NEW!

CENTRAL-PS PRINTING REQUIREMENT

FILES UP TO 1,200 PAGES CAN BE UPLOADED AND MANAGED AT THE CENTRAL-PS WEBSITE:

https://central-ps.gatech.edu

WHAT SHOULD I KNOW ABOUT CENTRAL-PS?

- This site is ONLY accessible on a campus network (VPN, GTwifi, etc)
- You will need to have swiped your Buzzcard at any print release station BEFORE submitting jobs online.
- This system still uses the standard semesterly Central-PS quota and will not charge your Buzzcard

After you upload your file, you can change some printing options. You must check the box I have viewed the proof and preview then choose Place Order

Your print job will be delivered to the 2nd floor Student Center computer cluster

QUESTIONS OR CONCERNS?
printsupport@oit.gatech.edu
NEW!

STUDENT PRINTING FEATURES

MOBILE PRINTING IS NOW AVAILABLE FROM ANY WEB-ENABLED DEVICE

HOW DOES IT WORK?
ATTACH YOUR FILE TO BE PRINTED THROUGH EMAIL TO:

print@gatech.edu

OR

UPLOAD YOUR FILE BY GOING TO:

https://myprintcenter.gatech.edu

WHERE DOES MY PRINTOUT GO ONCE I UPLOAD THE FILE?

YOU CAN GO DIRECTLY TO ANY PHAROS RELEASE STATION ON CAMPUS AND YOU WILL SEE IT IN YOUR QUEUE READY TO BE RELEASED TO THE PRINTER.

FOR MORE INFORMATION ON THIS NEW FEATURE GO TO:

https://faq.oit.gatech.edu/content/how-do-i-print-any-device

QUESTIONS OR CONCERNS?
printsupport@oit.gatech.edu
COMPUTERS & PRINTING

PRINTING at the Library

Black and white and color printing is available in various locations throughout the Library & Clough Commons. All printers use your BuzzCard. Every student is allocated $2.20 per week for printing on campus. You may also add funds for additional prints.

To print from your personal computer, you can send your documents to MyPrintCenter or download the Office of Information Technology Laptop Print Package.

Cost of Pharos Printing (student printing): Black & White: $.04/page, Color: $.19/page

How to print a job from the computers in the Library West Commons or Multimedia Studio:

1. Choose your printer from the dialogue box (Black, Staple, Color, etc.)
2. Make any adjustments via the properties tab
3. Jobs will remain the print queue for 90 minutes
4. Use the release station near the printer selected
5. Swipe your Buzzcard when prompted
6. Select the job you want to print

SCANNING in the Library

20 flatbed scanners are available in the first floor computer cluster. A tip sheet is provided near each station to guide you through the process.

Large format and map scanning is available at the first floor Library Services Desk and in the ground-floor Multimedia Studio.
Computer & Software availability

The Library features:
- 74 workstations running Windows 8.1
- Approximately 10 workstations running Mac OSX
- 4 visitor workstations

Library staff provides assistance with software, peripherals, and virtual and e-mail reference assistance. From 8 a.m. to midnight we also offer digital photo, video and sound editing, conversion to digital files, dubbing and graphic arts.

View our full software list

Multimedia Studio

Assistance is available within the space to answer questions pertaining to the hardware, software or plotter printing.

Fall Hours:
Sunday: noon - midnight
Mon-Thurs: 24 hours
Friday: midnight - 8pm
Saturday: 9am to 6pm

Location:
Library, ground floor

- 23 Mac workstations (iMac's and Mac Mini's) with large and/or dual displays
- One wide-format scanner (12.2-inch by 17.2-inch)
- One black and white and one color printer.
- Two large format plotters for printing 24-, 36- & 42-inches.

Cost: 24-inch: $2.50, 36-inch: $2.75, 42-inch: $3

Copiers

- Located on 1 West, near the Library Services Desk
- Color: up to 26 / 31 / 35 / 40 ppm
- Black: up to 28 / 35 / 45 ppm
- First-page-out time of as fast as 4.8 seconds for black and 6.7 seconds for color
- Print resolution: up to 1200 x 1200 dpi
- Maximum paper size: 12 x 18 in./SRA3
- Two-sided output standard
- Special settings for copying books
- Ability to add color to black-and-white originals

Cost: Black & White: $0.08/copy, Color: $0.49/copy. Payment is made with BuzzCard.
OIT Printing

http://oit.gatech.edu/service/computer-labs/printing

Check out the Printing Overview Video here

Things to know before printing:

Pharos black/white & color printing are available in the Library Commons, Multimedia Studio, Clough Commons, and Student Center Computer Cluster (2nd floor). There are also numerous departmental labs that have Pharos printers.

Printing in these areas are associated with the Buzzcard system; you’ll need your Buzzcard when releasing your print jobs. Every student is allocated $2.20 each week on the Buzzcard for printing. Students can also add funds to their Buzzcard to purchase additional prints after the allocation is spent.

Print jobs can also be submitted from your personal computer by downloading the OIT Laptop Printing Packages available on the OIT Software Distribution website.

More information can be found in the Printing FAQ.

There is a 1200 page quota for Central-PS for the semester.

What is the cost of printing in the Student Center and Library Commons?

Black/White = $0.04/page

Color = $0.19/page

Central PS = No charge but there is a 1200 page quota per semester

What are the names of the printers?

https://faq.oit.gatech.edu/content/printer-locations
Central-PS – printers are located offsite and delivered to the wall of boxes located in the Student Center Computer Cluster on the 2nd floor of the Student Center.

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**Central-PS Overview:**

After submitting a job to Central-PS, check your email for a message regarding the status of your job in the included link to the [Central-PS site](mailto:). If you did not receive an email or do not see your jobs on the website, please log into Passport to verify you typed in your correct email address. If issues persist, please contact us at: [printsupport@oit.gatech.edu](mailto:printsupport@oit.gatech.edu).

**Current delivery times for Central-PS:**

- **Monday-Friday:** 9:00 a.m. | 12:30 p.m. | 4:30 p.m.
- **Saturday & Sunday:** no deliveries

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**How do I release a job?**

Designated Pharos release stations are located throughout campus. Use the release station for the printer you’ve designated.

Swipe your Buzzcard on the keyboard when prompted to do so.

Select the job you would like to print, and select “Print” at the bottom of the screen.

Pick up job at printer or in the Student Center Computer Cluster for Central-PS jobs.

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**QUESTIONS/CONCERNS:**

For additional information on printing: [https://faq.oit.gatech.edu/taxonomy/term/67%2092%20193%20192%20191](https://faq.oit.gatech.edu/taxonomy/term/67%2092%20193%20192%20191)

Print and Copy Services information: [http://oit.gatech.edu/rm/service/print-copy/print-and-copy-services](http://oit.gatech.edu/rm/service/print-copy/print-and-copy-services)

For support, please email: [printsupport@oit.gatech.edu](mailto:printsupport@oit.gatech.edu)