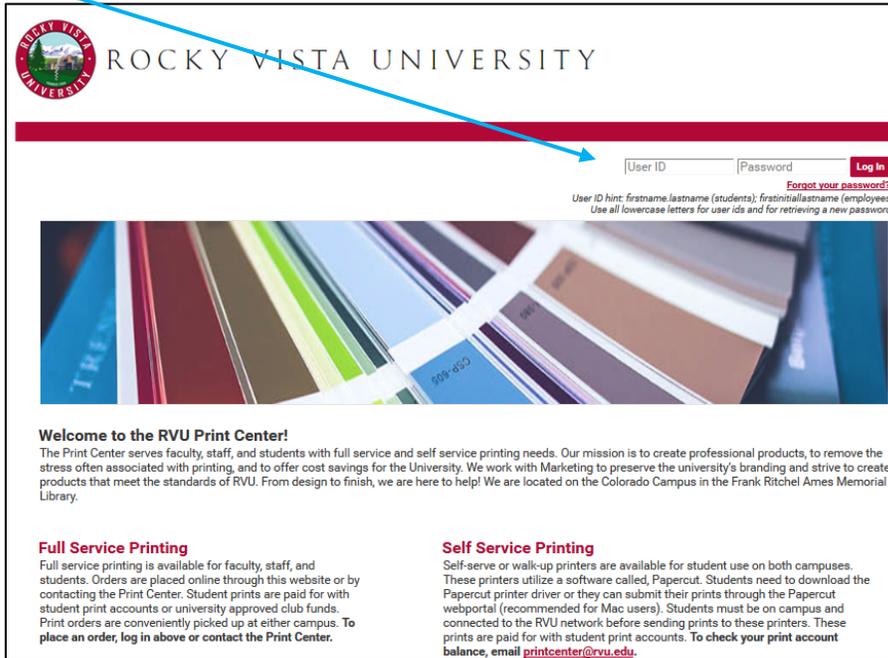


Print Center: Order Class Manuals & Study Resources

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?](#)

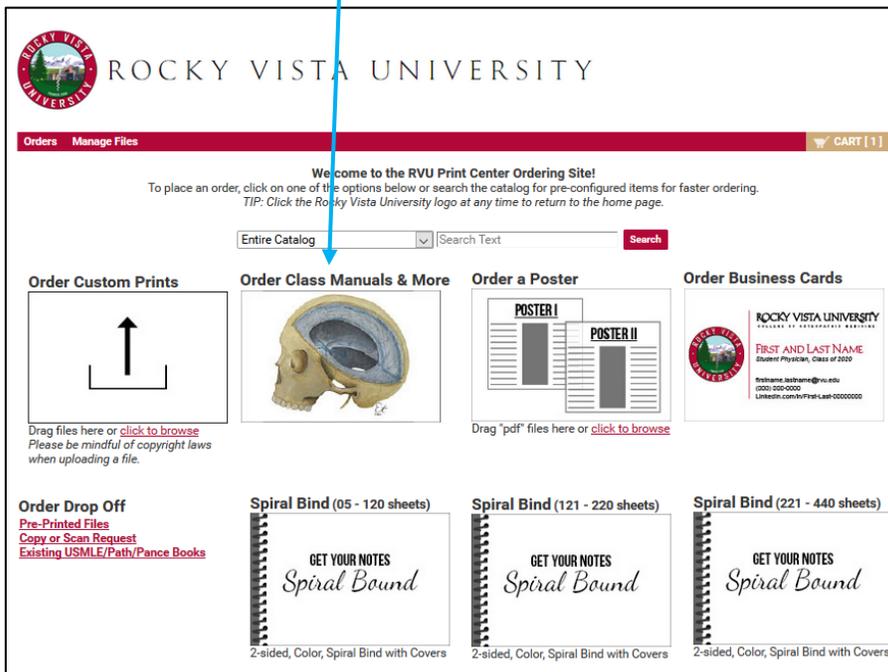
User ID hint: *firstname.lastname (students); firstinitiallastname (employees)*
Use all lowercase letters for user ids and for retrieving a new password.

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.

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 (Faculty, Class of 2020)
Fullname.lastname@rvu.edu
(970) 595-0000
Lms@rvu.com/PrintLap-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
 Show Advanced Search Criteria Sort By Item A-Z

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

[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
 Show Advanced Search Criteria Sort By Item A-Z

	Anatomy Illustrations Book Updated 05/22/19 A great guide to aid in studying anatomy! Created by former pre-doctoral anatomy fellow, Emily Tchen Tomasino. Labeled 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"/>	Add to Cart
	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!	\$29.75
	Qty <input type="text"/>	Add to Cart
	Dr. George's Brainstem and Spinal Cord Cross Sections (spiral bound with additional clear cover) 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"/>	Add to Cart
	Draw It to Know It Companion Guide This is a compilation of 23 Draw it to Know It subject tutorials.	\$25.00
	Qty <input type="text"/>	Add to Cart

[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 Sort By Item A-Z

[Show Advanced Search Criteria](#)

	<p>Anatomy Illustrations Book 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 <input type="text"/> Add to Cart</p>
	<p>Dr. George's Brainstem and Spinal Cord Cross Sections (laminated and spiral bound) 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"/> Add to Cart</p>
	<p>Dr. George's Brainstem and Spinal Cord Cross Sections (spiral bound with additional clear cover) 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"/> Add to Cart</p>
	<p>Draw It to Know It Companion Guide</p> <p>This is a compilation of 23 <i>Draw it to Know It</i> subject tutorials.</p>	<p>\$25.00</p> <p>Qty 1 <input type="text"/> Add to Cart</p>

[1-4] of [4]

Add All to Cart



Home > Catalog > Study Resources > All Folders

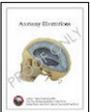
Select Items

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 Sort By Item A-Z

[Show Advanced Search Criteria](#)

	<p>Anatomy Illustrations Book 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>Dr. George's Brainstem and Spinal Cord Cross Sections (laminated and spiral bound) 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"/> Add to Cart</p>
	<p>Dr. George's Brainstem and Spinal Cord Cross Sections (spiral bound with additional clear cover) 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"/> Add to Cart</p>
	<p>Draw It to Know It Companion Guide</p> <p>This is a compilation of 23 <i>Draw it to Know It</i> 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.

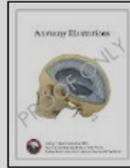
Item Search Search Clear

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

	Anatomy Illustrations Book 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
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- 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.

Continue

Print Options Print Color, 1-Sided, 8.5x11, 24lb, Standard White, Center
[Preview Document](#) 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

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

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

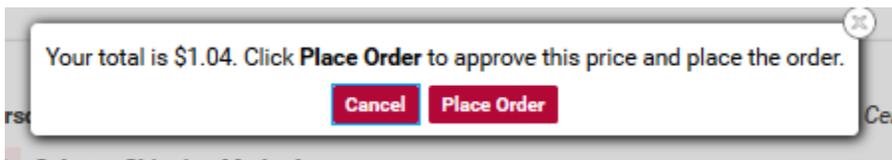
Select Billing Codes for Payment

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 with any additional questions!
 If you need to cancel your order, email printcenter@rvu.edu.