

## Printing & Plotting

Article Number: 1527 | Last Updated: Tue, Sep 28, 2021 at 10:38 AM

**PRINTING & PLOTTING Print to any of our PaperCut stations from anywhere on campus!** First download the print driver appropriate to your operating system by visiting [download.clemson.edu](http://download.clemson.edu)

. Send your job to the print queue:

• Student Printing (Employees use

• Employee Printing) Visit any of our

PaperCut printers on campus Swipe your

card or log in via the touch panel Select

your job from the list to be printed and click

**Print** The PaperCut quota is provided at

no cost to each undergraduate and

graduate student per semester, reflecting

the amounts shown below. You can use

your quota to print or plot! **PaperCut**

**Quotas and Rates** For students this

quota is equivalent to 510 black-and-white

printed pages or 25.5 square feet of

plotting. To encourage saving paper and

toner, double-sided (duplex)

black-and-white print jobs are charged at

half the cost. \*Plotting charges are

calculated on a square-foot basis of

printed area.

**Plotting** Plots may be submitted CCITPlotter and can be printed at various sizes up to a maximum of 36 inches in any one direction and practically unlimited in the other direction.

All university affiliated users may submit jobs to plot queue CCITPlotter. Submitting to the plot queue will deduct funds from the user's PaperCut quota and then from their TigerStripe account once the quota has been depleted. Employees will use CCITDEPTPlotter for departmentally charged items.

**Important** If you incorrectly submit a plot or need to delete it from the queue for any reason, please call us immediately at (864) 656-4766. The user has no direct access to their plot once it has been submitted. If the plot that was submitted has already been printed, your account will be charged.

**Documentation** The documentation contained herein serves as the definitive reference for printing on-campus. If you have a question and can't find the answer here, please contact [ithelp@clemson.edu](mailto:ithelp@clemson.edu) or call (864) 656-3494.

**Contact** The Printing & Plotting Helpdesk is located on the 2nd floor of the Cooper Library, just to the right of the main stairwell. Plotting hours are Monday – Friday, 8:00 AM – 6:00 PM. Hours of operation for Sunday are 1:00 PM – 6:00 PM.

You can reach us via email at [ithelp@clemson.edu](mailto:ithelp@clemson.edu), by phone/text at (864) 656-4766.

Posted - Wed, Jul 22, 2020 at 9:18 AM.

Online URL: <https://hdkb.clemson.edu/phpkb/article.php?id=1527>