SUBMITTING FILES

File Types:

.TIFF (Bitmap Images & Photographs)

.PDF (Vector Documents, Type & Postscript)

.JPG

File Requirements:

Resolution: 200, 240, or 300 PPI
» For Lambda printing, exactly 200 PPI is required.

Color Settings:

Adobe RGB (1998), sRGB, CMYK, grayscale

More detailed file requirements, as well as how-to guides for preparing files for print, are available at the ISL counter. Ask a lab technician for assistance if needed.

How to Submit Files:

1. Put your files on the CIAS Transfer Server.
2. Fill out a Job Ticket.
3. Wait for the Lab Technician to check your files for correct size/resolution.
4. When your prints are done, you can pick them up and pay for them with TigerBucks.

Connecting to the Transfer Server:

From a Mac...

1. Open Finder. From the Go menu, choose Connect to Server...
2. Enter smb://cias-files.rit.edu/transfer and click Connect
3. Enter your RIT username and password when prompted.

From a PC...

1. Click Start, then Run...
2. Enter \\cias-files.rit.edu\transfer
3. Enter your RIT username and password when

LIMIT OF LIABILITY

Submitting any tangible or electronic media, image, data, file, card, disc, device, or negative for any purpose, such as processing, printing, duplication, alteration, enlargement, storage, transmission, or other handling, constitutes an agreement that any loss or damage to it by our company, subsidiary, or agents, even though by our negligence or other fault, **will only entitle you to replacement with an equivalent quantity or size of unexposed photographic film or electronic media, and the processing of replacement media**. Except for such replacement, our acceptance of the media, image, data, file, card, disc, device, film, print, slide, or negative is without other liability, and recovery for any incidental or consequential damages is excluded. **No expressed or implied warranty is provided.**

Services are provided to RIT students, faculty, and staff ONLY. All services must be paid for using RIT TigerBucks. **You must have your RIT ID present to pick up orders.**

Prices are subject to change without notice. We cannot accept commercial work for any reason. If work is suspected to be of commercial nature, we reserve the right to refuse service.

IMAGING SYSTEMS LAB

Gannett Building 7B-3090
(585) 475-5447

For more information, helpful guides, and paper profiles go to:

https://inside.cias,rit.edu/spas-facilities/imaging-systems-lab

The Imaging Systems Lab is a professional-quality service bureau supporting the photo and digital output needs of RIT students, faculty, and staff.

We specialize in wide-format inkjet and chromogenic printing, film processing and printing, and book printing and binding. We also offer film scanning and rapid color laser printing.

We would be happy to assist you in preparing and printing your digital files. If you have any questions about our services, please don't hesitate to ask.

Tiger **BUCKS**

ISL accepts **RIT TigerBucks** only. We do not accept cash, check, or credit card transactions.

Visit **eservices.rit.edu** to add funds.

Prices Last Updated: FALL 2017

ISL PRICING GUIDE

2017-2018

FILM PROCESSING

Negative Film	C-41
35mm	$5.95
120	$5.95
220	$10.75
4x5 **PER SHEET**	$2.95
8x10 **PER SHEET**	$4.95
Push Processing	*+ $2.25*
Process & Print **24 EXP.**	*$12.50*
Process & Print **36 EXP.**	*$15.65*

Negative film is processed the same day if dropped off before 11:30am, and the next day if after 11:30am.

INKJET PRINTING

Tyvek Matte **24", 36", 42"**	$5.80
INNOVA Smooth Cotton **24" or 44"**	$5.80
CANSON Platine **24" or 44"**	$6.50
HP Artist Matte Canvas **36" OR 42"**	$6.50
HP Litho Realistic Matte **36" or 42"**	$4.50
KODAK Professional Glossy **24" or 44"**	$500
KODAK Professional Lustre E **24" or 44"**	$5.00
MOAB Slickrock Metallic **24" or 44"**	$6.50
PERCEPTION Adhesive Fabric **24"**	$6.20
Moenkopi UNRYU 55 Fine Art **24" or 44"**	$7.50

LAMBDA RA-4 PRINTING

FUJI Crystal Archive Matte **32"**	$3.00
FUJI Crystal Archive Deep Matte **30"**	$5.00
KODAK Endura Premier E (Lustre) **32"**	$3.00
KODAK Endura Premier F (Glossy) **32"**	$3.00
KODAK Endura Clear **30"**	$7.85
KODAK Endura Metallic **32"**	$3.00

Lambda prints are priced per square foot. Total charge will be the total image area only. **By default, crop marks are added to prints; if you need white margins, they must be part of the image file(s).**

COLOR LASER PRINTS

MOHAWK 60lb Satin Photo Paper

LETTER (8.5" X 11")	$.99
TABLOID (11" X 17")	$1.99

HAMMERMILL Lightweight Laser Paper

LETTER (8.5" X 11")	$.79

Prices are per sheet, single or double sided.

BOOK BINDING

SOFTCOVER/SPIRAL Bind Only	$7.00

Spiral-bound books can be up to 5/8" thick. Covers are black or translucent plastic with black or silver wires. Any size up to 11" can be bound. Price does not include printing.

MINILAB PHOTOFINISHING

Digital Printing

4x6	$0.40
4x9	$0.75
5x7	$1.50
6x6	$1.10
8x10	$4.15
8x12	$4.45
11x14	$5.15
12x18	$7.50
4x6 **INDEX PRINT**	$1.35
8x12 **CONTACT SHEET**	$4.45
Wallet Prints **SHEET OF 8**	$6.75

Kodak Glossy or Lustre surface available.

Film Scanning

Rapic Scan **35MM UNCUT neg/slide**	$0.45/IMAGE
Premium Scan **ANY FORMAT**	$8.00/IMAGE
35mm **mounted slide scan**	$4.50/slide

For detailed output specifications, visit **isl.rit.edu**. Image files can be delivered on a CD/DVD or on a customer supplied flash drive. *Minimum cost for CD/DVD orders is $3.00.*

PACKAGING & FINISHING

Packaging

Tube 4" x 24"	$4.50
Tube 4" x 36"	$5.00
Tube 4" x 48"	$6.00
Stay-Flat Envelope 11" x 13"	$1.25
Stay-Flat Envelope 13" x 18"	$1.75
Stay-Flat Envelope 18" x 24"	$3.25

Print Finishing

Heat Laminating **RIGID GLOSS 8.5X11**	$4.00
Canvas Coating **SATIN, PER SQ. FT.**	$4.50
Print Mounting **GATOR BOARD PER SQ. FT.**	$7.50

Canvas coating and stretching onto a frame is available in a variety of sizes, **vist isl.rit.edu** for prices.