

To: CEIE Students  
From: CEIE Faculty  
Date: October 15, 2008  
Subject: Large Format Printing Support

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To improve access and reliability for large format printing, the CEIE Department is introducing new procedures. Due to fiscal conditions in the University, Volgenau School, and Department, support for large format printing (i.e., larger than 8.5 x 11) is hereby suspended. The cost of maintenance and of consumable supplies (ink, paper, and other supplies) has become too great for the CEIE Department to cover at this time.

Effective immediately, supplies for the 11" x 17" printer and the plotter in Room 408, ST II will not be replenished for the remainder of the academic year. The 11" x 17" printer will be removed shortly. The plotter may still be used while supplies last, however no hardware or software support will be provided. Students have the following alternatives for printing:

- 1) 11" x 17" printing is available in color or black and white from the Johnson Center Copy Center (<http://www.gmu.edu/service/printservices/fairfaxcampus.html>). Students may bring their print jobs in person to the Copy Center or submit print jobs by email to [printjob@gmu.edu](mailto:printjob@gmu.edu). The body of the message should include printing instructions and the document to be printed should be sent as an attachment in PDF format.
- 2) Larger than 11" x 17" (up to 36" wide and 3000" long) printing in color or black and white is available from the GMU Media Lab (<http://mml.gmu.edu/>). Visit the lab's website for detailed instructions for submitting and paying for large format print jobs.

**Support for Senior Design Students:** The CEIE Department **WILL** provide limited support for the printing needs of the CEIE490 Senior Design Teams. Each **TEAM** will be reimbursed up to \$200.00 for their printing and copying needs from either of the two GMU alternatives listed above or from an off-campus vendor. Each team should designate **ONE** person for handling printing expenses. Original receipts and completion of a GMU check request form are necessary for reimbursement. For more information, contact Mrs. Jean Jefferies in the CEIE Department office at 703-993-1675 or by email at [jjefferi@gmu.edu](mailto:jjefferi@gmu.edu).

We apologize for this inconvenience and hope that we will again be able to support large format printing in the future. If you are required to submit large format print-outs for a class, and the instructor is unfamiliar with this new policy, please have the instructor contact the CEIE Department.