

# Departmental Printing and Plotting

1576 Laurie Sherrod April 26, 2023 [Printing & Plotting](#)

## Departmental Printers & PaperCut

PaperCut is Clemson University's print management solution.

Clemson University has selected Ricoh to provide Managed Document Services (MPS) for the entire University.

Managed Document Services include:

- Equipment including multi functional devices (MFDs) and printers
- Supplies, including staples and toner/ink cartridges. Paper is not included.
- Preventive maintenance and parts
- Guaranteed service level response times
- Detailed account usage and simplified billing process
- Single contract for increased efficiency in managing contract terms and conditions

To learn more about this service, or if you need to order toner please visit [the Print Smart website](#).

If equipment needs to be purchased contact your department Administrative Assistant and then he/she will contact the Ricoh department for further assistance. For more information click about the Managed Print Services [here](#).

## PaperCut

PaperCut provides more security, sustainability, trackable printing and copying, Scan-To-Me, Find-Me printing, Mobility printing and Web Print.

Employees will need to have the new EmployeePrinting queue installed on their computer to print. [Click here to download the PaperCut installer for Mac and Windows](#). If you have a shared computer, you will need to contact your IT support to install the queue. If you are the only user of your computer, you can follow the instructions on the [PaperCut website for Mobility Print](#).

Check out [our CCIT Knowledge Base for more information about PaperCut, including Web Print and additional features](#).

## Departmental Plotting

Departmental users can submit plots (posters) for printing using a Departmental Account Number by submitting the plot to Job Ticketing.

[Click here for an article on plotting using Job Ticketing.](#)

If you have more questions, email [ITHELP@clermson.edu](mailto:ITHELP@clermson.edu) or call 864-656-3494.

Online URL: <https://hdkb.clemson.edu/phpkb/article.php?id=1576>