SERVICES OFFERED

If you can think it, we can Ink it! –Chris Barclay, Manager Printing & Mailing Services

Digital Printing: Using the General Print Form, found on CamelWeb, you can upload a PDF or JPG file, answer some questions and then Printing Services will take it from there. This can be done from any computer while logged in to CamelWeb. An automatic email notification will be sent to you once a proof is ready to be viewed at the Print Shop, and again when a job is complete and ready to pick up. Some examples of the types of jobs we do regularly are listed below. Our capabilities include, but are not limited to the list below. If you have a custom print job in mind please contact us. We will be happy discuss your options. 860-439-2373.

- Color, Black & White (up to 13”x19”)
  - Letters
  - Photos
  - Newsletters
  - Postcards
  - Brochures
  - Name tags
  - Certificates
  - Tickets (with or without numbers)
  - Books (with or without tab separations)
  - Fliers
  - Posters
  - Booklets/programs
  - Course packs, lab manuals, handbooks
  - And much more!

Large Format Printing: Printing Services offers large format printing for any item printing larger than 13”x19”. We can print up to 60” wide by 200’ long on certain media. Some of our papers for large format printing include glossy card (popular for posters and banners), Canvas, and Vinyl (popular for printing “Real Estate” style signs) and regular copy paper. If we don’t have a type of paper in stock, we can usually order it. Call us to inquire about the types of material we can order at 860-439-2373. We also offer large format mounting and laminating. We can seal your print on foam board with a plastic laminate cover. The laminates come in gloss and matte. We can order laminates up to 48”x60”. We can also put hanging brackets called grommets in your banners so they can be hung around campus or at your events.

Offset Printing: Printing Services offers sheet-fed offset printing for one-color and two-color print jobs. Offset printing uses ink, as opposed to digital printing which uses toner. CC Blue Pantone 295 Ink is required when printing letterhead, envelopes, business cards and other Connecticut College standard printed material. This type of printing is used when color matching is crucial. It may need extra drying time in some cases since “wet” ink is applied to the paper.
**Copying:** There are photo copiers throughout the campus, also referred to as multi function devices that allow you to make multiple copies at once. For a complete list of where you can find a copier and its capabilities, visit our website. Printing Services can Copy documents up to 11”x17” inches. The multi function devices around campus can also copy up to 11”x17” inches.

- Color, Black & White – up to 11”x17”
- Accessing files from a Flash Drive to print on a multi function devices

**Scanning:** Scanning can be done on the multi function devices on campus. There is a scan to email option for small scanning jobs, and some copiers have a flash drive port and a document feeder allowing you to scan a 10-plus page document in one pass, then save it directly to your flash drive. For a complete list of the multi function devices and their capabilities, visit our website.

- Color, Black & White – up to 11”x17”
- Scanning and saving to a Flash Drive on a multi function device

**DESIGN SERVICES**

**College Logo Design:** Any item using the College logo, College seal, or word mark must adhere to the visual identity standards. When ordering the items listed below Printing Services will take the information off your Printing Services Request Form, and lay it into a template designed by College Relations. These templates can not be changed in any way without approval from College Relations. To download the complete visual identity manual, visit [graphics.conncoll.edu](http://graphics.conncoll.edu). If you have questions regarding the College logo, its uses or a templated item please contact Ben Parent in College Relations at 860-439-2106.

- Business Cards
- Letterhead
- Invitations
- Envelopes
- Notecards/Notepads
- Appointment Cards (please use the business card form)

**Personal Printing and Design:** We also take care of personal printing and design needs for members of the College community whenever possible. Please call Printing Services for additional information or to inquire about a personal design/print job 860-439-2373.
CONTACT US

LOCATION:
We are located in Hillyer Hall, adjacent to Tansill Theater on the north side of the building. Our entrance is on the left side through the carport.

HOURS:
Academic Year: 8:30 a.m. - 4:45 p.m.
Summer & School Breaks:
8:30 a.m. - 11:45 a.m. & 1:00 - 3:45 p.m.

PHONE NUMBERS:
Print Shop Main Line
860-439-2373
x2373 from any campus phone

Mailing Services Main Line
860-439-2372
x2372 from any campus phone

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Printing & Mailing Services exists to support the educational and departmental objectives of Connecticut College. We are the college’s document and communication solutions provider incorporating state-of-the-art digital technology to produce award-winning products and services. By adhering to the College’s visual identity system, we enhance the College’s reputation visibly, with quality publications and timely mailings. We are committed to supporting all departments, student organizations and alumni with professional, courteous customer service.

We are dedicated environmental stewards, participating in recycling programs, and waste reduction, and maintaining an “eco” safe working environment.

Our employees are empowered, involved, and valued. Education and training give our staff the tools necessary to excel in their field. Knowledge and expansion are key factors in our continued support of the College community.