

ROCKY VISTA UNIVERSITY

# Student Printing Guide

## Welcome!

As a student at Rocky Vista University you have access to a few options to help you with all your printing needs. This guide is meant to give you the information you need to successfully utilize printing at Rocky Vista University, but feel free to email [printcenter@rvu.edu](mailto:printcenter@rvu.edu) with any additional questions.

We look forward to working with you!

Kindly,

Hannah Golesh

Print Center Supervisor

Rocky Vista University Print Center

*Located on the Colorado Campus in the Frank Ritchel Ames Memorial Library*

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# I. Student Print Accounts

Students are allotted a set amount of free prints which are converted into printing funds and added automatically to student print accounts at the start of the academic year. Student print accounts may be used for self-service and full-service printing. These funds are added to student print accounts as shown in the schedule below. *\*Note: COM Students receive two sets of free prints. The first \$250.00 is allotted at the start of year 1 and the second \$250.00 is allotted at the start of year 2.*

Program	Allotment	Year
COM	\$250.00	Year 1 & Year 2
PA	\$250.00	Year 1
MSBS	\$250.00	Year 1

The print account funds carry over until graduation. They are non-refundable and may not be transferred to cover student loan expenses, but they may be transferred to another student’s print account, if desired.

## How do I check my balance?

You can view your current print account balance by logging into <https://papercut.rvu.edu/user>. (User name is your email address. Password is your email password.)

Once logged in, your balance is shown on the “Summary” tab under “Balance”.

*Note: You must be on campus and connected to RVU’s wifi to access this website. If you are off campus and would like to know your print account balance, email [printcenter@rvu.edu](mailto:printcenter@rvu.edu) or call 720-874-2459.*

The screenshot shows the PaperCut MF user interface. On the left is a dark sidebar with a menu containing: Summary (highlighted with a blue box and an arrow pointing to the balance card), Rates, Transfers, Transaction History, Recent Print Jobs, Jobs Pending Release, Web Print, CO Print Setup, and UT Print Setup. The main content area has a green header with the user's name 'hgolesh'. Below the header is a 'Summary' section with three cards: 'CARD/ID' with a '[show]' link, 'BALANCE' showing '\$1.25' (highlighted with a blue box), and 'PRINT JOBS' showing '20'. To the right of the balance card is a 'PAGES' card showing '59'. Below these are two sections: 'Activity' with a line graph titled 'Balance history for hgolesh' showing a constant balance of \$1.25, and 'Environmental Impact' showing statistics like '0.7% of a tree', '698 g of CO2', and '43.7 hours running a 60W light bulb'.

## How do I add money to my print account?

You can add money to your print account by contacting Student Financial Services.

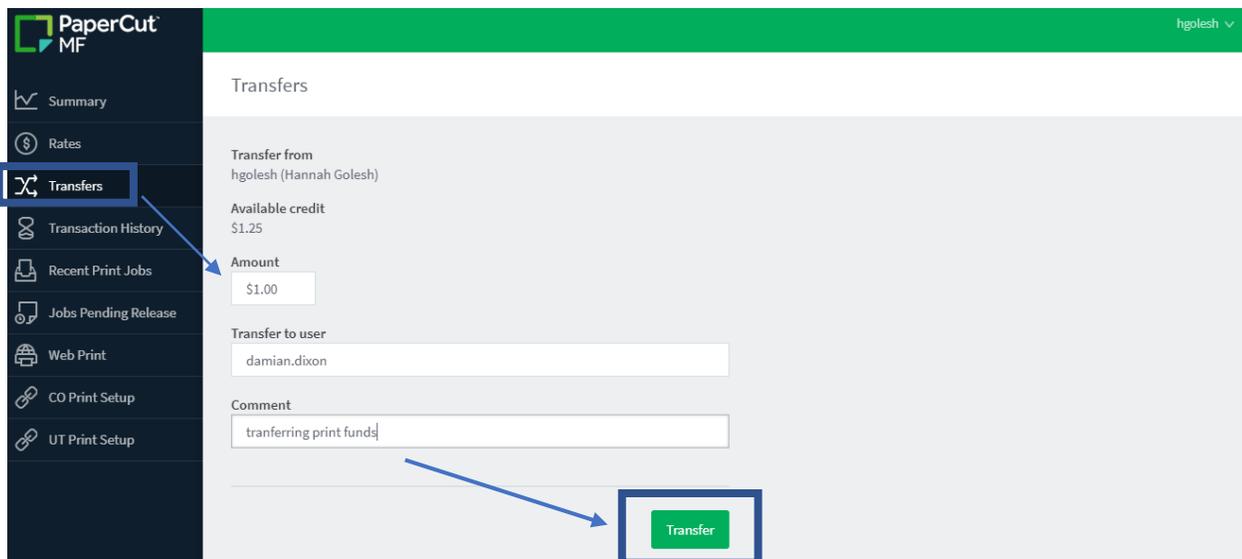
- Colorado Campus: [sfs@rvu.edu](mailto:sfs@rvu.edu)
- Utah Campus: [sfssu@rvu.edu](mailto:sfssu@rvu.edu)

*Note: Keep in mind that your print account money is non-refundable and non-transferrable. It's recommended that you add smaller amounts so you can be sure to use the money. If you don't use it, you'll lose it!*

Additionally, if you find you or someone you know has run out of printing funds and no one is available to add more money to your/their account, fund transfers are available.

**To transfer funds,** log into <https://papercut.rvu.edu/user> and click the “Transfers” tab on the left. Fill in the form by entering the amount you wish to transfer then entering the username of the student (firstname.lastname), and entering a comment (optional). Click “Transfer”.

*\*Note: You must be on campus to access the papercut website.*



**PaperCut MF** hgolesh ▾

Summary

Rates

**Transfers**

Transaction History

Recent Print Jobs

Jobs Pending Release

Web Print

CO Print Setup

UT Print Setup

### Transfers

Transfer from  
hgolesh (Hannah Golesh)

Available credit  
\$1.25

Amount  
\$1.00

Transfer to user  
damian.dixon

Comment  
transferring print funds

Transfer

## II. RVU Printing Options

Students may use their print account funds for academic printing through the self-serve printers or the full-service Print Center. With each option, funds are automatically deducted when the print job has been completed.

### 1. Self-Service Printing

Self-serve or walk-up printers are available for student use on both campuses. These printers utilize a software called, Papercut. Students need to download the Papercut printer driver or they can submit their prints through the Papercut web portal (recommended for Mac users). Students must be on campus and connected to the RVU network before sending prints to these printers. These prints are paid for with student print accounts. For instructional guides on self-service printing, click [here](#).

#### Services

- Black and White or Color Prints, 8.5x11
- Stapling
- 3-Hole Punching
- Copying
- Fax
- Scan to Email

#### Self-Serve Printer Locations

CO Campus: 2nd Floor Hallway

UT Campus: Print Copy Room

### 2. Full-Service Printing

Full-service printing is available through the Print Center. Full service printing is available for faculty, staff, and students. Orders are placed online through the Print Center website (<https://printcenter.rvu.edu>) or by contacting the Print Center. Student prints are paid for with student print accounts or university approved club funds. Print orders are conveniently picked up at either campus.

#### Services

- Black and White or Color Prints, 8.5x11-12x18
- Business Cards
- Brochures and Fliers
- Carbonless Forms
- Copying and Scanning
- Certificates
- Custom Apparel and T-Shirts
- Invitations
- Lamination, Spiral Binding, Hole Punching, and Stapling
- Labels
- Notepads
- Newsletters, Manuals, Booklets, & Event Programs
- Postcards
- Posters and Banners
- RVU Stationery (letterhead, envelopes, notepads, cards)\*
- Stickers and Vinyl Decals

*\*Please note: RVU Stationery is for faculty and staff only. Students may create custom stationery. This would be considered a personal print item and therefore would be paid for out of pocket vs. using your student print account.*

### III. Instructional Guides

Instructional guides for utilizing the self-serve printers and the Print Center have been created to help you understand your printing options and make your workflows more efficient.

As always, if you have questions or suggestions for additional guides, please contact the Print Center at [printcenter@rvu.edu](mailto:printcenter@rvu.edu) or 720-874-2459.

*Note: You can click on an instructional guide below to go directly to that section.*

- Self-Serve Printers: WebPrint (Windows or Mac)
- Self-Serve Printers: Direct Print (Windows or Mac)
- Self-Serve Printers: Scan to Email
- Self-Serve Printers: Copying
- Self-Serve Printers: Faxing
- Self-Serve Printers: Print from your Phone or Tablet
- Print Center: Order a Custom Print
- Print Center: Order Class Manuals & Study Resources
- Print Center: Direct Print
- Print Center: Customize Default Print Settings

# Self-Serve Printers: WebPrint

WebPrint is a way you can print to the self-serve printers without downloading the printer driver first.

*Note: This method requires that your files have been saved as a PDF file. Jpg, png, tif, and bmp are also allowed.*

## Quick Overview

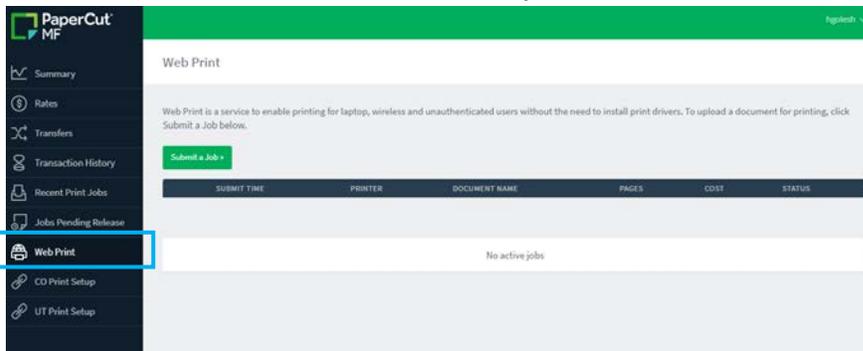
Login to <https://papercut.rvu.edu/user> → Upload Files → Login to Self-Serve printer to release the prints

*\*Must be on campus to log into Papercut website*

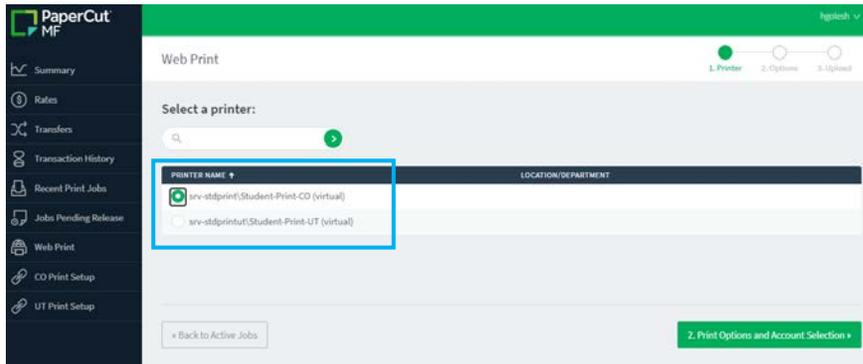
*\*\*Files remain in the queue for 4 hours*

## Detailed Instructions:

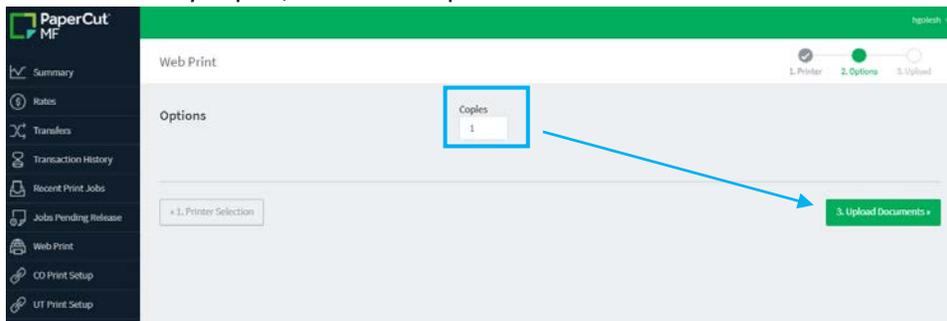
1. While connected to RVU’s wifi network, log into <https://papercut.rvu.edu/user>. (User name = email address; Password = 365 password)
2. Click “WebPrint” on left tab then “Submit a job”.



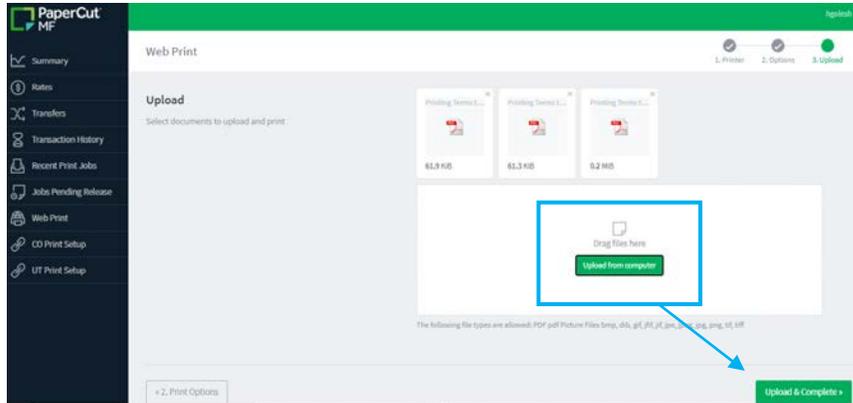
3. Click on the printer appropriate for your campus (CO or UT), then click “Print Options and Account Selection”.



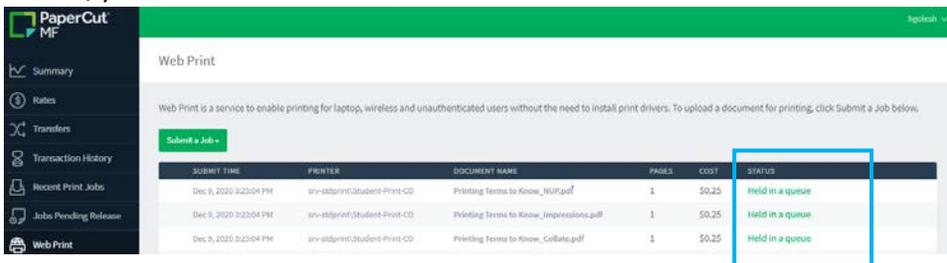
4. Enter how many copies, then click “Upload documents”.



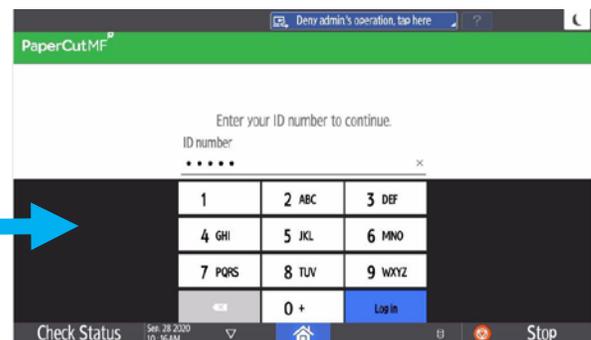
- Click "Upload from Computer" or drag your files to upload them. You can upload multiple files at a time. Click "Upload and Complete".



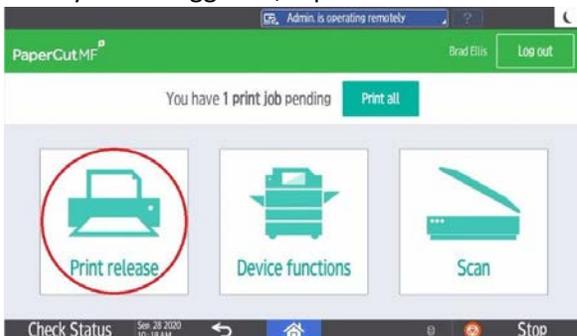
- You will see the files being prepared for printing. When status says "Held in a Queue" that means the file is ready to be released from the printers. It will remain in the queue for 4 hours. If you decide you don't need it, you can click "Held in a Queue" and then "Cancel".



- Log into any self-serve printer with your student id number. (If you don't know your student ID number, you can find this by going to the "Summary" tab on the PaperCut website, <https://papercut.rvu.edu/user>, and clicking "Show" under Card/ID.)

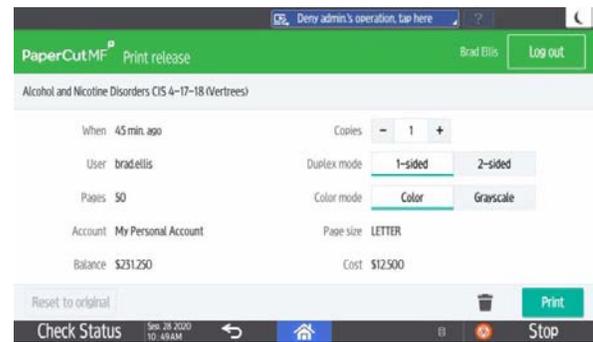
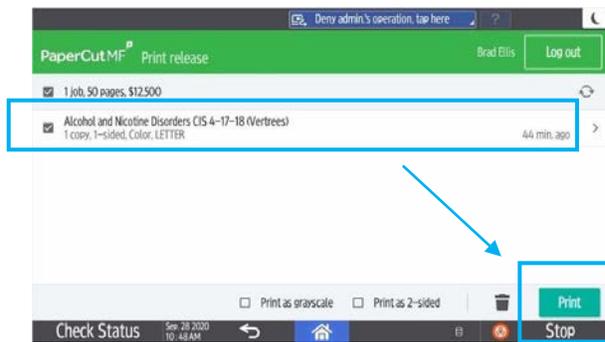


- Once you are logged in, tap "Print release".



9. Select your print job(s) and click "Print".

*Note: If you would like to edit your print settings, you can click "Print as grayscale" or "Print as 2-sided" at the bottom of the screen and the print details and pricing will be updated. Additionally, you can tap the right-facing arrow next to the print job to see more details including your account balance.*



10. Take your prints and select "Logout". If you forget to logout, the printer will timeout after 60 seconds.

## Self-Serve Printers: Direct Print (Windows or Mac Users)

If you prefer to open your file and then click Print, then this is the option for you. These instructions and screenshots are for those using a Windows or Mac operating system.

### Quick Overview:

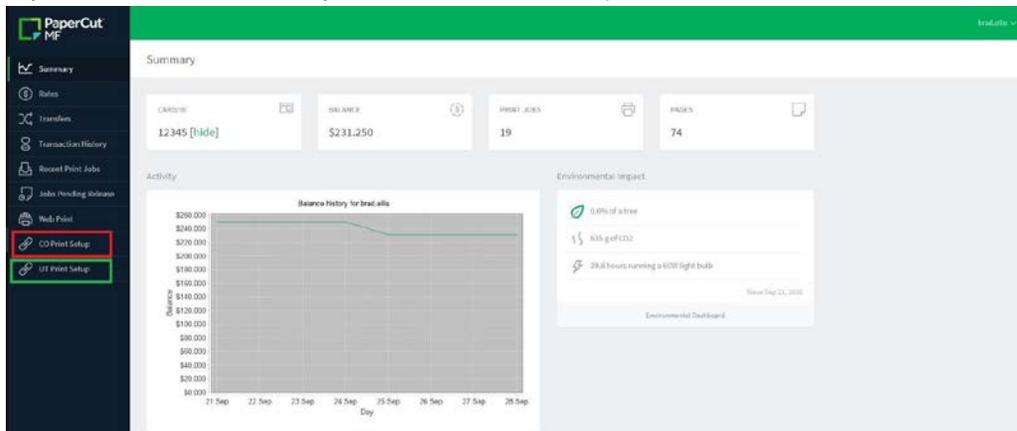
Download Printer Driver → Open File → Click Print → Login to Self-Serve printer to release the job

*\*Must be on campus*

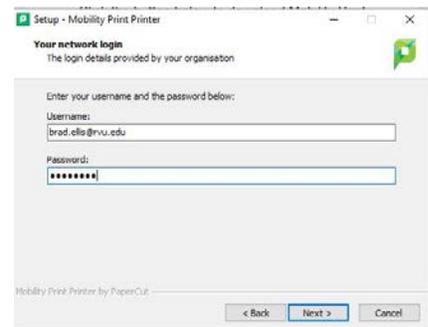
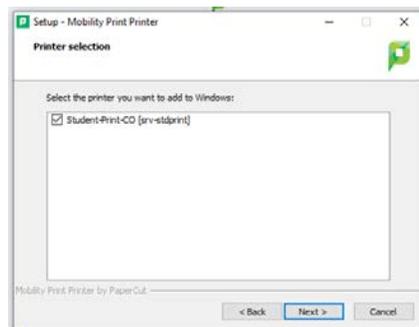
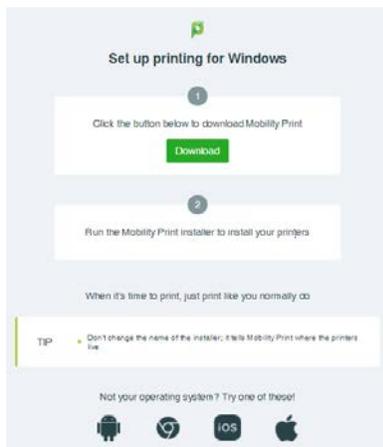
*\*\*Files remain in the queue for 4 hours*

### Detailed Instructions

1. While connected to RVU's wifi network, log into <https://papercut.rvu.edu/user>.  
(User name = email address; Password = 365 password)
2. If you are on the Colorado campus, click **"CO Print Setup"**.  
If you are on the Utah campus, click **"UT Print Setup"**.

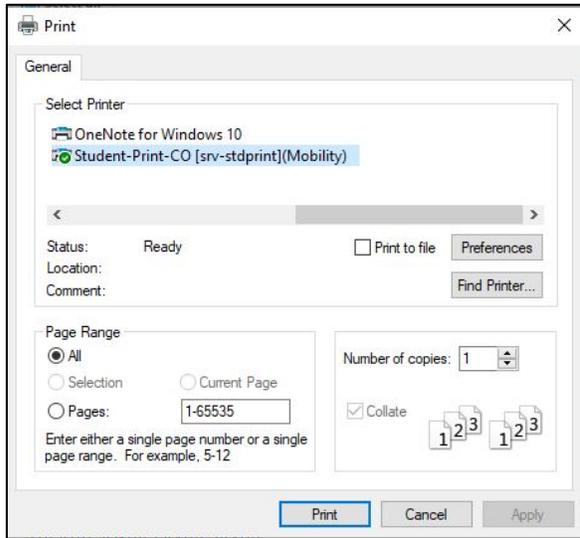


3. A new tab will open (shown below). Click "Download" and then run the printer installer. The system will automatically detect which operating system you are on. Do NOT rename the installer file. During the installation, you may be asked to select a printer and enter your login information. The login information is the same login you used for the Papercut website (email address; 365 password).  
**\*Note: Mac users you will most likely not need to choose a printer or retype your username and password during the installation process; however, when you print to the printer you will be prompted to enter your user name and password. The user name is your email address and the password is your 365 password.**

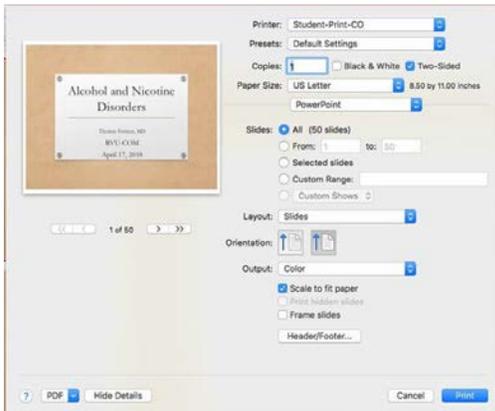


- Once the printer installation has completed, you can start sending your files to be printed. To do this, open a file to print. On the print dialog screen, you will see your newly installed printer based on the location you chose. Choose that printer and then select, "Print".

### Windows Example

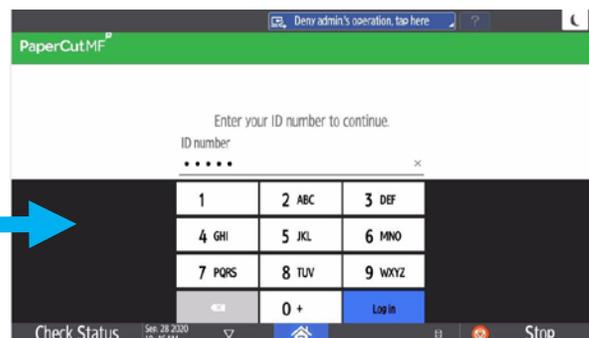


### Mac Example (Enter email address and 365 password when prompted.)

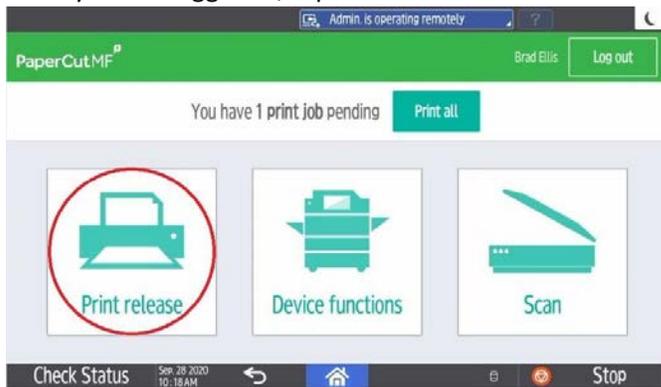


**NOTE: It has been found that with mac computers, you might need to click on the printer queue and click "RESUME" after entering your username and password.**

- To release your prints, log into any self-serve printer with your student id number. (If you don't know your student ID number, you can find this by going to the "Summary" tab on the PaperCut website, <https://papercut.rvu.edu/user>, and clicking "Show" under Card/ID.)

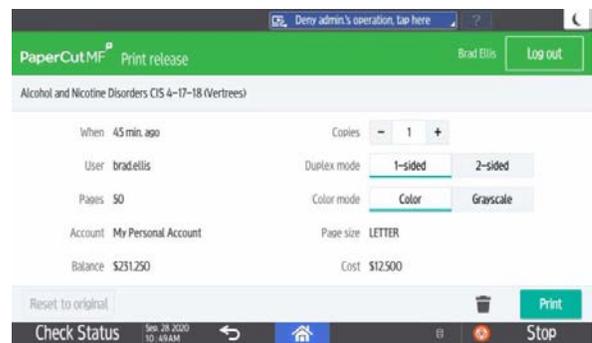
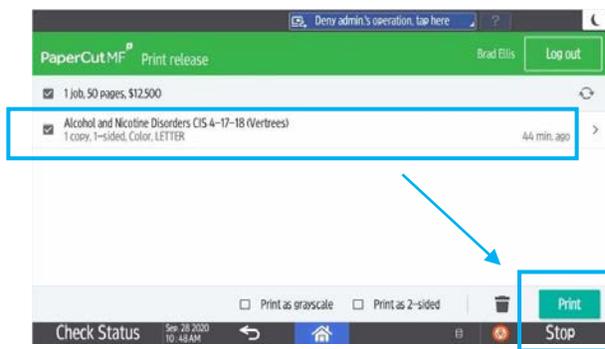


6. Once you are logged in, tap “Print release”.



7. Select your print job(s) and click “Print”.

*Note: If you would like to edit your print settings, you can click “Print as grayscale” or “Print as 2-sided” at the bottom of the screen and the print details and pricing will be updated. Additionally, you can tap the right-facing arrow next to the print job to see more details including your account balance.*



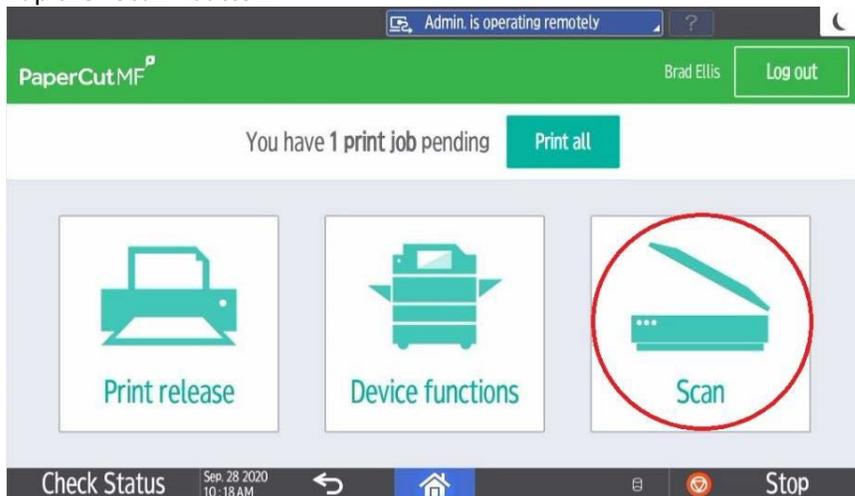
8. Take your prints and select “Logout”. If you forget to logout, the printer will timeout after 60 seconds.

## Self-Serve Printers: Scan to Email

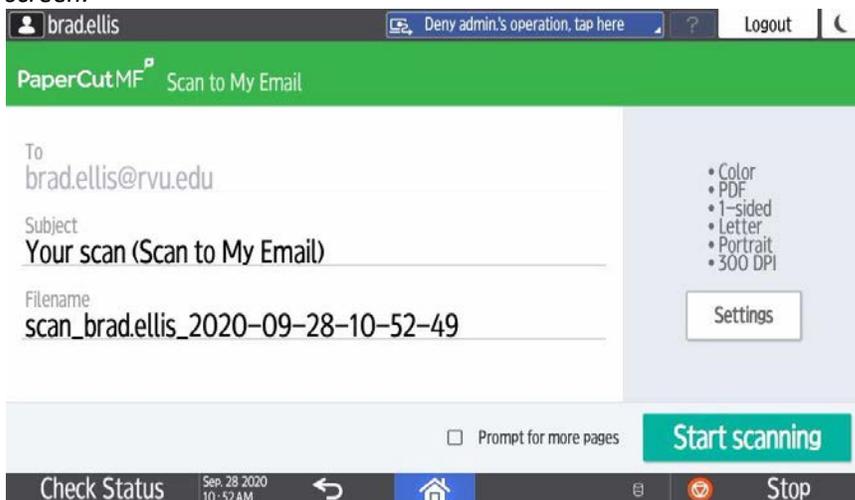
You can scan a document(s) to your email using the self-serve printers. To do this, follow these steps.

1. Log in to a self-serve printer with your student ID number.  
*\*If you don't know your student ID number, you can find this by going to the "Summary" tab on the PaperCut website, <https://papercut.rvu.edu/user>, and clicking "Show" under Card/ID.*

2. Tap the "Scan" button.



3. Verify your email address is correct (taken from the University directory). Place your documents face up in the document feeder or face down on the scanner.  
*If you'd like to edit the scan settings, you can do this by clicking the "Settings" button at the right of the screen.*



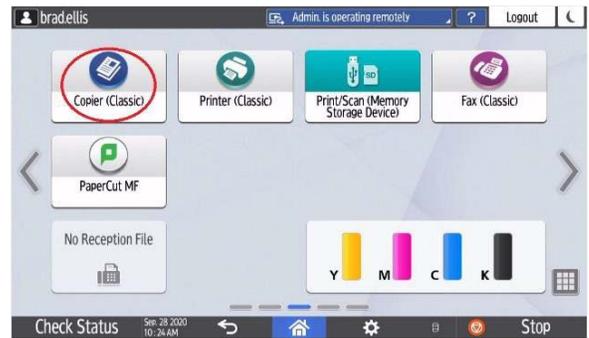
4. Tap "Start scanning"
5. Check your email to make sure the scan came through.  
*Note: Larger scans may not go through due to size limitations on the email server.*
6. When finished, click on the following buttons to return to the main screen to logout:  
Home Icon at the bottom of the screen → Papercut MF → Back Arrow
7. Tap "Log out"

## Self-Serve Printers: Copying

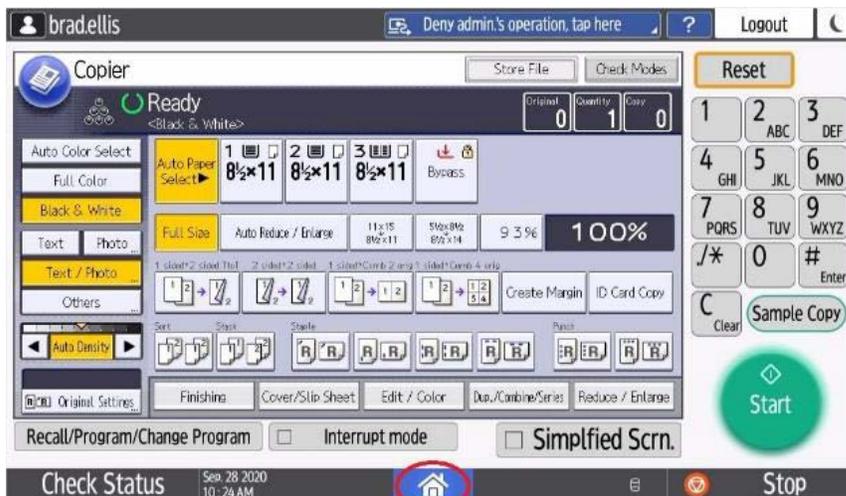
If you need to make copies of printed documents, you can do this with the self-serve printers. Please be mindful of copyright laws when making copies. For textbooks you are only allowed to make a copies of a few sections or chapters at a time.

**The copyright law of the United States (Title 17, U.S. Code) governs the making of photocopies or other reproductions of copyrighted material; the person using this equipment is liable for any infringement.**

1. Log in to a self-serve printer with your student ID number.  
*\*If you don't know your student ID number, you can find this by going to the "Summary" tab on the PaperCut website, <https://papercut.rvu.edu/user>, and clicking "Show" under Card/ID.*
2. Tap "Device functions" then tap "Copier (classic)".



3. Set your documents face up in the feeder or face down on the scanner. Set your copy selections and click "Start".



4. When finished, tap "Logout" at the top right corner of the screen.

## Self-Serve Printers: Faxing

If you need to fax documents, there is one printer dedicated to sending faxes on each campus. These are for **outbound faxes only**.

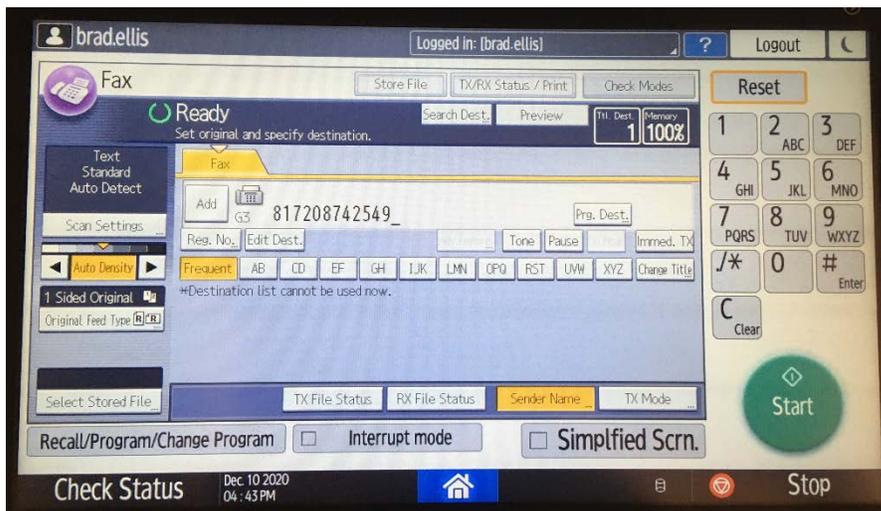
For the CO Campus, it's the printer closest to the Library, Self-Serve Printer #1.

For the Utah Campus, it's Self-Serve Printer #2.

1. Log in to a self-serve printer with your student ID number.  
*\*If you don't know your student ID number, you can find this by going to the "Summary" tab on the PaperCut website, <https://papercut.rvu.edu/user>, and clicking "Show" under Card/ID.*
2. Tap "Device functions" then tap "Fax (classic)".



3. Set your documents face up in the feeder or face down on the scanner. Use the keypad on the right of the screen to add the fax number. Dial 18 then the fax number.

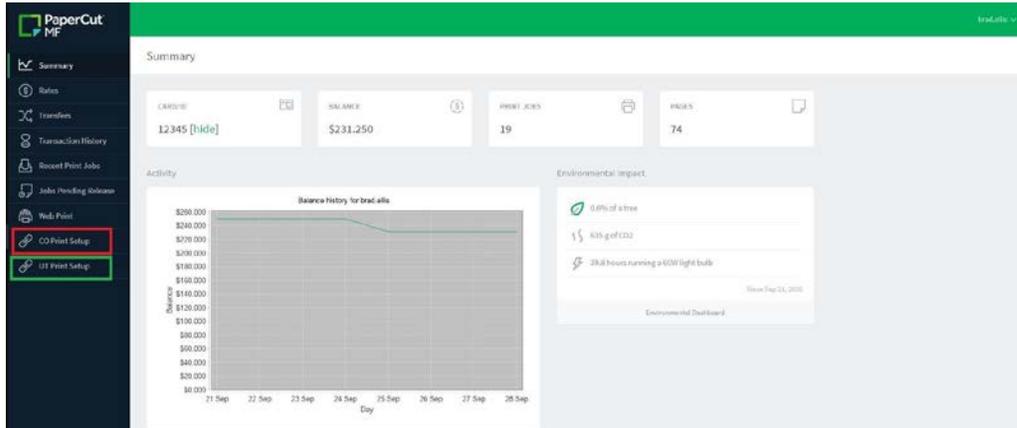


5. When finished, tap "Logout" at the top right corner of the screen.  
*Note: A transmission sheet will print when the faxing has finished. This may take several minutes. You will be able to see on the transmission sheet if it is a successful fax or not. It is ok to logout before the transmission sheet is submitted.*

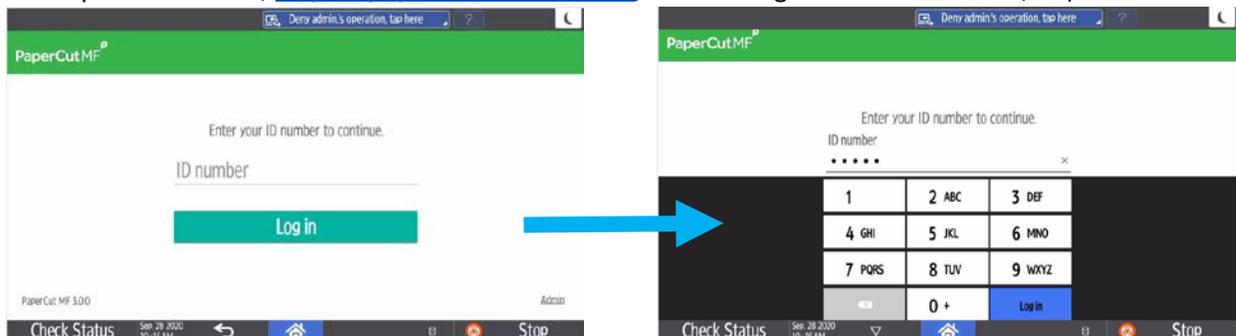
## Self-Serve Printers: Print from your Phone or Tablet

You can send prints to the self-serve printers with your phone or tablet. To do this, follow these instructions:

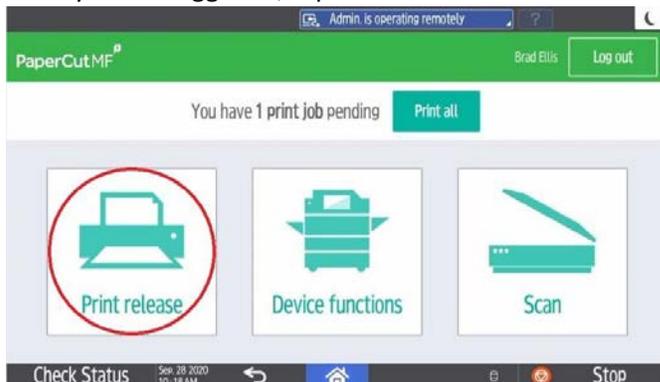
1. While connected to RVU's wifi network, log into <https://papercut.rvu.edu/user>. (User name = email address; Password = 365 password)
2. If you are on the Colorado campus, click "CO Print Setup". If you are on the Utah campus, click "UT Print Setup".



3. Follow the prompts to download the printer driver and then begin sending your prints to the printer.
4. Once your prints have been sent to the printer, log into any self-serve printer with your student id number. (If you don't know your student ID number, you can find this by going to the "Summary" tab on the PaperCut website, <https://papercut.rvu.edu/user>, and clicking "Show" under Card/ID.)

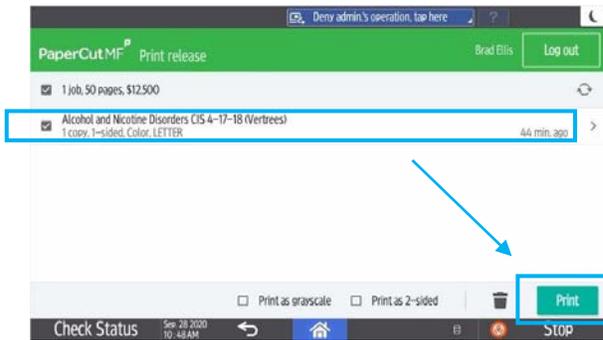


5. Once you are logged in, tap "Print release".



6. Select your print job(s) and click "Print".

*Note: If you would like to edit your print settings, you can click "Print as grayscale" or "Print as 2-sided" at the bottom of the screen and the print details and pricing will be updated. Additionally, you can tap the right-facing arrow next to the print job to see more details including your account balance.*

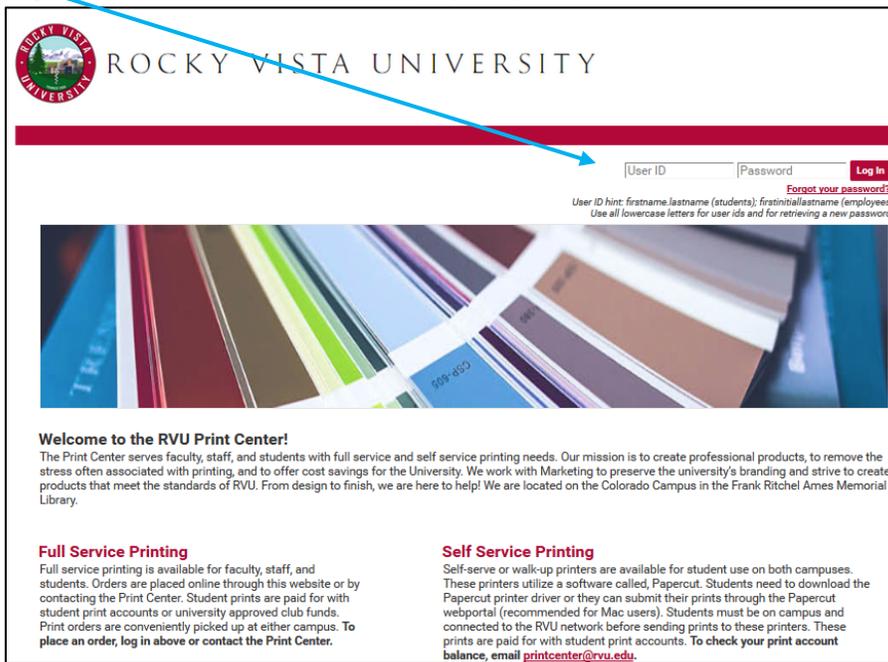


7. Take your prints and select "Logout". If you forget to logout, the printer will timeout after 60 seconds.

# Print Center: Order a Custom Print

To order a custom print(s) through the RVU Print Center, follow these instructions:

1. **Log in** to the Print Center website (<https://printcenter.rvu.edu>)



**ROCKY VISTA UNIVERSITY**

User ID  Password  **Log In**

[Forgot your password?](#)

User ID hint: *firstname.lastname (students); firstinitiallastname (employees)*  
Use all lowercase letters for user ids and for retrieving a new password.

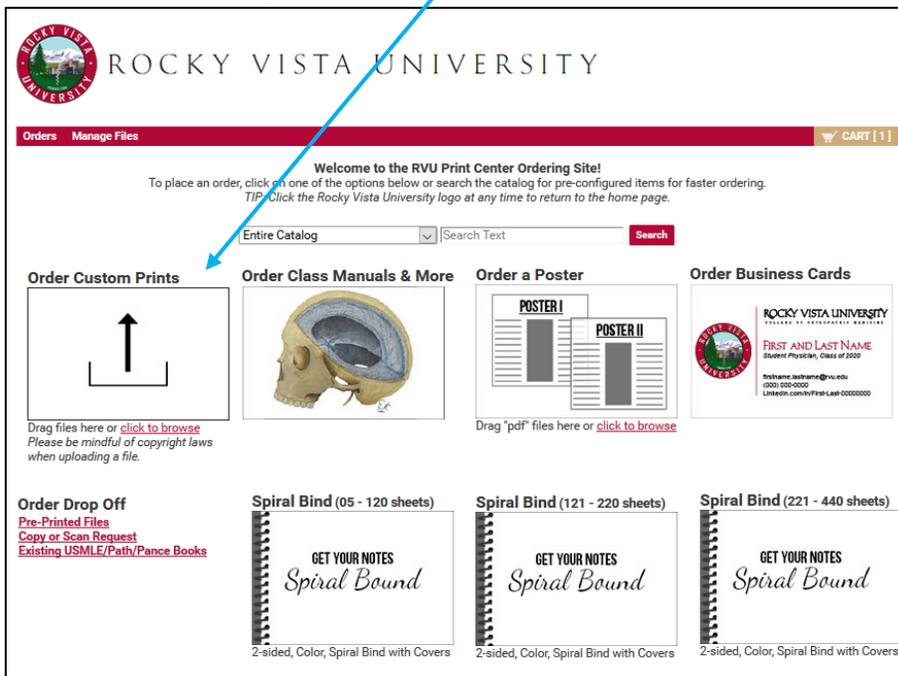
**Welcome to the RVU Print Center!**

The Print Center serves faculty, staff, and students with full service and self service printing needs. Our mission is to create professional products, to remove the stress often associated with printing, and to offer cost savings for the University. We work with Marketing to preserve the university's branding and strive to create products that meet the standards of RVU. From design to finish, we are here to help! We are located on the Colorado Campus in the Frank Ritzel Ames Memorial Library.

**Full Service Printing**  
Full service printing is available for faculty, staff, and students. Orders are placed online through this website or by contacting the Print Center. Student prints are paid for with student print accounts or university approved club funds. Print orders are conveniently picked up at either campus. To place an order, log in above or contact the Print Center.

**Self Service Printing**  
Self-serve or walk-up printers are available for student use on both campuses. These printers utilize a software called, Papercut. Students need to download the Papercut printer driver or they can submit their prints through the Papercut webportal (recommended for Mac users). Students must be on campus and connected to the RVU network before sending prints to these printers. These prints are paid for with student print accounts. To check your print account balance, email [printcenter@rvu.edu](mailto:printcenter@rvu.edu).

2. Drag your file(s) over **Order Custom Prints** or click Order Custom Prints to select your files.  
Note: Files must be in **pdf format**.

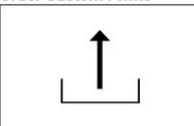
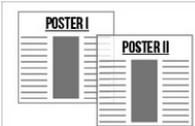
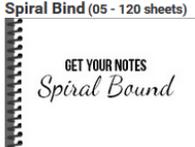
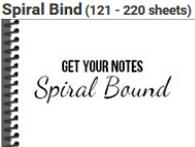


**ROCKY VISTA UNIVERSITY**

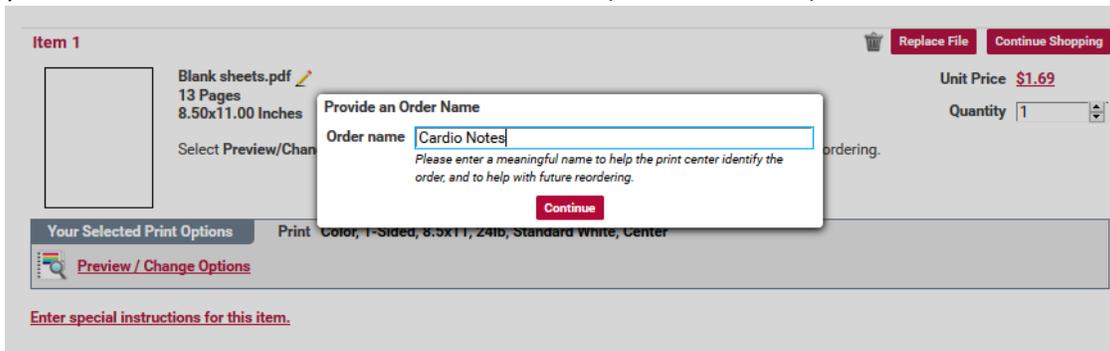
Orders Manage Files CART [ 1 ]

Welcome to the RVU Print Center Ordering Site!  
To place an order, click on one of the options below or search the catalog for pre-configured items for faster ordering.  
*TIP: Click the Rocky Vista University logo at any time to return to the home page.*

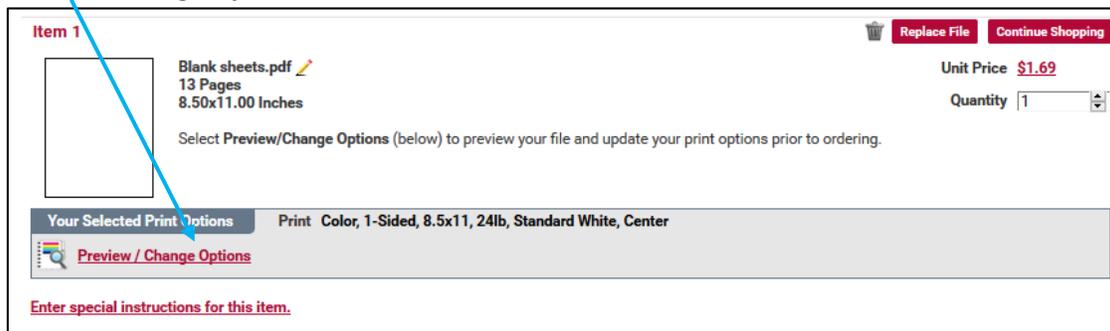
Entire Catalog  Search Text  **Search**

<b>Order Custom Prints</b>  Drag files here or <a href="#">click to browse</a> <small>Please be mindful of copyright laws when uploading a file.</small>	<b>Order Class Manuals &amp; More</b> 	<b>Order a Poster</b>  Drag ".pdf" files here or <a href="#">click to browse</a>	<b>Order Business Cards</b> 
<b>Order Drop Off</b> <a href="#">Pre-Printed Files</a> <a href="#">Copy or Scan Request</a> <a href="#">Existing USMLE/Path/Pance Books</a>	<b>Spiral Bind (05 - 120 sheets)</b>  GET YOUR NOTES <i>Spiral Bound</i> 2-sided, Color, Spiral Bind with Covers	<b>Spiral Bind (121 - 220 sheets)</b>  GET YOUR NOTES <i>Spiral Bound</i> 2-sided, Color, Spiral Bind with Covers	<b>Spiral Bind (221 - 440 sheets)</b>  GET YOUR NOTES <i>Spiral Bound</i> 2-sided, Color, Spiral Bind with Covers

- Once files have been uploaded, you will be redirected to the shopping cart and will be asked to name your order. Enter a name and then click **Continue**. (Ex: Cardio Notes)



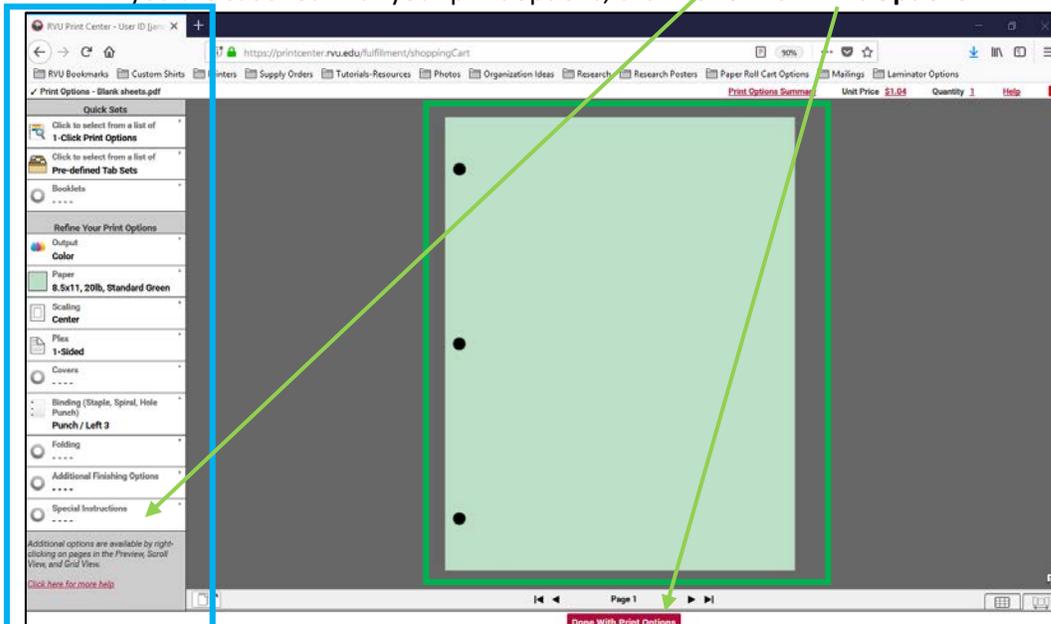
- Now that you are on the shopping cart page, you can set your print settings by clicking **Preview/Change Options**.



### 5. Preview/Change Options Screen

Click an item from the menu at left to set your print settings. Here you can customize your print order by selecting what type of paper, color vs black white, single vs two sided, add spiral binding, stapling, three-hole punching, folding, laminating, covers and more. Your print settings will be shown in the document image to the center of the screen.

- If you don't see the options you would like, click on **Special Instructions** and type your request.
- If you are satisfied with your print options, click **Done with Print Options**.



6. Back in the shopping cart, you can **check your order quantity** and **review your print settings**.

**Cart**  
Select print options, quantity per recipient and billing information. Click "Place Order" to submit your order. Cart ID 9219

Order name **Cardio Notes** Order Estimate **\$1.04**

**Item 1** [Replace File](#) [Continue Shopping](#)

**Blank sheets.pdf**  
13 Pages  
8.50x11.00 Inches  
Unit Price **\$1.04**  
Quantity **1**

Select [Preview/Change Options](#) (below) to preview your file and update your print options prior to ordering.

**Your Selected Print Options** Print **Color, 1-Sided, 8.5x11, 20lb, Standard Green, Center**

[Preview / Change Options](#) Binding (Staple, Spiral, Hole Punch) **Punch / Left 3**

Other Notes **Can this be stapled and three hole punched?**

## 7. SHIPPING

All print orders are shipped to either the **Utah or Colorado Campus for pick up**. Make sure the correct campus is selected for your order. In addition, you can click the **calendar icon** to select a date when you want your order to be ready by. If needed, you can also add shipping instructions.

**Shipping Information**

I would like my order shipped by: **Thursday, January 21, 2021 2:00 PM** *Note: Only dates and times when the Print Center is open may be selected.*

**Jane Smith**  
RVU-CO  
Test Student Account  
Rocky Vista University  
Test Account - PA 2022  
8401 S. Chambers Road  
Colorado 80134  
[printcenter@rvu.edu](mailto:printcenter@rvu.edu)

Select a Shipping Method  
**Hold for Pick Up (CO Campus)**

Delivery Estimate  
**Thursday, January 21, 2021**

[Enter shipping instructions](#)

## 8. BILLING

Student print orders are billed to student print accounts using generic codes of **00-22222 for the CO Campus and 10-22222 for the UT Campus**. Print accounts are used for academic prints only.

- If you are placing an order for a **student club**, you can click the drop down and select your club.
- If you are placing an order for a **personal print**, you will click the drop down and select **Personal Student Print Job**. Personal print orders are paid for out of pocket by contacting Student Financial Services.

**Billing Information**

**Jane Smith**  
RVU-CO  
Test Student Account  
Rocky Vista University  
Test Account - PA 2022  
8401 S. Chambers Road  
Parker, Colorado 80134  
[printcenter@rvu.edu](mailto:printcenter@rvu.edu)

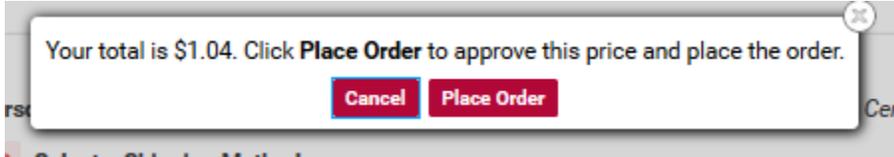
**Order Estimate **\$1.04****  
Click the price to view the cost details

Select Billing Codes for Payment  
Student Charge Code - CO **00-22222**  
Account code 00-22222 will charge your RVU printing account.

[Enter billing instructions for this order](#)

[Start a New Cart](#) [Continue Shopping](#) [Place Order](#)

- If you are satisfied with your order, click **Place Order**. A pop-up will ask if you are sure you want to place your order. If yes, click **Place Order** again.



- Once your order has been submitted, you will see a **confirmation screen**. In addition, you will get an email receipt followed by an email when the order is ready for pick up.



## ROCKY VISTA UNIVERSITY

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Orders Manage Files
CART [0]

### Order Submitted

Your order 9219 has been submitted for processing.  
An order confirmation email will be sent to you (if enabled).

 [Print Receipt](#)

---

#### Order Information

Order Name Cardio Notes	Order Number 9219
Submitted On 01/20/2021 1:50 PM	Requested ship date 01/21/2021 2:00 PM
Customer name Jane Smith [jane.smith]	Site RVU Print Center

---

#### Ordered Items

Ship to Jane Smith

Qty	Item / Form #	Workgroup / Folder	Price Each	Extended Cost
1	Blank sheets.pdf	jane.smith default	\$1.04	\$1.04
<i>Total Price</i>				\$1.04

---

#### Billing Information

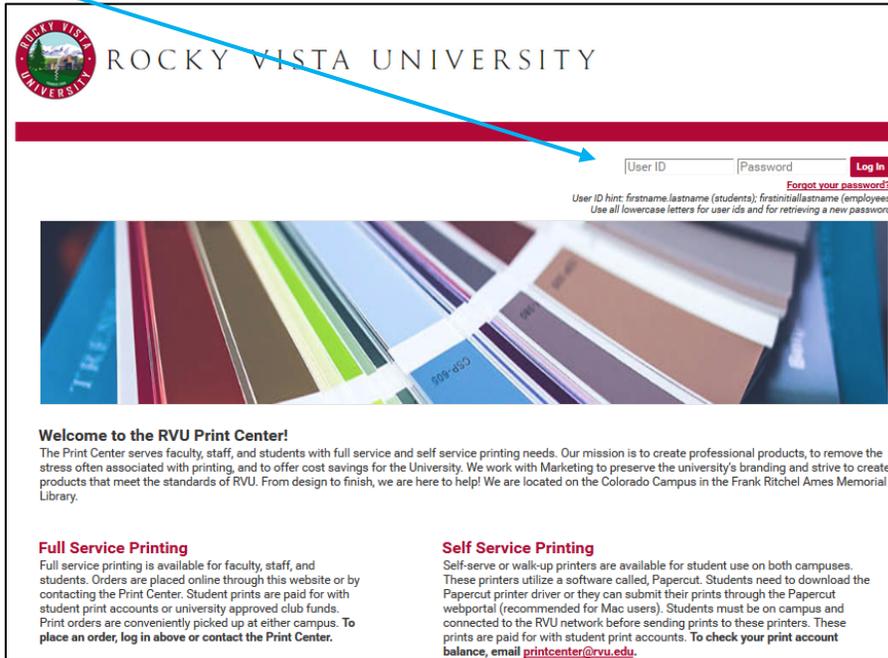
Jane Smith Test Student Account RVU-CO Rocky Vista University Test Account - PA 2022 8401 S. Chambers Road Parker, Colorado 80134	Phone / Email printcenter@rvu.edu <hr/> Account Codes Charge code None Provided 0% Student Charge Code - CO 00-22222 Student Charge Code - UT None Provided
---	--

Feel free to email [printcenter@rvu.edu](mailto:printcenter@rvu.edu) with any additional questions!  
If you need to cancel your order, email [printcenter@rvu.edu](mailto:printcenter@rvu.edu).

# Print Center: Order Class Manuals & Study Resources

Specific class manuals and other files have been set up on the Print Center website as catalog items to allow for an easy and quick ordering process. The **class manuals and files** include permissions so you can only see the files that are associated with your program. **Study resources** are items that are available to *all* programs. These files have been recommended by the library or created by students and are available to all students attending RVU. In this guide, you will learn how to order these pre-configured files.

1. Log in to the Print Center website (<https://printcenter.rvu.edu>)



**ROCKY VISTA UNIVERSITY**

User ID  Password  **Log In**

[Forgot your password?](#)

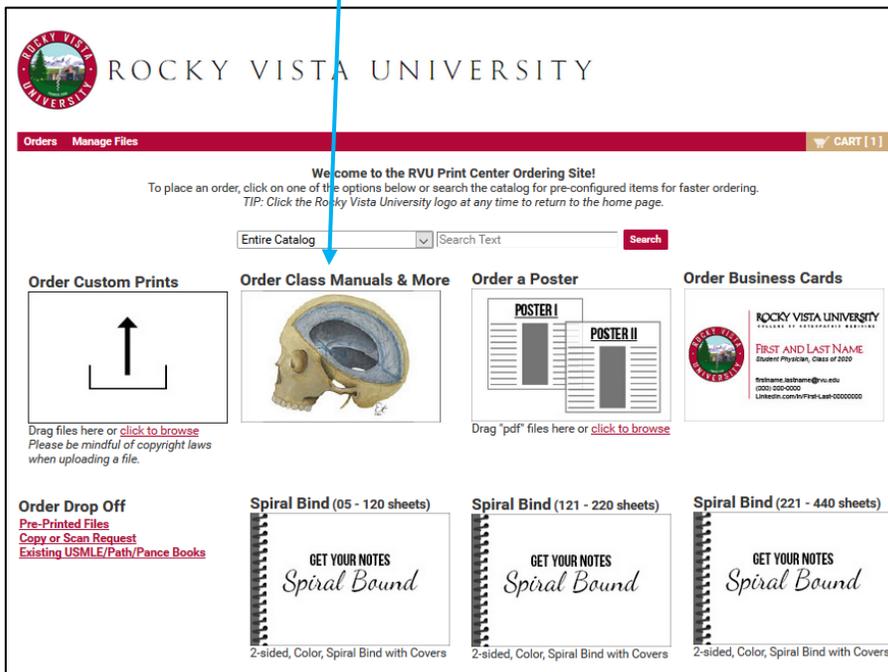
User ID hint: *firstname.lastname (students); firstinitiallastname (employees)*  
Use all lowercase letters for user ids and for retrieving a new password.

**Welcome to the RVU Print Center!**  
The Print Center serves faculty, staff, and students with full service and self service printing needs. Our mission is to create professional products, to remove the stress often associated with printing, and to offer cost savings for the University. We work with Marketing to preserve the university's branding and strive to create products that meet the standards of RVU. From design to finish, we are here to help! We are located on the Colorado Campus in the Frank Ritchel Arnes Memorial Library.

**Full Service Printing**  
Full service printing is available for faculty, staff, and students. Orders are placed online through this website or by contacting the Print Center. Student prints are paid for with student print accounts or university approved club funds. Print orders are conveniently picked up at either campus. To place an order, log in above or contact the Print Center.

**Self Service Printing**  
Self-serve or walk-up printers are available for student use on both campuses. These printers utilize a software called, Papercut. Students need to download the Papercut printer driver or they can submit their prints through the Papercut webportal (recommended for Mac users). Students must be on campus and connected to the RVU network before sending prints to these printers. These prints are paid for with student print accounts. To check your print account balance, email [printcenter@rvu.edu](mailto:printcenter@rvu.edu).

2. Click the icon **Order Class Manuals and More.**



**ROCKY VISTA UNIVERSITY**

Orders Manage Files CART | 1

**Welcome to the RVU Print Center Ordering Site!**  
To place an order, click on one of the options below or search the catalog for pre-configured items for faster ordering.  
*TIP: Click the Rocky Vista University logo at any time to return to the home page.*

Entire Catalog  Search Text **Search**

**Order Custom Prints**  
Drag files here or [click to browse](#). Please be mindful of copyright laws when uploading a file.

**Order Class Manuals & More**

**Order a Poster**  
Drag "pdf" files here or [click to browse](#).

**Order Business Cards**  
ROCKY VISTA UNIVERSITY  
FIRST AND LAST NAME  
Student/Employee, Class of 2020  
Fullname.lastname@rvu.edu  
(970) 595-0000  
lms@rvu.edu/PrintLeap-00000000

**Order Drop Off**  
[Pre-Printed Files](#)  
[Copy or Scan Request](#)  
[Existing USMLE/Path/Pance Books](#)

**Spiral Bind (05 - 120 sheets)**  
GET YOUR NOTES  
*Spiral Bound*  
2-sided, Color, Spiral Bind with Covers

**Spiral Bind (121 - 220 sheets)**  
GET YOUR NOTES  
*Spiral Bound*  
2-sided, Color, Spiral Bind with Covers

**Spiral Bind (221 - 440 sheets)**  
GET YOUR NOTES  
*Spiral Bound*  
2-sided, Color, Spiral Bind with Covers

- Here you will see a list of links to catalog items that you can order. You can click on the appropriate link depending on what you would like to order.

For your class specific files and manuals, click on the program you are attending.

For Study Resources, click "Study Resources".

*Example: COM Year 1 Students*

A vertical list of menu items for COM Year 1 Students. The items are: Workgroup, COM Year I Files, Custom Shirts, Handbook and Catalog, Stickers, Student Business Cards, Students Spiral Bind/Laminate, Study Resources, and Vista View. The 'COM Year I Files' item is highlighted with a purple border, and the 'Study Resources' item is highlighted with a blue border.

*Example: PA Students*

A vertical list of menu items for PA Students. The items are: Workgroup, Custom Shirts, Handbook and Catalog, PA Student Files, Stickers, Student Business Cards, Students Spiral Bind/Laminate, Study Resources, and Vista View. The 'PA Student Files' item is highlighted with a purple border, and the 'Study Resources' item is highlighted with a blue border.

4. Once you have selected a link, you will see files that have been pre-configured with print settings and are ready to order. The screenshots below show examples of **COM Year I Files** and **Study Resources**.

**Example: COM Year I Files**

Home > Catalog > COM Year I Files > All Folders

### Select Items

Add items to your cart by entering quantities and clicking **Add to Cart**.  
For template documents, click **Configure** to set up the template and add it to your cart. All items with quantities are added to your cart first.

**Item Search** **Search** **Clear**

Search  Rows Per Page 100  
Sort By Item A-Z

[Show Advanced Search Criteria](#)

	<b>2020-2021 OPP I and II Manual (BW)</b> 2020-2021 OPP I and II Manual (BW)	\$20.00
	Qty <input type="text"/>	<b>Add to Cart</b>
	<b>2020-2021 OPP I and II Manual (Color)</b> 2020-2021 OPP I and II Manual (Color)	\$50.00
	Qty <input type="text"/>	<b>Add to Cart</b>
	<b>2020-2021 PCM Lab Manual</b> 2020-2021 PCM Lab Manual	\$25.00
	Qty <input type="text"/>	<b>Add to Cart</b>

[1-3] of [3]

**Add All to Cart**

**Example: Study Resources**

Home > Catalog > Study Resources > All Folders

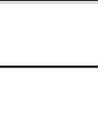
### Select Items

Add items to your cart by entering quantities and clicking **Add to Cart**.  
For template documents, click **Configure** to set up the template and add it to your cart. All items with quantities are added to your cart first.

**Item Search** **Search** **Clear**

Search  Rows Per Page 100  
Sort By Item A-Z

[Show Advanced Search Criteria](#)

	<b>Anatomy Illustrations Book</b> Updated 05/22/19 A great guide to aid in studying anatomy! Created by former pre-doctoral anatomy fellow, Emily Tchen Tomasino. Labelled anatomy drawings are followed by unlabelled drawings that you can label yourself.  Please note: Emily Tchen-Tomasino completed the Pre-doctoral Anatomy Fellowship from 2016 to 2018. During the fellowship, she created these illustrations as a study tool for medical students. You may create copies to aid in studying, but please do not distribute to anyone outside of Rocky Vista University.	\$15.00
	Qty <input type="text"/>	<b>Add to Cart</b>
	<b>Dr. George's Brainstem and Spinal Cord Cross Sections (laminated and spiral bound)</b> Each page laminated with spiral binding Each page of this book is laminated for easy studying with an expo marker!	\$29.75
	Qty <input type="text"/>	<b>Add to Cart</b>
	<b>Dr. George's Brainstem and Spinal Cord Cross Sections (spiral bound with additional clear cover)</b> Extra Clear Cover Printed on regular paper. An extra plastic clear cover is included so you can practice with expo markers.	\$8.25
	Qty <input type="text"/>	<b>Add to Cart</b>
	<b>Draw It to Know It Companion Guide</b> This is a compilation of 23 Draw it to Know It subject tutorials.	\$25.00
	Qty <input type="text"/>	<b>Add to Cart</b>

[1-4] of [4]

**Add All to Cart**

- Enter the **quantity** of the item(s) you would like to order and then click **Add to Cart**. When added to your cart, you will see the quantity and followed by "In Cart" next to the items that have been added to your cart.

*TIP: If you'd like to order more than one item, you can enter the quantities and then select **Add All to Cart** to add all of the selected files to your cart. Only the items with a quantity entered will be added to your cart.*

Home > Catalog > Study Resources > All Folders

### Select Items

Add items to your cart by entering quantities and clicking **Add to Cart**.  
For template documents, click **Configure** to set up the template and add it to your cart. All items with quantities are added to your cart first.

**Item Search** Search Clear

Search  Rows Per Page 100   
 Show Advanced Search Criteria Sort By Item A-Z

	<p><b>Anatomy Illustrations Book</b> Updated 05/22/19</p> <p>A great guide to aid in studying anatomy! Created by former pre-doctoral anatomy fellow, Emily Tchen Tomasino. Labelled anatomy drawings are followed by unlabelled drawings that you can label yourself.</p> <p>Please note: Emily Tchen-Tomasino completed the Pre-doctoral Anatomy Fellowship from 2016 to 2018. During the fellowship, she created these illustrations as a study tool for medical students. You may create copies to aid in studying, but please do not distribute to anyone outside of Rocky Vista University.</p>	<p>\$15.00</p> <p>Qty 1 <span>Add to Cart</span></p>
	<p><b>Dr. George's Brainstem and Spinal Cord Cross Sections (laminated and spiral bound)</b> Each page laminated with spiral binding</p> <p>Each page of this book is laminated for easy studying with an expo marker!</p>	<p>\$29.75</p> <p>Qty <input type="text"/> <span>Add to Cart</span></p>
	<p><b>Dr. George's Brainstem and Spinal Cord Cross Sections (spiral bound with additional clear cover)</b> Extra Clear Cover</p> <p>Printed on regular paper. An extra plastic clear cover is included so you can practice with expo markers.</p>	<p>\$8.25</p> <p>Qty <input type="text"/> <span>Add to Cart</span></p>
	<p><b>Draw It to Know It Companion Guide</b></p> <p>This is a compilation of 23 Draw it to Know It subject tutorials.</p>	<p>\$25.00</p> <p>Qty 1 <span>Add to Cart</span></p>

[1-4] of [4]

Add All to Cart



Home > Catalog > Study Resources > All Folders

### Select Items

Add items to your cart by entering quantities and clicking **Add to Cart**.  
For template documents, click **Configure** to set up the template and add it to your cart. All items with quantities are added to your cart first.

**Item Search** Search Clear

Search  Rows Per Page 100   
 Show Advanced Search Criteria Sort By Item A-Z

	<p><b>Anatomy Illustrations Book</b> Updated 05/22/19</p> <p>A great guide to aid in studying anatomy! Created by former pre-doctoral anatomy fellow, Emily Tchen Tomasino. Labelled anatomy drawings are followed by unlabelled drawings that you can label yourself.</p> <p>Please note: Emily Tchen-Tomasino completed the Pre-doctoral Anatomy Fellowship from 2016 to 2018. During the fellowship, she created these illustrations as a study tool for medical students. You may create copies to aid in studying, but please do not distribute to anyone outside of Rocky Vista University.</p>	<p>\$15.00</p> <p>1 In Cart</p>
	<p><b>Dr. George's Brainstem and Spinal Cord Cross Sections (laminated and spiral bound)</b> Each page laminated with spiral binding</p> <p>Each page of this book is laminated for easy studying with an expo marker!</p>	<p>\$29.75</p> <p>Qty <input type="text"/> <span>Add to Cart</span></p>
	<p><b>Dr. George's Brainstem and Spinal Cord Cross Sections (spiral bound with additional clear cover)</b> Extra Clear Cover</p> <p>Printed on regular paper. An extra plastic clear cover is included so you can practice with expo markers.</p>	<p>\$8.25</p> <p>Qty <input type="text"/> <span>Add to Cart</span></p>
	<p><b>Draw It to Know It Companion Guide</b></p> <p>This is a compilation of 23 Draw it to Know It subject tutorials.</p>	<p>\$25.00</p> <p>1 In Cart</p>

[1-4] of [4]

- Click the **shopping cart icon** to go to your shopping cart.

Orders Manage Files **CART [ 2 ]**

Acting on behalf of jane.smith [Home > Catalog > Study Resources > All Folders](#)

### Select Items

Add items to your cart by entering quantities and clicking **Add to Cart**.  
For template documents, click **Configure** to set up the template and add it to your cart. All items with quantities are added to your cart first.

**Item Search**

[Show Advanced Search Criteria](#) Rows Per Page: 100 Sort By: Item A-Z

	<b>Anatomy Illustrations Book</b> Updated 05/22/19 A great guide to aid in studying anatomy! Created by former pre-doctoral anatomy fellow, Emily Tchen Tomasino. Labelled anatomy drawings are followed by unlabelled drawings that you can label yourself.  Please note: Emily Tchen-Tomasino completed the Pre-doctoral Anatomy Fellowship from 2016 to 2018. During the fellowship, she created these illustrations as a study tool for medical students. You may create copies to aid in studying, but please do not distribute to anyone outside of Rocky Vista University.	\$15.00 1 In Cart
---	---	----------------------

**Print Options**   **Print Color, 1-Sided, 8.5x11, 24lb, Standard White, Center**  
Instructions: This is a catalog item. Check inventory before printing  
**KEEP file saved in the Fiery Hold Queue or print the "Print Ready"**  
**No scaling needed**

- Enter a name for your order and then click **Continue**. (Ex: Anatomy Study Resources)

**Item 1**

 **Anatomy Illustrations Book**  
Updated 05/22/19  
75 Pages

**Provide an Order Name**

Order name:

Please enter a meaningful name to help the print center identify the order, and to help with future reordering.

**Print Options**   **Print Color, 1-Sided, 8.5x11, 24lb, Standard White, Center**  
Instructions: This is a catalog item. Check inventory before printing  
**KEEP file saved in the Fiery Hold Queue or print the "Print Ready"**  
**No scaling needed**

- Check your **order quantity**.

**Item 1**
 [Continue Shopping](#)

**Anatomy Illustrations Book**  
Updated 05/22/19  
75 Pages

Unit Price: **\$15.00**

Quantity:

**Print Options**

[Preview Document](#)

**Print** Color, 1-Sided, 8.5x11, 24lb, Standard White, Center  
**Instructions:** This is a catalog item. Check inventory before printing. If needed, print the KEEP file saved in the Fiery Hold Queue or print the "Print Ready" file saved in this order. No scaling needed.

**Binding (Staple, Spiral, Hole Punch)** Plastic Coil / Spiral, Black (05-120 pages)

**Covers** Front - 8.5x11, Clear Plastic Cover (no printing), Blank Cover  
Back - 8.5x11, Black Cover, Blank Cover

[Enter special instructions for this item.](#)

---

**Item 2**
 [Continue Shopping](#)

**Draw It to Know It Companion Guide**  
232 Pages

Unit Price: **\$25.00**

Quantity:

**Print Options**

[Preview Document](#)

**Print** Color, 2-Sided (Open to Left), 8.5x11, 24lb, Standard White, Center  
**Instructions:** This is a catalog item. Check inventory before printing. If needed, print the KEEP file saved in the Fiery Hold Queue (scale 95%). Use a 16mm spiral coil.

**Binding (Staple, Spiral, Hole Punch)** Plastic Coil / Spiral, Black (05-120 pages)

**Covers** Front - 8.5x11, Clear Plastic Cover (no printing), Blank Cover  
Back - 8.5x11, Black Cover, Blank Cover

[Enter special instructions for this item.](#)

## 9. SHIPPING

All print orders are shipped to either the **Utah or Colorado Campus for pick up**. Make sure the correct campus is selected for your order. In addition, you can click the **calendar icon** to select a date when you want your order to be ready by. If needed, you can also add shipping instructions.

**Shipping Information**

I would like my order shipped by: Thursday, January 21, 2021 2:00 PM  *Note: Only dates and times when the Print Center is open may be selected.*

**Jane Smith**  
RVU-CO  
Test Student Account  
Rocky Vista University  
Test Account - PA 2022  
8401 S. Chambers Road  
Colorado 80134  
[printcenter@rvu.edu](mailto:printcenter@rvu.edu)

**Select a Shipping Method**  
Hold for Pick Up (CO Campus)

**Delivery Estimate**  
Thursday, January 21, 2021

[Enter shipping instructions](#)

## 10. BILLING

Student print orders are billed to student print accounts using generic codes of **00-22222 for the CO Campus and 10-22222 for the UT Campus**. Print accounts are used for academic prints only.

- If you are placing an order for a **student club**, you can click the drop down and select your club.
- If you are placing an order for a **personal print**, you will click the drop down and select **Personal Student Print Job**. Personal print orders are paid for out of pocket by contacting Student Financial Services.

**Billing Information**

Jane Smith  
 RVU-CO  
 Test Student Account  
 Rocky Vista University  
 Test Account - PA 2022  
 8401 S. Chambers Road  
 Parker, Colorado 80134  
[printcenter@rvu.edu](mailto:printcenter@rvu.edu)

**Order Estimate \$1.04**  
 Click the price to view the cost details

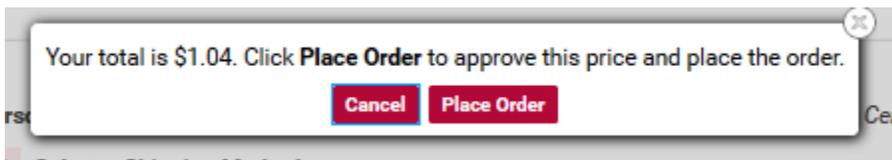
Select Billing Codes for Payment

Student Charge Code - CO   
 Account code 00-22222 will charge your RVU printing account.

[Enter billing instructions for this order](#)

[Start a New Cart](#) [Continue Shopping](#) [Place Order](#)

- If you are satisfied with your order, click **Place Order**. A pop-up will ask if you are sure you want to place your order. If yes, click **Place Order** again.



- Once your order has been submitted, you will see a **confirmation screen**. In addition, you will get an email receipt followed by an email when the order is ready for pick up.

**Order Submitted**

Your order 9275 has been submitted for processing.  
 An order confirmation email will be sent to you (if enabled).

[Print Receipt](#)

**Order Information**

Order Name Anatomy Study Resources	Order Number 9275
Submitted On 01/27/2021 1:02 PM	Requested ship date 01/28/2021 2:00 PM
Customer name Jane Smith [jane.smith]	Site RVU Print Center

**Ordered Items**

Ship to Jane Smith

Qty	Item / Form #	Workgroup / Folder	Price Each	Extended Cost
1	Anatomy Illustrations Book Updated 05/22/19	Study Resources Study Resources	\$15.00	\$15.00
1	Draw It to Know It Companion Guide	Study Resources Study Resources	\$25.00	\$25.00
			<i>Total Price</i>	<i>\$40.00</i>

Feel free to email [printcenter@rvu.edu](mailto:printcenter@rvu.edu) with any additional questions!  
 If you need to cancel your order, email [printcenter@rvu.edu](mailto:printcenter@rvu.edu).

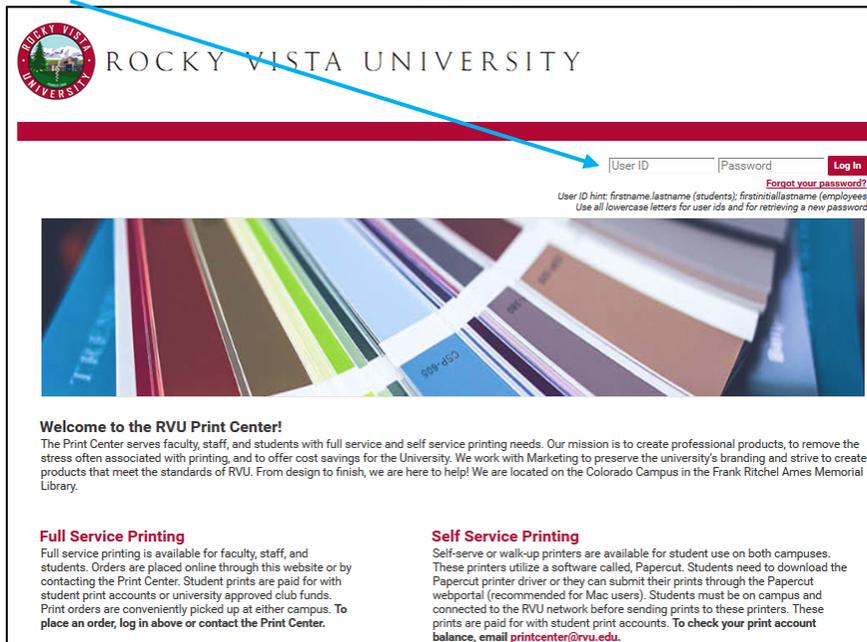
## Print Center: Direct Print

If you prefer to open your file(s) and click “Print”, then this is the option for you! In addition, if you typically have word documents vs. pdf files, then this option will save you some time. These instructions will show you how to download the Print Center Printer Driver (SurePDF) and then order prints through the Print Center by just clicking Print. The SurePDF Printer Driver, converts your files to PDF and then adds them to your shopping cart.

### Quick Overview

Login to <https://papercut.rvu.edu/user> → Download SurePDF Print Driver → Open your file → Print to the printer called, “RVU\_Print\_Center” → Review your print options → Place Order

1. Log in to the Print Center website (<https://printcenter.rvu.edu>)



**ROCKY VISTA UNIVERSITY**

User ID  Password  **Log In**

[Forgot your password?](#)

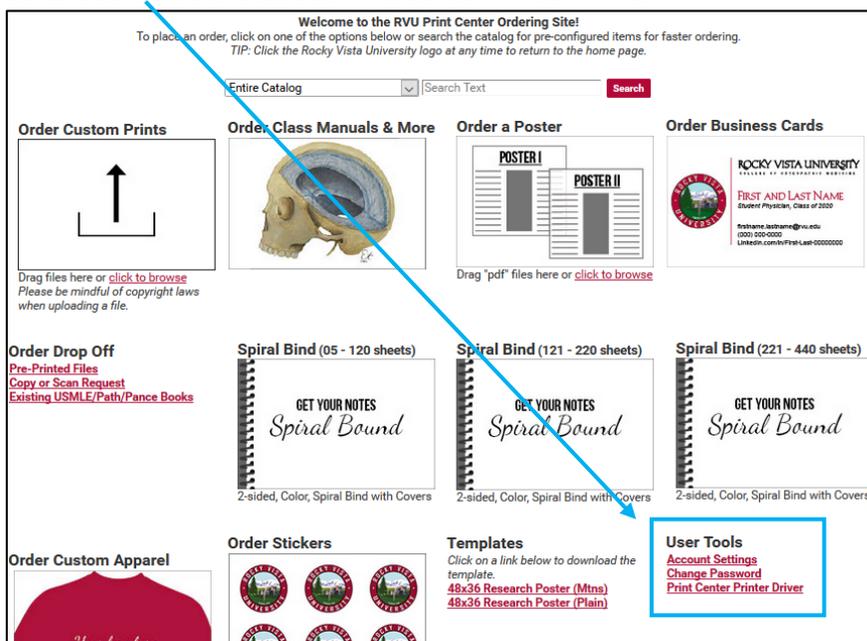
User ID hint: *firstname.lastname (students); firstinitiallastname (employees)*  
Use all lowercase letters for user ids and for retrieving a new password.

**Welcome to the RVU Print Center!**  
The Print Center serves faculty, staff, and students with full service and self service printing needs. Our mission is to create professional products, to remove the stress often associated with printing, and to offer cost savings for the University. We work with Marketing to preserve the university's branding and strive to create products that meet the standards of RVU. From design to finish, we are here to help! We are located on the Colorado Campus in the Frank Ritchel Arnes Memorial Library.

**Full Service Printing**  
Full service printing is available for faculty, staff, and students. Orders are placed online through this website or by contacting the Print Center. Student prints are paid for with student print accounts or university approved club funds. Print orders are conveniently picked up at either campus. To place an order, log in above or contact the Print Center.

**Self Service Printing**  
Self-serve or walk-up printers are available for student use on both campuses. These printers utilize a software called, Papercut. Students need to download the Papercut printer driver or they can submit their prints through the Papercut webportal (recommended for Mac users). Students must be on campus and connected to the RVU network before sending prints to these printers. These prints are paid for with student print accounts. To check your print account balance, email [printcenter@rvu.edu](mailto:printcenter@rvu.edu).

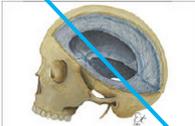
2. Go to **User Tools** and select **Print Center Printer Driver**.



Welcome to the RVU Print Center Ordering Site!  
To place an order, click on one of the options below or search the catalog for pre-configured items for faster ordering.  
TIP: Click the Rocky Vista University logo at any time to return to the home page.

Entire Catalog  Search Text

**Order Custom Prints**  
Drag files here or [click to browse](#)  
Please be mindful of copyright laws when uploading a file.

**Order Class Manuals & More**  


**Order a Poster**  
Drag 'pdf' files here or [click to browse](#)

**Order Business Cards**  


**Order Drop Off**  
[Pre-Printed Files](#)  
[Copy or Scan Request](#)  
[Existing USMLE/Path/Pance Books](#)

**Spiral Bind (05 - 120 sheets)**  
  
2-sided, Color, Spiral Bind with Covers

**Spiral Bind (121 - 220 sheets)**  
  
2-sided, Color, Spiral Bind with Covers

**Spiral Bind (221 - 440 sheets)**  
  
2-sided, Color, Spiral Bind with Covers

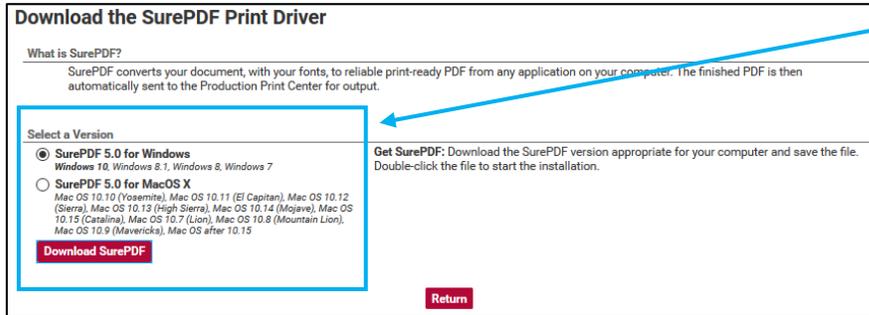
**Order Custom Apparel**  
  
Your logo here

**Order Stickers**  

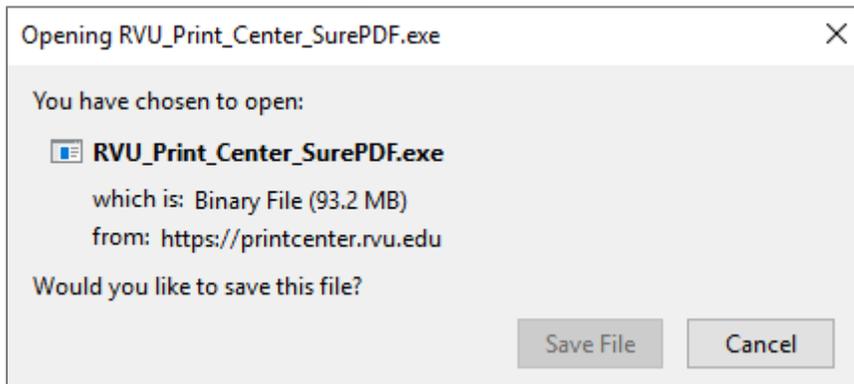

**Templates**  
Click on a link below to download the template.  
[48x36 Research Poster \(Mtns\)](#)  
[48x36 Research Poster \(Plain\)](#)

**User Tools**  
[Account Settings](#)  
[Change Password](#)  
[Print Center Printer Driver](#)

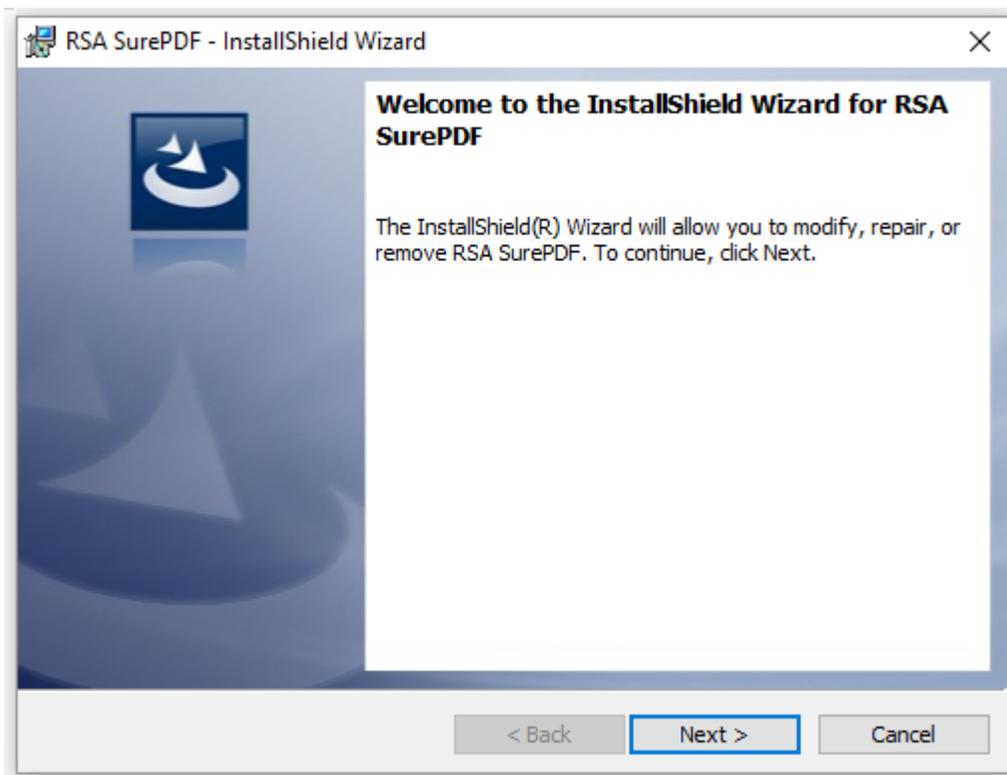
3. Select the appropriate SurePDF download for your operating system and then click **Download SurePDF**.



4. Click **Save File**. Choose where you want to save the file and then click **Save**. **Don't rename the file**.

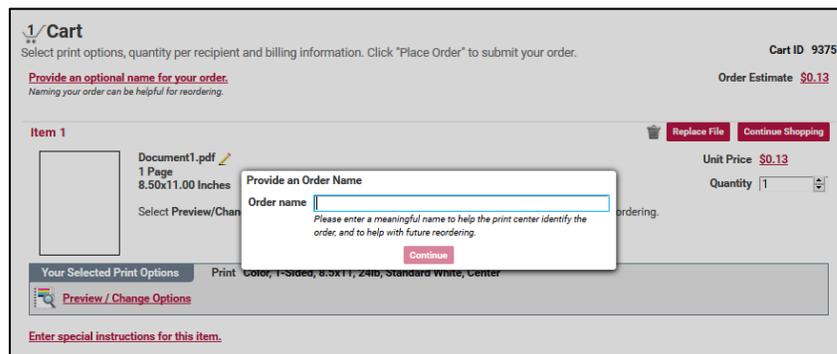
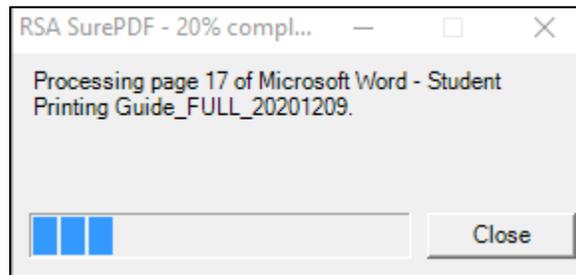
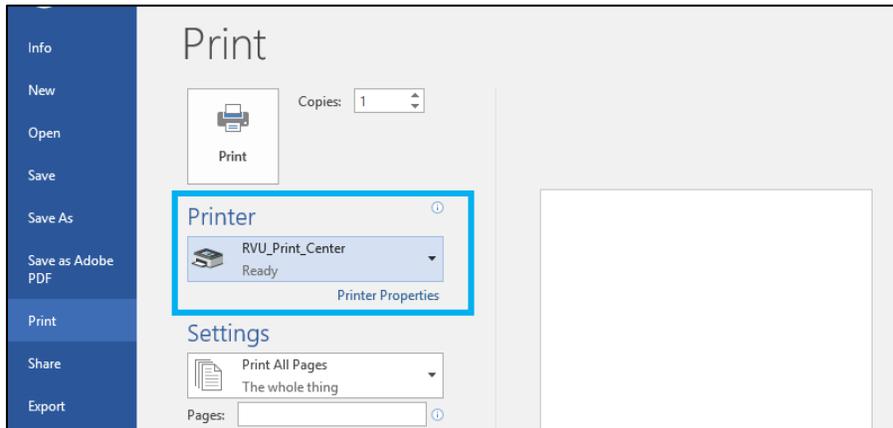


5. Once saved, double-click on the file or click open to run the installation. Follow the prompts on the screen for the installation.

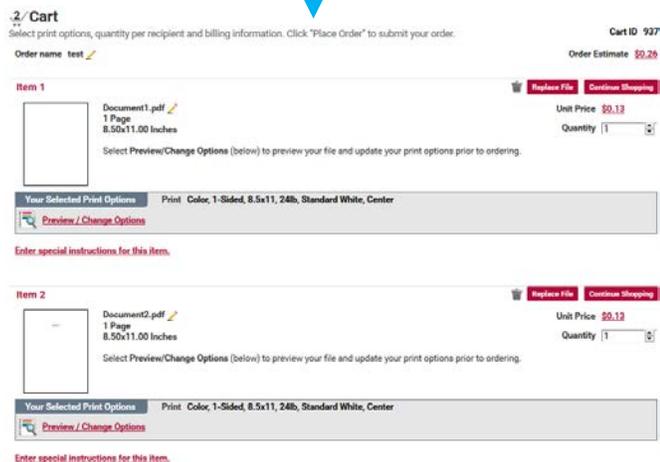
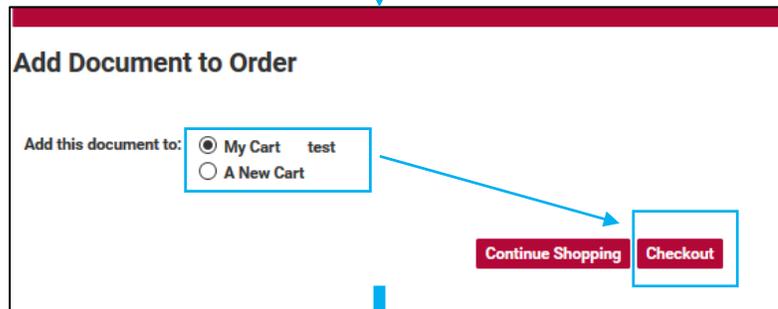
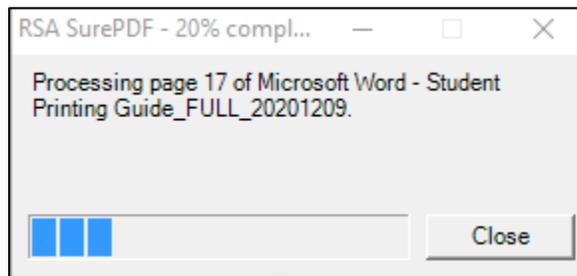
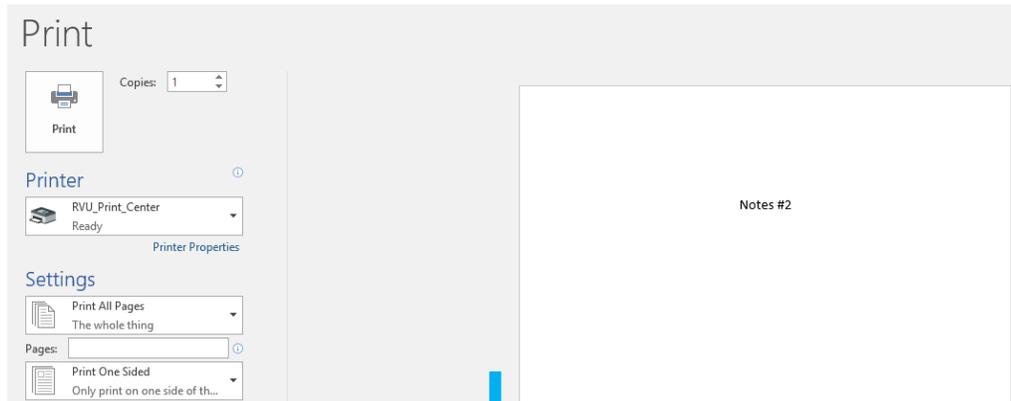


- Once installation has finished, you will have a new printer called, **RVU\_Print\_Center**. Open the file you would like to print and select the printer called, **RVU\_Print\_Center**. Click **Print**. Once you click Print, your file will be converted to a PDF and you will be redirected to the RVU Print Center Shopping Cart page.

*Note: If you are not logged in, you will be redirected to the Print Center login page. Once you login, you will be redirected to your shopping cart.*



7. **If you would like to add another file to your order**, open the file and print to the **RVU Print Center** printer. Since you already have a file in your shopping cart, you will be asked if you want to create a new shopping cart or add the file to the existing shopping cart. Select **My Cart** and then **Checkout**.



8. Check your order quantity and review your print settings.

The screenshot shows a 'Cart' page with the following elements:

- Cart ID: 9219
- Order Estimate: \$1.04
- Order name: Cardio Notes
- Item 1: Blank sheets.pdf (13 Pages, 8.50x11.00 Inches)
- Buttons: Replace File, Continue Shopping
- Unit Price: \$1.04
- Quantity: 1
- Your Selected Print Options: Print Color, 1-Sided, 8.5x11, 20lb, Standard Green, Center; Binding (Staple, Spiral, Hole Punch) Punch / Left 3
- Other Notes: Can this be stapled and three hole punched?

9. SHIPPING

All print orders are shipped to either the **Utah or Colorado Campus for pick up**. Make sure the correct campus is selected for your order. In addition, you can click the **calendar icon** to select a date when you want your order to be ready by. If needed, you can also add shipping instructions.

The screenshot shows the 'Shipping Information' section with the following details:

- Shipping date and time: Thursday, January 21, 2021 2:00 PM
- Note: Only dates and times when the Print Center is open may be selected.
- Customer: Jane Smith, RVU-CO, Test Student Account, Rocky Vista University, Test Account - PA 2022, 8401 S. Chambers Road, Colorado 80134, printcenter@rvu.edu
- Shipping Method: Hold for Pick Up (CO Campus)
- Delivery Estimate: Thursday, January 21, 2021
- Link: Enter shipping instructions

10. BILLING

Student print orders are billed to student print accounts using generic codes of **00-22222 for the CO Campus and 10-22222 for the UT Campus**. Print accounts are used for academic prints only.

- If you are placing an order for a **student club**, you can click the drop down and select your club.
- If you are placing an order for a **personal print**, you will click the drop down and select **Personal Student Print Job**. Personal print orders are paid for out of pocket by contacting Student Financial Services.

The screenshot shows the 'Billing Information' section with the following details:

- Customer: Jane Smith, RVU-CO, Test Student Account, Rocky Vista University, Test Account - PA 2022, 8401 S. Chambers Road, Parker, Colorado 80134, printcenter@rvu.edu
- Order Estimate: \$1.04
- Link: Click the price to view the cost details
- Select Billing Codes for Payment: Student Charge Code - CO 00-22222
- Note: Account code 00-22222 will charge your RVU printing account.
- Link: Enter billing instructions for this order
- Buttons: Start a New Cart, Continue Shopping, Place Order

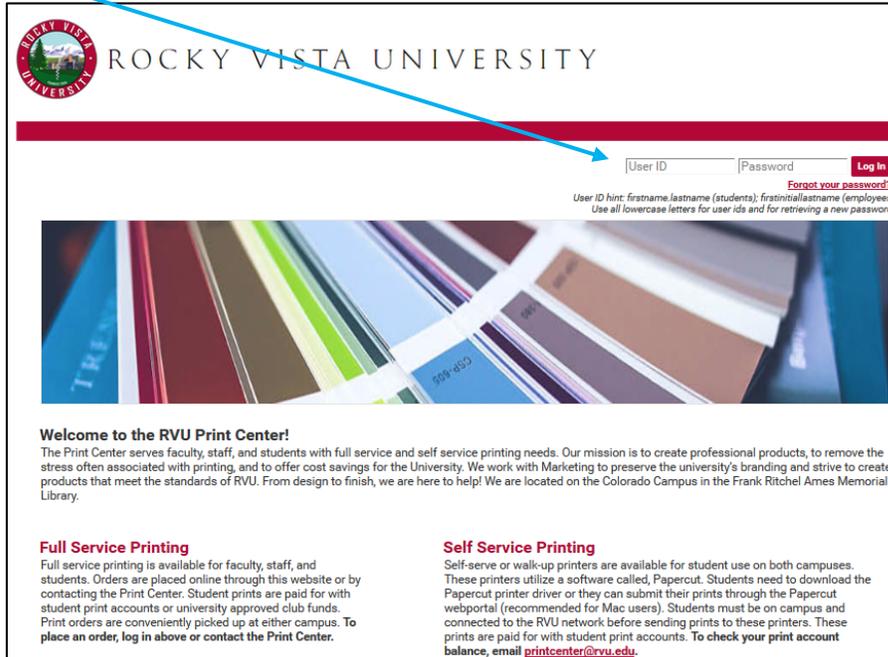
11. If you are satisfied with your order, click **Place Order**. A pop-up will ask if you are sure you want to place your order. If yes, click **Place Order** again. Once your order has been submitted, you will see a **confirmation screen**. In addition, you will get an email receipt followed by an email when the order is ready for pick up.

If you have additional questions, please contact the Print Center at [printcenter@rvu.edu](mailto:printcenter@rvu.edu).

## Print Center: Customize Default Print Settings

The default print settings when you upload a file or order a custom print are: color, 1-sided, 8.5x11, and 24lb paper. If you notice that you prefer different print settings for most of your prints, then changing your default print settings will save you some time.

1. **Log in** to the Print Center website (<https://printcenter.rvu.edu>)



**ROCKY VISTA UNIVERSITY**

User ID  Password  **Log In**

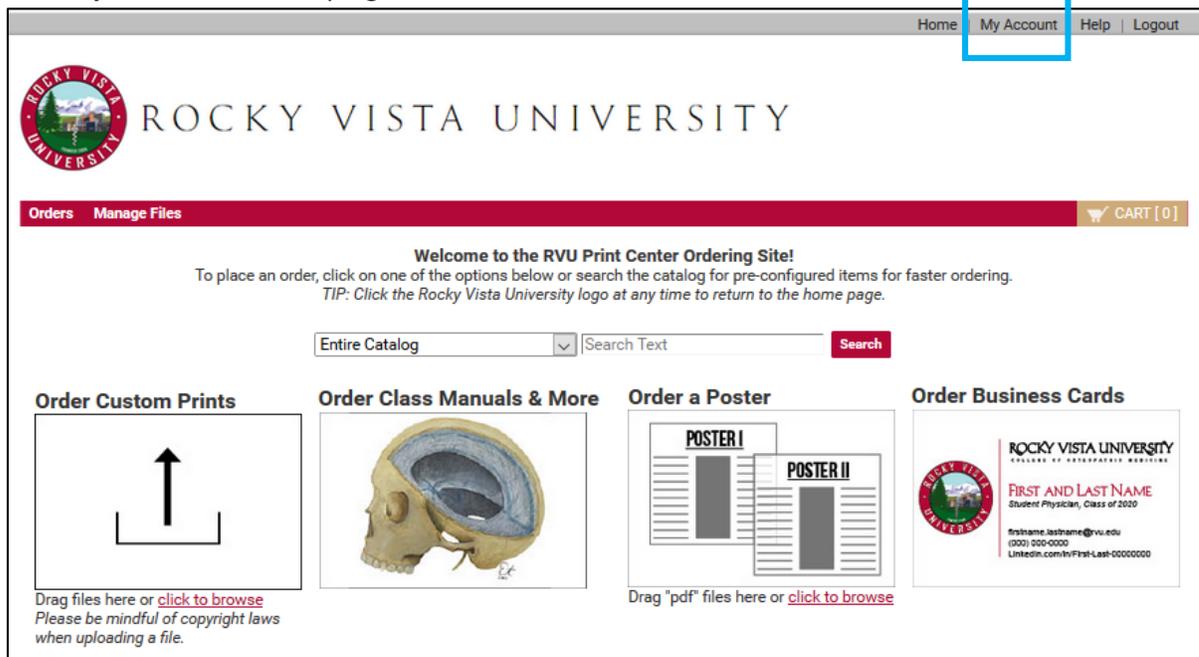
[Forgot your password?](#)  
User ID hint: *firstname.lastname (students); firstinitiallastname (employees)*  
Use all lowercase letters for user ids and for retrieving a new password.

**Welcome to the RVU Print Center!**  
The Print Center serves faculty, staff, and students with full service and self service printing needs. Our mission is to create professional products, to remove the stress often associated with printing, and to offer cost savings for the University. We work with Marketing to preserve the university's branding and strive to create products that meet the standards of RVU. From design to finish, we are here to help! We are located on the Colorado Campus in the Frank Ritchel Ames Memorial Library.

**Full Service Printing**  
Full service printing is available for faculty, staff, and students. Orders are placed online through this website or by contacting the Print Center. Student prints are paid for with student print accounts or university approved club funds. Print orders are conveniently picked up at either campus. To place an order, log in above or contact the Print Center.

**Self Service Printing**  
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2. Click **My Account** on the top right corner of the screen.



Home **My Account** Help Logout

**ROCKY VISTA UNIVERSITY**

Orders Manage Files CART [ 0 ]

**Welcome to the RVU Print Center Ordering Site!**  
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Entire Catalog  Search Text **Search**

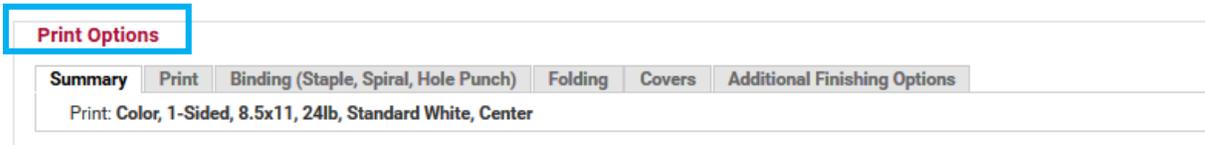
**Order Custom Prints**  
Drag files here or [click to browse](#)  
Please be mindful of copyright laws when uploading a file.

**Order Class Manuals & More**  

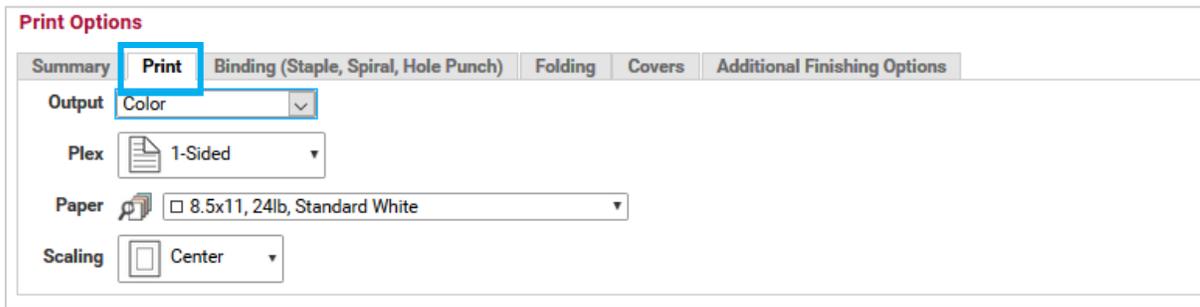

**Order a Poster**  
Drag "pdf" files here or [click to browse](#)

**Order Business Cards**  

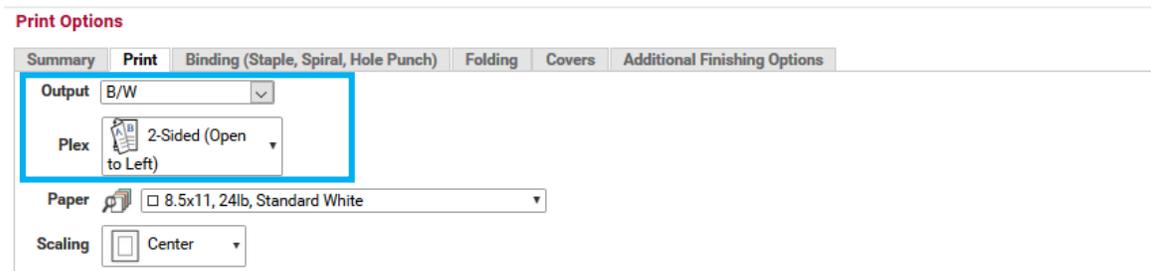

3. Scroll to the bottom of the account page to the section called **Print Options**.



4. Select the **Print** tab.



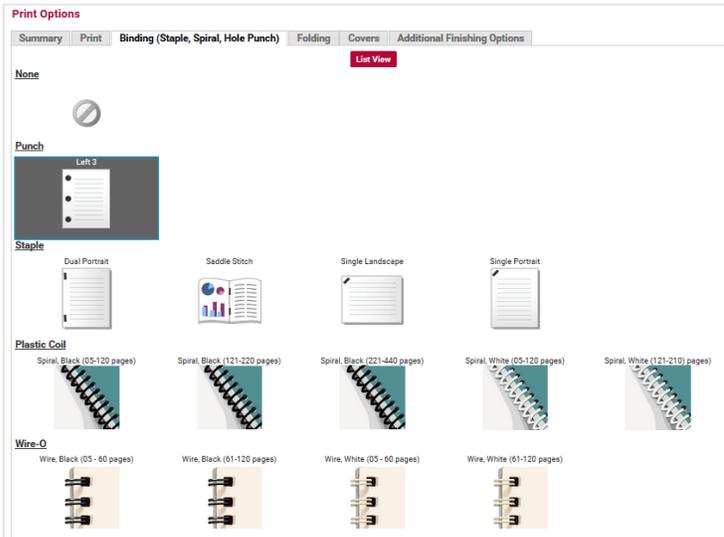
5. Here you can set your default print settings. For example, if you prefer to have most of your files printed in black and white and double-sided, then select the following options on the **Print** tab:
  - Output = B/W
  - Plex = 2-sided (Open to Left)



6. If you prefer to have most of your files, 3-hole punched or stapled, then select the **Binding** tab and select your preferred binding method. In the example below, 3-hole punch was chosen as the default binding option.

*Note: This binding option will be applied automatically to every file you upload. If the 3-hole punch option is not compatible with the file you upload (ex: an 11x17 file), then it will be removed. You will also have the option to remove the binding with **Preview/Change Options**. If you don't want 3-hole punching as a default for all of your files, simply choose **None** for your default Binding option.*

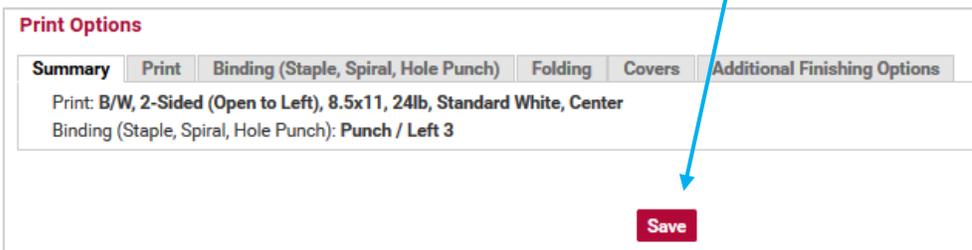
Example of 3-hole Punch as the default Binding Option



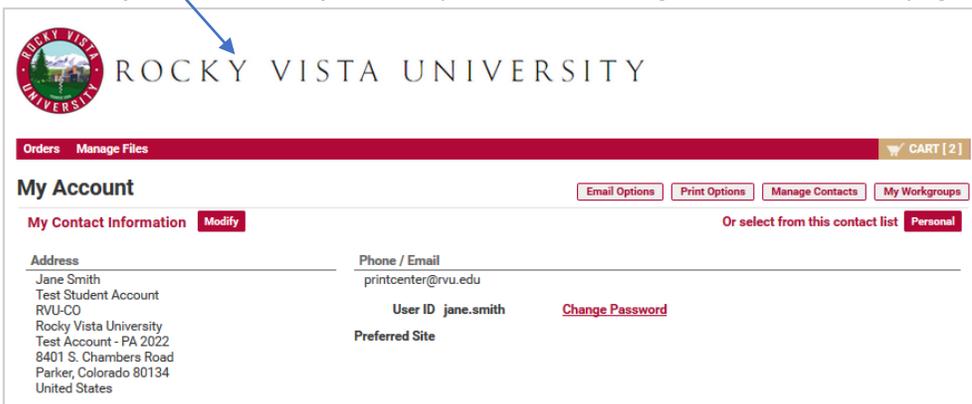
7. Select the **Summary** tab to see all of your default print settings.



8. If you are satisfied with your default print settings, click the **Save** button located at the bottom of the screen.



9. Click **Rocky Vista University** at the top of the screen to go back to the home page.



10. Now, when you upload files using **Order Custom Prints**, all of your files will be set to print with your new default print settings.

In the following example, I uploaded two files. As you can see in the shopping cart picture, both files are set to be printed B/W, 2-sided, and 3 hole punched on 24lb 8.5x11 paper. This was accomplished without clicking **Preview/Change Options**.

ROCKY VISTA UNIVERSITY

Orders Manage Files CART | 2

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Entire Catalog Search Text Search

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**Order Class Manuals & More**

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Drag \*.pdf files here or [click to browse](#)

**Order Business Cards**

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[Pre-Printed Files](#)  
[Copy or Scan Request](#)  
[Existing USMLE/Path/Pance Books](#)

**Spiral Bind (05 - 120 sheets)**  
  
2-sided, Color, Spiral Bind with Covers

**Spiral Bind (121 - 220 sheets)**  
  
2-sided, Color, Spiral Bind with Covers

**Spiral Bind (221 - 440 sheets)**  
  
2-sided, Color, Spiral Bind with Covers

**Cart**  
Select print options, quantity per recipient, and billing information. Click "Place Order" to submit your order. Cart ID 9253

Order name [Example Default Print Settings](#) Order Estimate \$0.75

**Item 1** Replace File Continue Shopping

1 Print-Ready Admissions PPT 2015 2UP.pdf  
9 Pages  
8.50x11.00 Inches  
Unit Price ~~\$0.47~~  
Quantity 1

Select [Preview/Change Options](#) (below) to preview your file and update your print options prior to ordering.

**Your Selected Print Options**  
[Preview / Change Options](#) Print B/W, 2-Sided (Open to Left), 8.5x11, 24lb, Standard White, Center  
Binding (Staple, Spiral, Hole Punch) Punch / Left 3

[Enter special instructions for this item.](#)

**Item 2** Replace File Continue Shopping

1 Print-Ready Admissions PPT 2015 4UP.pdf  
5 Pages  
8.50x11.00 Inches  
Unit Price ~~\$0.28~~  
Quantity 1

Select [Preview/Change Options](#) (below) to preview your file and update your print options prior to ordering.

**Your Selected Print Options**  
[Preview / Change Options](#) Print B/W, 2-Sided (Open to Left), 8.5x11, 24lb, Standard White, Center  
Binding (Staple, Spiral, Hole Punch) Punch / Left 3

[Enter special instructions for this item.](#)

If you have additional questions, please contact the Print Center at [printcenter@rvu.edu](mailto:printcenter@rvu.edu).