

Printing & Copying

Bulk and specialty copying services are available from [College Services](#)

Toshiba Business Solutions

The Sage Colleges has a leasing agreement with Toshiba Business Solutions to provide multi-function printing, scanning, and repair of leased devices. Most of the campus has a leased Toshiba or Lexmark multi-function device within walking distance or within the same building. Utilizing a Toshiba or Lexmark for high volume print jobs is the most cost-effective printing means.

Service on Toshiba, Lexmark, and certain other multi-function devices is provided by Toshiba Business Solutions. To check to see if your device is eligible for service, look for a sticker on the device with instructions on how to request service and supplies. Be sure to note your "Copier #" when requesting service.



If you are having trouble connecting or printing to a device, contact the [IT Service Desk](#). If the multi-function device has an issue (constantly jamming, printing lines on page, ect), contact Toshiba Business Solutions.

Papercut

Papercut is Sage's Print Management System. The system allows for users to print or copy on any Toshiba/Lexmark device on campus. The Papercut printers should automatically display as options on all Sage Computers.

Related articles

- [IT Strategic Plan](#) (IT Service Desk KB)
- [Self Service Applications](#) (IT Service Desk KB)
- [Review Process for Campus Technology Projects](#) (IT Service Desk KB)
- [Knowledge Base](#) (IT Service Desk KB)
- [Software Location and Availability](#) (IT Service Desk KB)
- [Acceptable Use Policy](#) (IT Service Desk KB)
- [IT Information Hub](#) (IT Service Desk KB)
- [Software Discounts](#) (IT Service Desk KB)
- [Classroom Technology Overview](#) (IT Service Desk KB)
- [Network and Security Services](#) (IT Service Desk KB)
- [VPN Agreement and Access](#) (IT Service Desk KB)
- [Where can I view my personal leave time in SageAdvisor?](#) (IT Service Desk KB)
- [Printing & Copying](#) (IT Service Desk KB)
- [How do I register for classes?](#) (IT Service Desk KB)
- [Where is the IT Service Desk located?](#) (IT Service Desk KB)