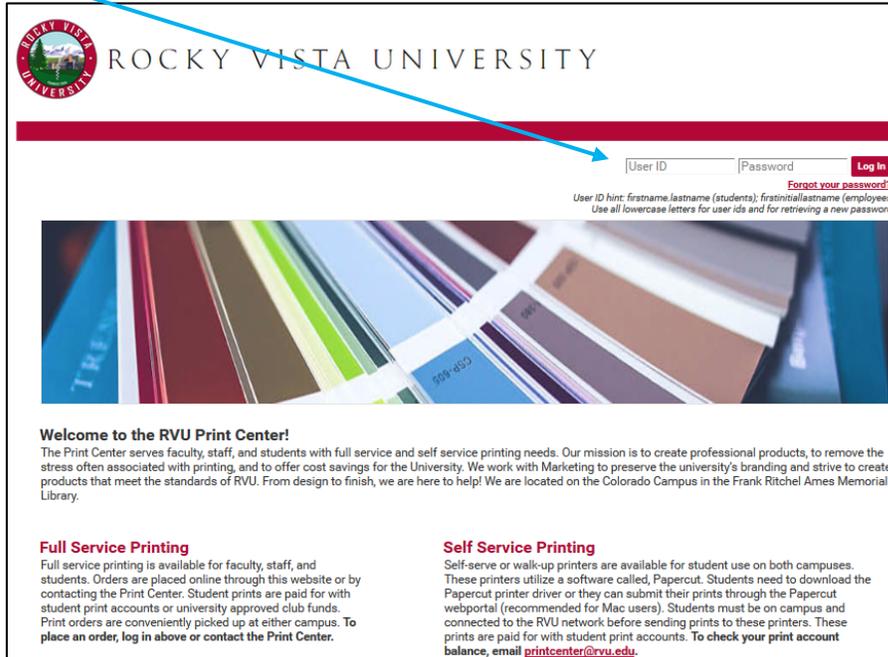


Print Center: Customize Default Print Settings

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**

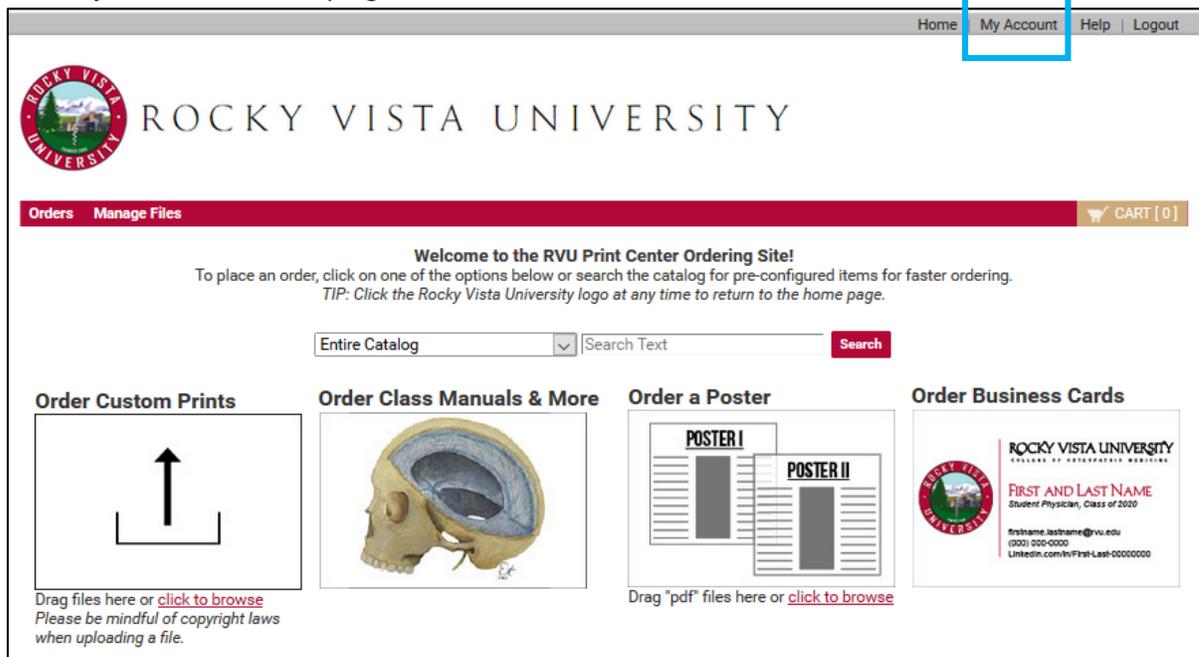
[Forgot your password?](#)
User ID hint: *firstname.lastname (students); firstinitiallastname (employees)*
Use all lowercase letters for user ids and for retrieving a new password.

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
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 **My Account** on the top right corner of the screen.



Home **My Account** Help Logout

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

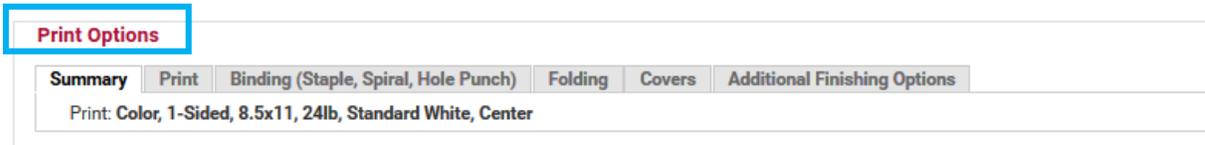
Order Class Manuals & More

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

Order Business Cards

ROCKY VISTA UNIVERSITY
COLLEGE OF OSTEOPATHIC MEDICINE
FIRST AND LAST NAME
Student Physician, Class of 2020
firstname.lastname@rvu.edu
(303) 500-0200
LinkedIn.com/In/First-Last-00000000

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

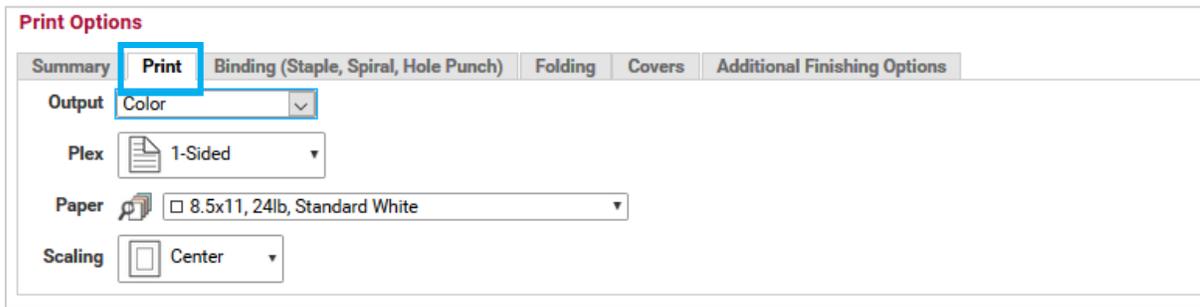


Print Options

Summary **Print** Binding (Staple, Spiral, Hole Punch) Folding Covers Additional Finishing Options

Print: Color, 1-Sided, 8.5x11, 24lb, Standard White, Center

4. Select the **Print** tab.



Print Options

Summary **Print** Binding (Staple, Spiral, Hole Punch) Folding Covers Additional Finishing Options

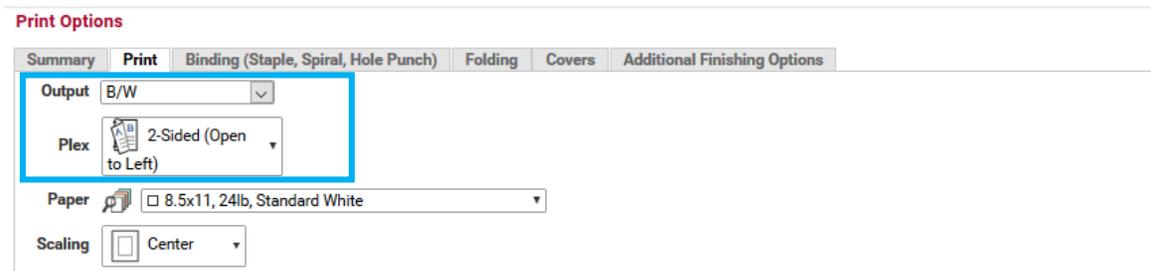
Output: Color

Plex: 1-Sided

Paper: 8.5x11, 24lb, Standard White

Scaling: Center

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

Summary **Print** Binding (Staple, Spiral, Hole Punch) Folding Covers Additional Finishing Options

Output: B/W

Plex: 2-Sided (Open to Left)

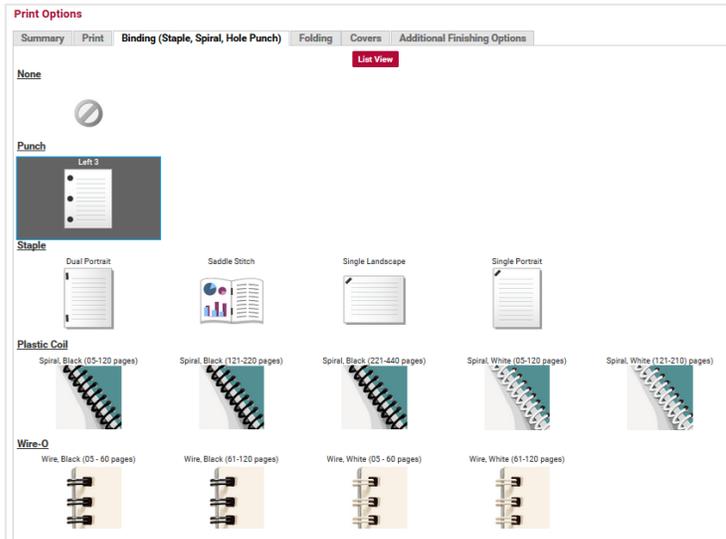
Paper: 8.5x11, 24lb, Standard White

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 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.*

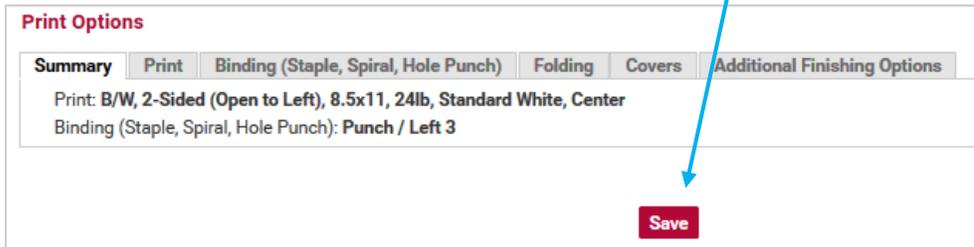
Example of 3-hole Punch as the default Binding Option



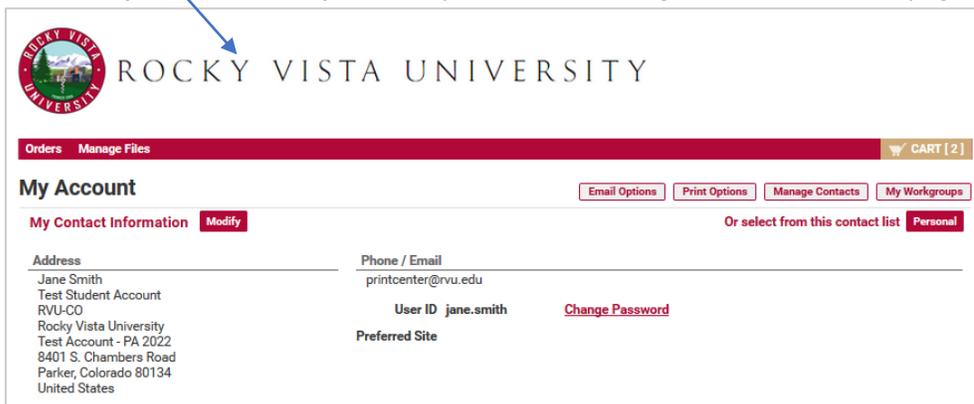
7. Select the **Summary** tab to see all of your default print settings.



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**.

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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.
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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

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

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

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

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

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