Step-by-Step Classroom Technology Guides

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[Classroom Instructions for Integrated Microphone & Camera Used with Podium or Cart Computer](#)

[Classroom Instructions For Logitech Meetup Soundbar & Camera Used with Podium or Cart Computer](#)

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GW IT understands the importance of utilizing technology effectively in the classroom to enrich the teaching and learning experience. We provide on-site classroom technology group training or one-on-one sessions for instructors who would like assistance with their technology needs.

Training sessions include:

- Classroom lectern equipment operation
- Web conferencing operation
- GW Lecture Capture equipment operation

[Links to training.](#)

▶ [Foggy Bottom Campus](#)

▶ [Virginia Science and Technology Campus](#)

▶ [Alexandria Education Center](#)

▶ [Arlington Education Center](#)

# Training

GW IT understands the importance of utilizing technology effectively in the classroom to enrich the teaching and learning experience. We provide on-site classroom technology group training or one-on-one sessions for instructors who would like assistance with their technology needs.

Training sessions include:

- Classroom lectern equipment operation
- Web conferencing operation
- GW Lecture Capture equipment operation

## ▼ Foggy Bottom Campus

Group training will be held in Rome Hall representative rooms in August to acquaint users with the standard technologies available in classrooms

Training for HoverCam8+ Used with Podium or Cart Computer

Training for Integrated Microphone & Camera Used with Podium or Cart Computer

Training For Logitech Meetup Soundbar & Camera Used with Podium or Cart Computer

## ▼ Virginia Science and Technology Campus

▶ Alexandria Education Center

▶ Arlington Education Center

Wed  
18

Thu  
19

9:00 AM

9:00 AM

9:30 AM

9:30 AM

10:00 AM

10:00 AM

10:30 AM

11:00 AM

11:30 AM

11:30 AM

1:00 PM

1:00 PM

1:30 PM

1:30 PM

Click on a time to reserve.



## **GENERAL HELP!**

**Phone: 202-994-GWIT (4948)**

**Email: [ithelp@gwu.edu](mailto:ithelp@gwu.edu)**

**Web: [it.gwu.edu](http://it.gwu.edu)**

## **CSAD STUDIO HELP!**

**Email: [corcorantechs@gwu.edu](mailto:corcorantechs@gwu.edu)**

