CAU Student Printing/Copying Program FAQs

1. Where can students print on campus?

   Answer: There are currently printers in each residence hall within the Living Learning Centers. (Exceptions: Heritage Commons, Beckwith, Brawley, CAU Suites 100 and 200 will need to utilize the CAU Print Center for your complementary printing and copying needs). These locations are getting new computers soon.

   Commuter Students will access print/copy services at the Print/Mail Center during regular business hours.

   Graduate Students will access print/copy services at the GRC Lab.

2. Will students still be able to utilize the CAU Print Shop for their print needs?

   Answer: Yes, students can utilize CAU Print Shop for their retail print needs and/or special print orders including color and sizes other than 8.5 x 11.

3. How much will it cost to print?

   Answer: Clark Atlanta University is currently offering complimentary printing for all students during the Spring 2022 semester for standard print requests due to a delay in the program launch. Normal per page pricing will resume in the Fall 2022 term using funds on the PAW Card.

4. What size paper can students print on?

   Answer: Students can print 8.5 x 11 sized paper on the student printers within the living Learning Center labs GRC.

5. Will students need to buy their own paper?

   Answer: Standard 8.5 x 11, 20lb paper will be provided by CAU.

6. What are the hours of operation for the living learning centers?

   Answer: Students can access the centers 24/7 in their designated resident buildings. Regular operating hours will apply for the Print Center and GRC.

7. If I do not reside on campus, how do I print?
Commuter students will have access to complimentary printing by sending standard print orders to the CAU Mail & Print Center. Contact printshop@cau.edu directly or call (404) 880-8015 for further assistance.

8. **What is standard printing?**

   Standard printing is on 8.5 x 11 paper, black and white and for school assignment purposes only.

9. **How can I print posters, business cards, or special print orders?**

   Answer: Color, sizes other than 8.5x11 paper or other special print orders will be routed to the CAU Print & Mail Center using the submission tool on the website or by visiting the Print Center. Standard retail fees will apply for these orders.

   Visit this web page and click on Electronic Job Submission

   https://www.cau.edu/campus-services/panther-print-and-mail-center%20.html

10. **Who do I contact with questions?**

    Contact printshop@cau.edu directly or call (404) 880-8015 for further assistance.