

# Printing

## Students: LTS Computing Site Printers

Networked printers are available in many classrooms and labs. These printers use the PaperCut system (a project of the [office of sustainability](#) and LTS), and are all connected through LTS's main network print server, queue1.cc.lehigh.edu. All Lehigh users can send jobs to those printers using the following methods:

1. Direct from Windows or macOS (at the [computing sites](#)),
2. From [Google Cloud Print](#) using Chrome or Google Drive,
3. From [PaperCut Mobility printing](#),
4. From [PaperCut webprint](#) (limited to printing PDFs, MS Office files, and image files) and
5. Via email with the [PaperCut mail gateway](#).

In every case, you will need to log into PaperCut with your Lehigh account (it's automatic at LTS Computing Sites). For the 2018-19 academic year, each user at Lehigh gets a 75-point printing quota which is decremented by 0.05 points for a black and white page and 0.25 points for a color one. If you run out of points, you can purchase more at the circulation desk at either library.

[2018 year end summary](#)

Questions? View our [Printing FAQ](#).

## Faculty/Staff: Departmental Network Printers

Access to network printers is controlled by the owning department. Faculty and staff should contact their department coordinator, contact the LTS Help Desk, or submit a [request for help](#). Some departmental printers can be installed at <https://www.lehigh.edu/printers>.

## Custom Printing Services

For specialized printing requests, such as flyers, posters, banners, and promotional materials, [Printing and Mailing Services has an order page](#). The [Copy Center](#) in the basement of the Rauch Business Center does copies and color printing. The [Mail Center](#) does specialized copying as well as handling incoming and outgoing mail and packages.