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 <u>printcenter@rvu.edu</u> 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 <u>https://papercut.rvu.edu/user</u>. (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 <u>printcenter@rvu.edu</u> or call 720-874-2459.

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🖨 Web Print	\$1.30					0.7% of a tree		
🔗 CO Print Setup	\$1.10 \$1.00					698 g of CO2		
& UT Print Setup	\$0.90 \$0.80 § \$0.70					43.7 hours run	ning 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: <u>sfs@rvu.edu</u>
- Utah Campus: 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 <u>https://papercut.rvu.edu/user</u> 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.

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II. RVU Printing Options

Students may use their print account funds for academic printing through the self-serve printers or the fullservice 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 <u>here</u>.

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 <u>printcenter@rvu.edu</u> 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
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- 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 <u>https://papercut.rvu.edu/user</u> \rightarrow Upload Files \rightarrow 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:

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

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🖌 Summary	Web Print					
) Rates	Web Print is a service to enable pri	inting for laptop, wireless ar	id unauthenticated users without the	need to install print drive	rs. To upload a doci	ument for printing, cli-
Transfers	Submit a Job below.					
Transaction History	Submit a Job +					
Recent Print Jobs	SUBMITTIME	PRINTER	DOCUMENT NAME	PAGES	cost	STATUS
Jobs Pending Release						
Web Print			No active jobs			
CO Print Setup						

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

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	# Back to Active Jobs	2. Print Options and Account Selection >

4. Enter how many copies, then click "Upload documents".

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



6. 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".

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₩ Summary	Web Print						
③ Rates	Web Print is a service to enable p	printing for laptop, wireless and una	uthenticated users without the need to install p	rint drivers. To	upload a do	cument for printing, click Submit a	Job below.
X ⁴ Transfers	Submit a Job +						
Transaction History	SUBMITTIME	PRINTER	DOCUMENT NAME	PAGES	COST	STATUS	
Recent Print Jobs	Dec 9, 2020 3:23:04 PM	sn-itdprint/Student-Print-CO	Printing Terms to Know_NUP.pdf	1	\$0,25	Held in a queue	
Jobs Pending Release	Dec 9, 2020 3:22:04 PM	an-attiprint/Student-Print-CD	Printing Terms to Know_Impressions.pdf	1	\$0.25	Held in a queue	
🐣 Web Print	Dec 2, 2020 3(23/04 PM	arv-aldprint/Student Print-C0	Printing Terms to Know_Collate.pdf	1	\$0.25	Held in a queue	

 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, <u>https://papercut.rvu.edu/user</u>, and clicking "Show" under Card/ID.)

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8. 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.

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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 \rightarrow Open File \rightarrow Click Print \rightarrow Login to Self-Serve printer to release the job *Must be on campus

**Files remain in the queue for 4 hours

Detailed Instructions

- While connected to RVU's wifi network, log into <u>https://papercut.rvu.edu/user</u>. (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".

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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.

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Set up printing for Windows		
0		
Click the button below to download Mobility Print	Setup - Mobility Print Printer Printer selection	Setup - Mobility Print Printer - X Your network login The logn details provided by your organisation
Run the Mobility Print installer to install your printers	Select the printer you want to add to Windows:	Enter your username and the password below: Username: brad.ells@mu.edu
When it's time to print, just print like you normally do		Password:
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Not your operating system 7 Try one of theset	Multily Prof. Profer by Paper Cut	Nobility Pirez Printer by RoperCut

4. 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

Select Printer		
🚍 OneNote for Windows 10		
Student-Print-CO [srv-stdprint](Mobil	ity)	
<		>
Status: Ready	Print to file	Preferences
Location: Comment:		Find Printer
Page Range		
All	Number of copies	: 1 🖨
Selection Current Page		- Antonio I
O Pages: 1-65535	Collate	53 53
Enter either a single page number or a single page range. For example, 5-12	1	2 1 2 3

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

• Alcohol and Nicotine Disorders	Presett: Default Betrings Copies: Cop	
Datas Isano, MD BVD COM Ø April 17, 2018 Ø	Sides: © All (50 sides) Prom: to: 10 Custom Brage: Custom Brage: Layot: Sides ©	Enter your name and password for the printer "Student-Print-CO".
	Orientation:	Name: brad.ellis@rvu.edu
	Output: Color	Password:
	Prine Notes Prane sides Heade/Footer	Remember this password in my keychain
OF 😑 Hide Details	Cancel	Cancel

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.

5. 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, <u>https://papercut.rvu.edu/user</u>, and clicking "Show" under Card/ID.)

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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.

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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.

- 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, <u>https://papercut.rvu.edu/user</u>, and clicking "Show" under Card/ID.
- 2. Tap the "Scan" button. PaperCutMF^o You have 1 print job pending Print all Print all Print release Check Status
- 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.

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Filename scan_brad.ellis_2020-09-28-10-	-52–49		Settings	
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Check Status Sep. 28 2020	谷	8	💿 Stop	ł.

- 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 \rightarrow Papercut MF \rightarrow 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.

- 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, <u>https://papercut.rvu.edu/user</u>, 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".

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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.

- 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, <u>https://papercut.rvu.edu/user</u>, and clicking "Show" under Card/ID.
- 2. Tap "Device functions" then tap "Fax (classic)".

perCutMF				Brad Ellis	Log out
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Print relea	ase	Device functions		Scan	

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.

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Text Standard Auto Detect Scan Settings Auto Density Sided Original Original Feed Type (19) Chigana Feed Type (19)	Bit Total State Dist. Pre. Dest. Solid Dest. Tone Pause Immed. AB CD EF GH JUKEL Charles DV Elle States Sandar Name TV Made		ABC GHI 5 JKL PORS TUV X 0 Clear	DEF 6 MINO 9 WXYZ # Enter
Recall/Program/Change Pro	rram Interrupt mode Simplfied Scr	n.	Start	
Check Status Det 04	10 2020 43 PM B	Ø	Sto)p

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:

- While connected to RVU's wifi network, log into <u>https://papercut.rvu.edu/user</u>. (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, <u>https://papercut.rvu.edu/user</u>, and clicking "Show" under Card/ID.)

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			7 PQRS	8 TUV	9 wxyz		
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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.

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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 (<u>https://printcenter.rvu.edu</u>)



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**.



3. 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)

Blank sheets.pdf Unit Price \$1.69 13 Pages 8.50x11.00 Inches Select Preview/Chan Provide an Order Name Order name Cardio Notes Please enter a meaningful name to help the print center identify the order, and to help with future reordering. ordering. Your Selected Print Options Print Continue	item 1		Ŵ	Replace File Continue	Shopping
Preview / Change Options	Blank sheets.pdf 13 Pages 8.50x11.00 Inches Select Preview/Chan Your Selected Print Options Preview / Change Options	Provide an Order Name Order name Cardio Notes Please enter a meaningful name to help the print center identify the order, and to help with future reordering. Continue Color, 1-Sided, 8.5X11, 24ID, Standard White, Center	ordering.	Unit Price <u>\$1.6</u> Quantity 1	9

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

Item 1	١	Replace File	Continue Sho	opping
Bla	ınk sheets.pdf 🯒	Unit Pr	ice <u>\$1.69</u>	
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Preview / Change	Options			
Enter special instructions	s for this item.			

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.

<pre>①_/Cart Select print options, quantity per recipient and billing information. Click "Place Order" to submit your order. Order name Cardio Notes </pre>	Cart ID 9219 Order Estimate <u>\$1.04</u>
Item 1 Image: Constraint of the second s	Replace File Continue Shopping Unit Price \$1.04 Quantity 1
Your Selected Print Options Print Color, 1-Sided, 8.5x11, 20lb, Standard Green, Center Preview / Change Options Binding (Staple, Spiral, Hole Punch) 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.



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	2	Order Estimate \$1.04 Click the price to view the cost details Select Billing Codes for Payment Student Charge Code - CO D0-22222 Account code 00-22222 will charge your RVU printing account.
		Enter billing instructions for this order
		Start a New Cart Continue Shopping Place Order

9. 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.

1	Your total is \$1.04. Click Place Order to approve this price and place the order.	9
s	Cancel Place Order	Cen

10. 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.

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Your order 9219 has been subm An order confirmation email will be sen	nitted for processing. t to you (if enabled).			Print Receipt		
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Feel free to email <u>printcenter@rvu.edu</u> with any additional questions! If you need to cancel your order, email <u>printcenter@rvu.edu</u>.

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)



2. Click the icon Order Class Manuals and More.



3. 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

Workgroup	•
COM Year I Files	
Custom Shirts	
Handbook and Catalog	
Stickers	
Student Business Cards	
Students Spiral Bind/Laminate	
Study Resources	
Vista View	

Example: PA Students

Workgroup	v
Custom Shirts	
Handbook and Catalog	
PA Student Files	
Stickers	
Student Business Cards	
Students Spiral Bind/Laminate	
Study Resources	
<u>Vista View</u>	

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 c	uantities are added	to your cart first.
Item Search		Search Clear
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[1-3] of [3]		
Add All to Cart		

Example: Study Resources

	Home > Ca	talog > Study R	esources > All Folders		
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Anatomy Illustrations Book Updated 05/22/19 A great guide to aid in studying anatomy! Created by former pre-doctoral anatomy fellow, then Tomasino. Labelled anatomy drawings are followed by unlabelled drawings that yr yourself. Please note: Emily Tchen-Tomasino completed the Pre-doctoral Anatomy Fellowship from 2018. During the fellowship, she created these illustrations as a study tool for medical at may create copies to aid in studying, but please do not distribute to anyone outside of Re	, Emily ou can label m 2016 to tudents. You pocky Vista	Qty	\$15.00		
Dr. George's Brainstem and Spinal Cord Cross Sections (laminated and spiral bound) Each page laminated with spiral binding Each page of this book is laminated for easy studying with an expo marker!		Qty	\$29.75		
Dr. George's Brainstem and Spinal Cord Cross Sections (spiral bound with additional clear cove Extra Clear Cover Printed on regular paper. An extra plastic clear cover is included so you can practice with markers.	<u>er)</u> 1 expo	Qty	\$8.25		
Pravil to Know It Companion Guide This is a compilation of 23 Draw it to Know It subject tutorials.		Qty	\$25.00		
 [1-4] of [4]					
Add All to Cart					

5. 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 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 > C	atalog > Study	Resources > All Folders
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6. Click the **shopping cart icon** to go to your shopping cart.

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		Home > C	atalog > Study Resources > All Folders
Select Items			
Add items to your cart b For template document	by entering quantities and clicking Add to Cart . s, click Configure to set up the template and add it to your cart. All items with o	uantities are added t	to your cart first.
Item Search			Search Clear
Search		Rows Per Page	100 •
Show Advanced Search	Criteria	Sort By	Item V A-Z V
	hatomy Illustrations Book Updated 05/22/19 A great guide to aid in studying anatomy! Created by former pre-doctoral anator Tchen Tomasino. Labelled anatomy drawings are followed by unlabelled drawin yourself. Please note: Emily Tchen-Tomasino completed the Pre-doctoral Anatomy Fellov 2018. During the fellowship, she created these illustrations as a study tool for m may create copies to aid in studying, but please do not distribute to anyone out: University.	ny fellow, Emily gs that you can label vship from 2016 to vedical students. You ide of Rocky Vista	\$15.00 1 In Cart

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

Item 1			
Anatomy Illustration:	Provide an O	rder Name	
Assessment Elementices Updated 05/22/19	Order name	Anatomy Study Resources	
✓ To Pages		Please enter a meaningful name to help the print center identify the order, and to help with future reordering. Continue	
Print Options Print Options Preview Document		Print Color, 1-Sided, 8.5x11, 24lb, Standard White, Ce Instructions: This is a catalog item. Check inven KEEP file saved in the Fiery Hold Queue or print No scaling needed.	nter tory before printi the "Print Ready"

8. Check your order quantity.

Item 1	Anatomy Illustrations Book Updated 05/22/19 75 Pages		Continue Shopping
Print Options	Print	Color, 1-Sided, 8.5x11, 24lb, Standard White, Center Instructions: This is a catalog item. Check inventory before pr KEEP file saved in the Fiery Hold Queue or print the "Print Rea No scaling needed.	rinting. If needed, print the rdy" file saved in this order.
	Binding (Staple, Spiral, Hole Punch) Covers	Plastic Coil / Spiral, Black (05-120 pages) Front - 8.5x11, Clear Plastic Cover (no printing), Blank Cover Back - 8.5x11, Black Cover, Blank Cover	
Enter special instruct	tions for this item.		
Item 2	Draw Mar Krow M Companies Cuida		Continue Shopping
() Lines of the bar	232 Pages		Quantity 1
Print Options	Print	Color, 2-Sided (Open to Left), 8.5x11, 24lb, Standard White, C Instructions: This is a catalog item. Check inventory before p KEEP file saved in the Fiery Hold Queue (scale 95%). Use a 16	enter rinting. If needed, print the mm 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 instruct	tions 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:	Thurs	day, January 21, 2021 2:00 PM 🏢	Note: Only	y 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	2	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	Select Billing Codes for Payment Click the price to view the cost details 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

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.

1	Your total is \$1.04. Click Place Order to approve this price and place the order.	
rse	Cancel Place Order Cen	

12. 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 proce An order confirmation email will be sent to you (if enabled	ssing.).		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			
Ordered Items Ship to Jane Smith Oty Item / Form #	Workgroup / Folder	Price Each	Extended Cost
Ordered Items Ship to Jane Smith Qty Item / Form # 1 Anatomy Illustrations Book	Workgroup / Folder Study Resources	Price Each \$15.00	Extended Cost \$15.00
Ordered Items Ship to Jane Smith Qty Item / Form # 1 Anatomy Illustrations Book Updated 05/22/19	Workgroup / Folder Study Resources Study Resources	Price Each \$15.00	Extended Cost \$15.00
Ordered Items Ship to Jane Smith Qty Item / Form # 1 Anatomy Illustrations Book Updated 05/22/19 1 Draw It to Know It Companion Guide	Workgroup / Folder Study Resources Study Resources Study Resources	Price Each \$15.00 \$25.00	Extended Cost \$15.00 \$25.00
Ordered Items Ship to Jane Smith Qty Item / Form # 1 Anatomy Illustrations Book Updated 05/22/19 1 Draw It to Know It Companion Guide	Workgroup / Folder Study Resources Study Resources Study Resources Study Resources	Price Each \$15.00 \$25.00	Extended Cost \$15.00 \$25.00

Feel free to email <u>printcenter@rvu.edu</u> with any additional questions! If you need to cancel your order, email <u>printcenter@rvu.edu</u>.

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 <u>https://papercut.rvu.edu/user</u> \rightarrow Download SurePDF Print Driver \rightarrow Open your file \rightarrow Print to the printer called, "RVU_Print_Center" \rightarrow Review your print options \rightarrow Place Order

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



balance, email printcenter@rvu.edu.

2. Go to User Tools and select 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.

Opening RVU_Print_Center_SurePDF.exe		×
You have chosen to open:		
RVU_Print_Center_SurePDF.exe		
which is: Binary File (93.2 MB)		
from: https://printcenter.rvu.edu		
Would you like to save this file?		
	Save File	Cancel

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



6. 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.

Info New Open Save	Print Copies: 1 +
Save As Save as Adobe PDF Print	Printer RVU_Print_Center Ready Printer Properties Settings
Share Export	Print All Pages The whole thing Pages: 0
J∕ Cart	RSA SurePDF - 20% compl – – × Processing page 17 of Microsoft Word - Student Printing Guide_FULL_20201209. Close
Select print optio Provide an option Naming your order of	ns, quantity per recipient and billing information. Click "Place Order" to submit your order. Cart ID 9375 nal name for your order, an be helpful for reordering.
Your Selected	Document1.pdf Interview Continue Stepping Page 8.50x11.00 Inches Provide an Order Name Select Preview/Chan Order name Quantity Please enter a meaningful name to help the print center identify the order, and to help with future recidency. Ordering. Print Options Print Cooting
Enter special inst	Change Options tructions for this item.

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**.

Print	
Copies 1 Print Printer RVU_Print_Center	Notes #2
Printer Properties	
Settings Print All Pages The whole thing Pages: Print One Sided Only print on one side of th	
•	
RSA SurePDF - 20% compl	– 🗆 X
Processing page 17 of Microso Printing Guide_FULL_2020120	oft Word - Student 19.
	Close
↓	
Add Document to Order	
Add Document to order	
Add this document to: My Cart test A New Cart	
	Continue Shopping Checkout
2/ Cart Select print options, quartify per recipient and billing information. Click "Flace Order" Order name test	to submit your order. Cart 10 937 Order Estimate \$0.28
item 1	Toplace File Continue Shapping
Document 1, pdf 2 1 Page 8.50/k1.00 Inches Select Preview/Change Options (below) to preview your file and up	Unit Profee \$2.13 Quantity 1 date your print options prior to ordering.
Year Schecked Print Options Print Color, 1-Sided, 8,5x11, 24(b, Standard White,	Center
Exter special instructions for this item.	
ttem 2 → Dacument2.pdf / TPape 8.50x1.00 Inches Select Preview/Change Options (below) to preview your file and upo	Reduce Title Contract Minophing Unit Tricle \$0.13 Quantity [1] date your print options prior to ordering. [6]
Your Selected Print Options Print Color, 1-Sided, 8.5x11, 248b, Standard White, Top Preview / Change Options Print Color, 1-Sided, 8.5x11, 248b, Standard White,	Center

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

1 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 <u>\$1.04</u>
Item 1 Blank sheets.pdf / 13 Pages 8.50x11.00 Inches Select Preview/Change Options (below) to preview your file and update your print options prior to	Replace File Continue Shopping Unit Price \$1.04 Quantity 1 > ordering.
Your Selected Print Options Print Color, 1-Sided, 8.5x11, 20lb, Standard Gree Preview / Change Options Binding (Staple, Spiral, Hole Punch) Punch / Left 3 Other Notes Can this be stapled and three hole punched? 2	n, Center

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:	Thurs	day, 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	2	Select a Shipping Method Hold for Pick Up (CO Campus)	-			
Rocky Vista University Test Account - PA 2022 8401 S. Chambers Road Colorado 80134 printcenter@rvu.edu		Delivery Estimate Thursday, January 21, 2021 <u>Enter shipping instructions</u>				

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

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.

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 (<u>https://printcenter.rvu.edu</u>)



- Home My Account Help | Logout ROCKY VISTA UNIVERSITY Orders Manage Files CART [0] 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 **Order Class Manuals & More** Order a Poster **Order Business Cards** POSTER I ROCKY VISTA UNIVERSITY POSTER II FIRST AND LAST NAME CONU.edu st-Last-00 Drag "pdf" files here or <u>click to browse</u> Drag files here or click to browse Please be mindful of copyright laws when uploading a file.
- 2. Click **My Account** on the top right corner of the screen.

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

Print Options					
Summary Prin	nt Binding (Staple, Spiral, Hole Punch)	Folding	Covers	Additional Finishing Options	
Print: Color, 1-	Sided, 8.5x11, 24lb, Standard White, Center	f			

4. Select the **Print** tab.

Print Optio	ons		
Summary	Print	Binding (Staple, Spiral, Hole Punch) Folding Covers Additional Finishing Options	
Output	Color		
Plex	1-S	ìided ▼	
Paper	Ø 🗆 8	8.5x11, 24lb, Standard White 🔹	
Scaling	Cer	nter v	

- 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)

Print Options							
Summar	y Print Binding (Staple, Spiral, Hole Punch) Folding Covers Additional Finishing Options						
Output	t B/W 🗸						
Plex	to Left)						
Paper	r 🔊 🗆 8.5x11, 24lb, Standard White						
Scaling	Center •						

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 if 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.

Print Options							
Summary	Print	Binding (Staple, Spiral, Hole Punch)	Folding	Covers	Additional Finishing Options		
Print: B/W, 2-Sided (Open to Left), 8.5x11, 24lb, Standard White, Center Binding (Staple, Spiral, Hole Punch): Punch / Left 3							

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.

ROCKY	VISTA UNIVE	RSITY	
Orders Manage Files		W CA	RT [2]
My Account		Email Options Print Options Manage Contacts My Work	groups
My Contact Information Modify		Or select from this contact list Pe	rsonal
Address 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 User ID jane.smith Preferred Site	Change Password	

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 UNIN	/ E R S I T Y						
Orders Manage Files			₩ CART [2]					
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								
		Orden e Deeten	Order Business Carda					
Drag files here or <u>click to browse</u> Please be mindful of copyright laws when uploading a file.	Urder Class Manuals & More	POSTER I POSTER I POSTER II POSTER II Drag "pdf" files here or <u>click to browse</u>						
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					
Image: Select print options, quantity per recip Order name Example Default Print Set	ien and billing information. Click "Plac t ring: _	e Order" to submit your order.	Cart ID 9253 Order Estimate <u>\$0.75</u>					
Item 1			Replace File Continue Shopping					
1 Print-Ready A 9 Pages	dm ssions PPT 2015 2UP.pdf 🯒		Unit Price <u>\$0.47</u>					
8.50x11.00 Inch			Quantity 1					
Average and the second of the	Change Options (below) to preview your fil	e and update your print options prior to or	dering.					
Your Selected Print Options	Print B/W.	2-Sided (Open to Left), 8.5x11, 24lb, Star	ndard White. Center					
Preview / Change Options Binding (Staple, Spiral, Hole Punch / Left 3 Binding (Staple, Spiral, Hole Punch / Lef								
Enter special instructions for this item	Ŀ							
Item 2			Replace File Continue Shopping					
1 Print-Ready A	dmissions PPT 2015 4UP.ndf 🧳		Unit Price <u>\$0.28</u>					
5 Pages			Quantity 1					
5 Pages 8.50x11.00 Inch Select Preview/	nes Change Option: (below) to preview your fil	ie and update your print options prior to or	Quantity 1					
S Pages 8.50x11.00 Incl Select Preview/ Your Selected Print Options Preview / Change Options	hes Change Option: (below) to preview your fil Print B/W, Binding (Staple, Spiral, Hole Punch) Punc	ie and update your print options prior to or 2-Sided (Open to Left), 8.5x11, 24lb, Star h / Left 3	Quantity 1					

If you have additional questions, please contact the Print Center at printcenter@rvu.edu.