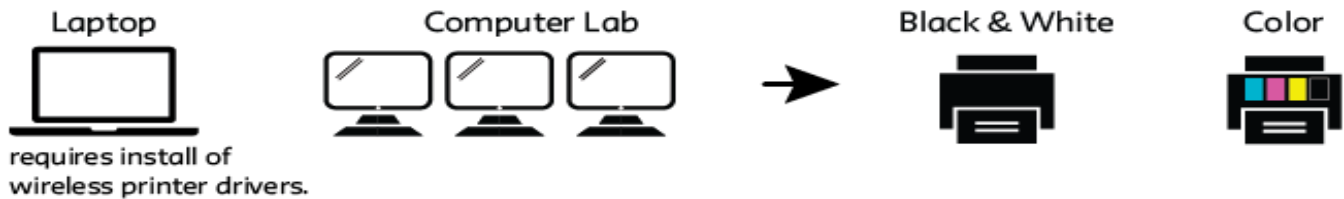
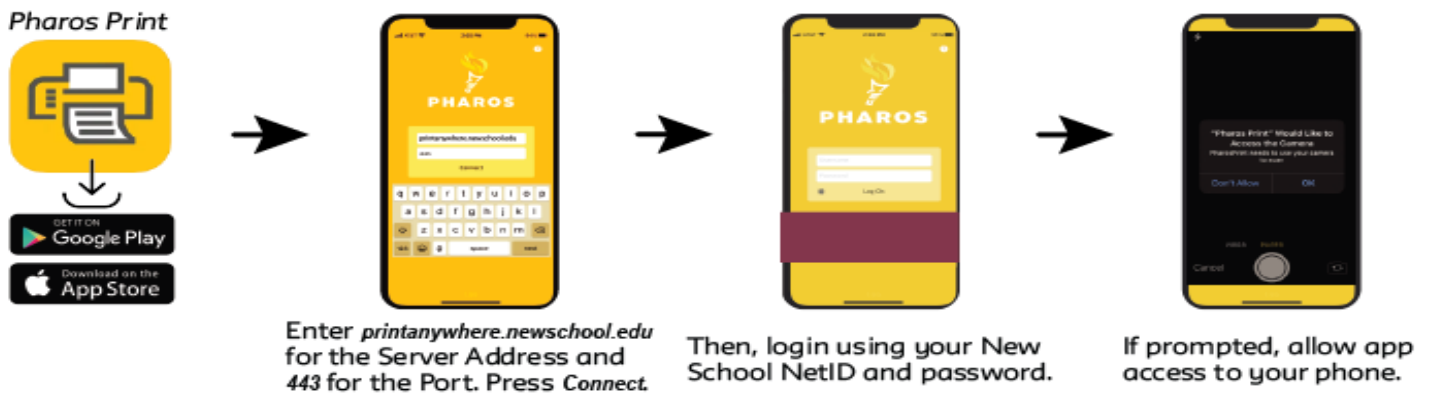


PRINTING AT THE NEW SCHOOL

- 1. PRINT USING A WIFI ENABLED DEVICE.** Computer Lab Locations:
25 E 13th St - 2nd & 3rd floors, 55 W 13th St - 8th floor, 63 Fifth Ave - floor C1, 6 E 16th St - 6th floor.



- 2. DOWNLOAD AND SET UP PHAROS PRINT APP.**



- 3. SAVE FILES AS PDFS AND PRINT FROM ADOBE ACROBAT.**
If printing on a lab computer, save the file as a NewSchoolPDF. Letter (8.5" x 11") and Tabloid (11" x 17") are the only print sizes available on standard printers. Larger sizes must be printed on plotters.

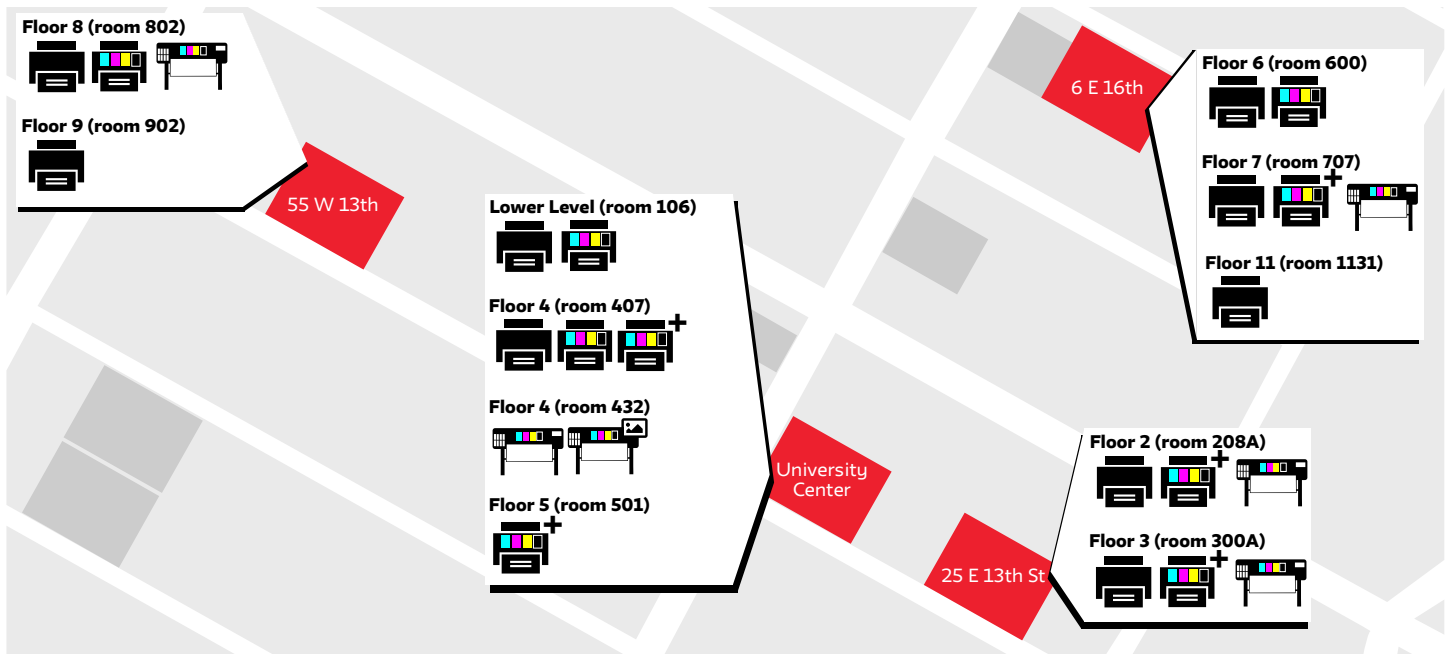
- 4. PRINT!** To release your job via the app:









INFORMATION TECHNOLOGY

Need Help?
IT CENTRAL
 646.909.HELP (x4357) or
 x4357 from campus phone
 itcentral@newschool.edu

PRINTER LOCATIONS - SIZES - POINTS



Printer Type	Paper Size	Print Points
 Black and White	8.5" x 11" 11" x 17" (tabloid)	.10 (single) / .15 (double)
 Color	8.5" x 11" 11" x 17" (tabloid)	.50 (single) / 1.00 (double) 1.00 (single) / 2.00 (double)
 Pro Color	8.5" x 11" 11" x 17" (tabloid)	.75 (single) / 1.50 (double) 1.50 (single) / 3.00 (double)
 Photo Lab Printers	Supply your own	Parsons Photo Degree students and faculty ONLY Points Vary - see IT website
 Open Lab Plotter	Sizes vary	Points Vary - see IT website
 Photo Plotter	Sizes vary	Points Vary - see IT website Must submit form on IT website