

Printing services of Lankaran State University

At Lankaran State University students, and faculty have access to printing services as part of the educational and operational requirements. The most common services include:

Document Printing: For student work, thesis papers, reports or any other academic purpose.

Photocopying: Copying of all kinds of study material as requested.

Scanning: Providing copies in electronic forms.

Specialized Printing: Issuing booklets and posters or binding them to presentations and similar projects.



Such facilities may be provided in special dedicated printing rooms, IT facilities, libraries or center for students' services. Students have options that include using their cards or their accounts online to pay and make purchases and our university has well integrated the payment systems. Printing services at our university are helpful for students, lecturers, and employees to print out their assignments, research paper, or even present when they need them and do not have a personal printer. Virtually all universities provide printing services with various methods of payment and usage. In general, here's how things go and what to bear in mind:

1. Accessing Printing Services

Campus Printing: University has on-campus printing stations or printing labs where one gets the facility to print documents. Such stations are located in libraries, student centers, or academic buildings.

Printing from Computers or Personal Devices: In some educational institutions, you print directly from designated university desktop computers, but on other campuses, they offer cloud-

based printing or mobile applications that you can use to send print jobs from your personal devices, such as your laptop or even smartphone, etc.

Labs: Here are the departments, mostly locations with the biggest printing services found.



2.Black and White versus Colour:Black-and-white printing is less costly; colour printing is more expensive due to ink costs.

One-sided versus Two-sided:Two-sided (or duplex) printing is often preferred since it conserves paper usage, and for longer documents is sometimes cheaper.

Document Types: Our university provides a wide range of document types to be printed, from normal letter-sized documents up to larger formats, including posters and presentations. This may be more costly with larger-format printing.



4. How to Print

Printer and Print Job: Click to select a document you wish to print and choose an appropriate printer, for instance, black-and-white, color, or large format. Besides, select other settings you would like to use for printing your job, which might be double-sided or page range.

Print Release: Our university have what's called a "print release" where you send your job to a central queue and then walk over to any printer-also known as releasing it-by scanning your student ID card or entering your credentials at the printer.



5. Items to Consider

Paper and Ink Quality: Also be aware of what kind of paper is used, specially if you want a professional print to show to others or for reporting purposes. Our university offers options for high-quality paper; however this can cost more.

Printer Availability: Sometimes printers jam, or run out of paper / ink. It is always a

good practice to check out the printer before you print - especially if you are under a deadline.

Greener Options: Some universities encourage students to be more 'green' by offering incentives to reduce print volumes, such as some form of reward for printing double-sided.

6. Special Printing Services

Poster Printing: For research posters, presentations, or event materials, universities often have larger-format printers available. These printers are typically more expensive and may require a reservation or additional time to print.

Scanning and Copying: In addition to printing, many campus printers can scan and copy documents. You may also be able to send scanned documents to your email or save them on a USB drive.

Bindery Services: Our university offer basic bindery services for students who need to bind reports, theses, or dissertations.