

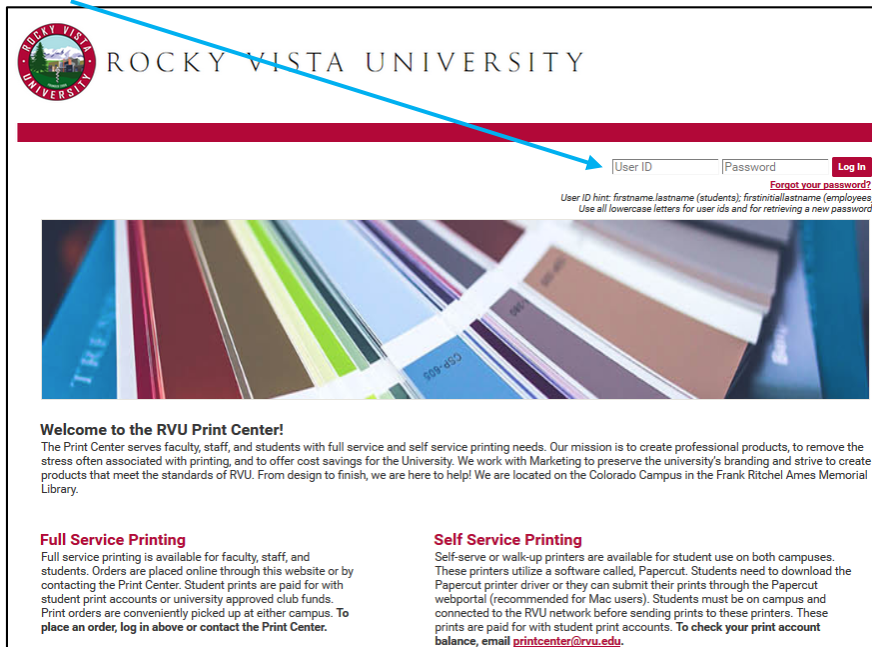
## Print Center: Direct Print

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?](#)

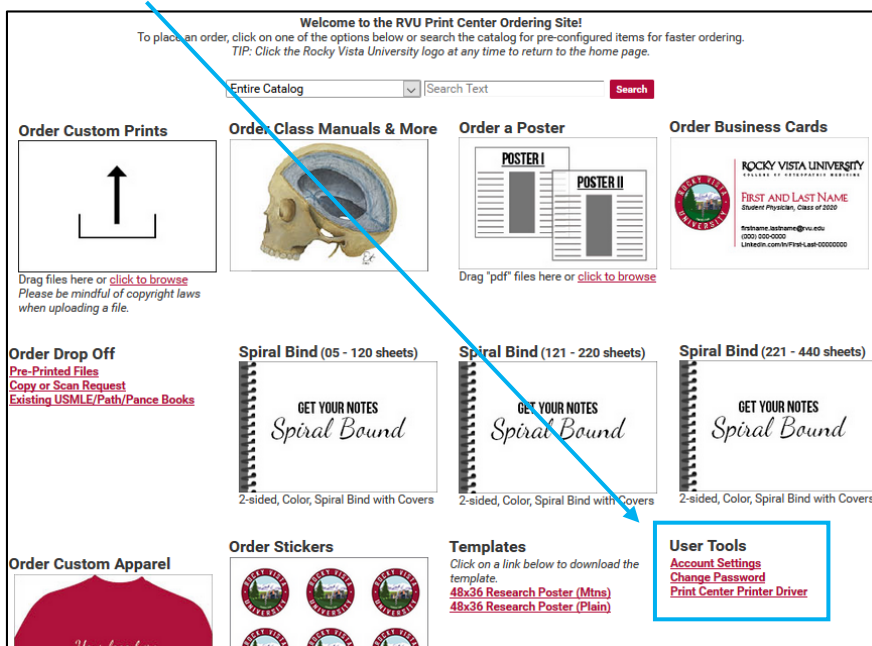
User ID hint: *firstname.lastname (students); frstinitiallastname (employees)*  
Use all lowercase letters for user ids and for retrieving a new password.

**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.

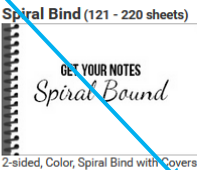
**Order Class Manuals & More**  



**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

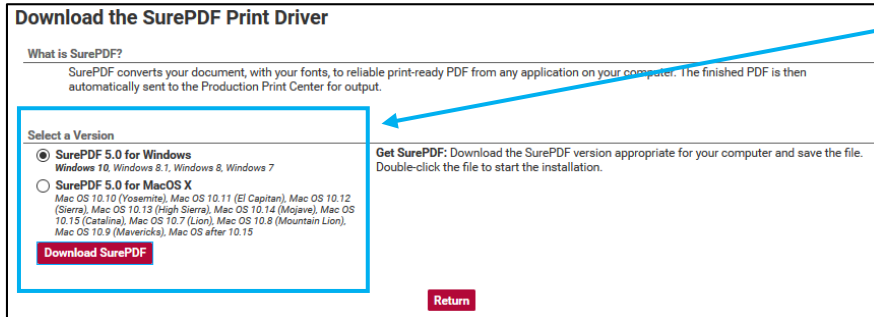
**Order Custom Apparel**  
  
Your logo here

**Order Stickers**  


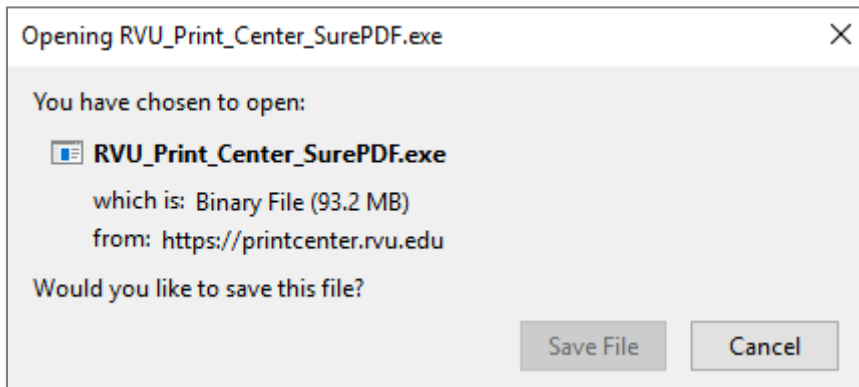
**Templates**  
Click on a link below to download the template.  
[48x36 Research Poster \(Mtns\)](#)  
[48x36 Research Poster \(Plain\)](#)

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

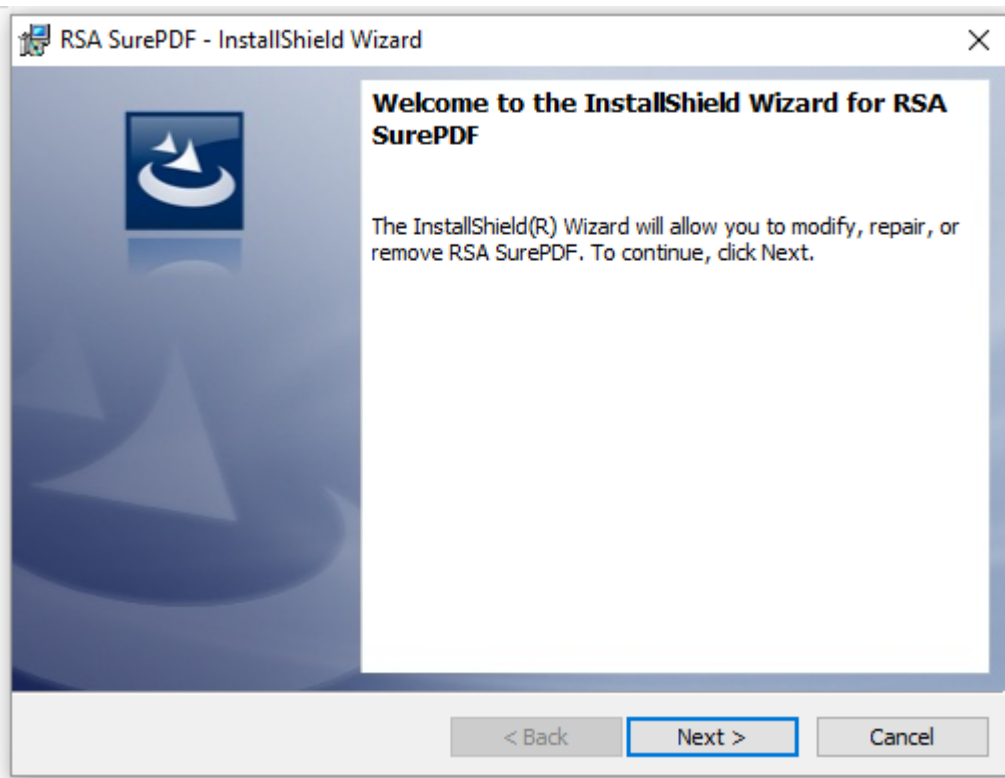
3. Select the appropriate SurePDF download for your operating system and then click **Download SurePDF**.



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

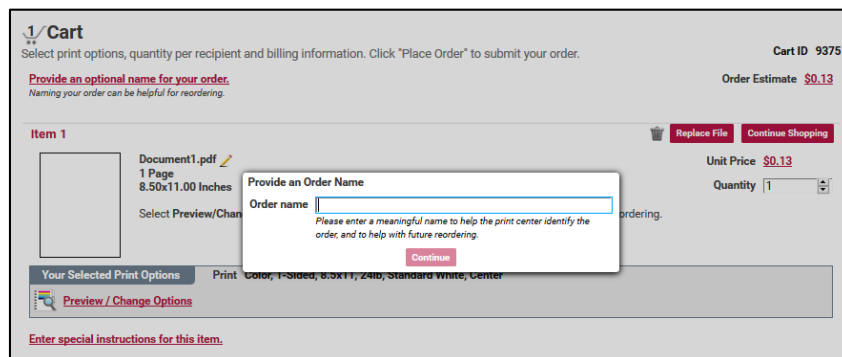
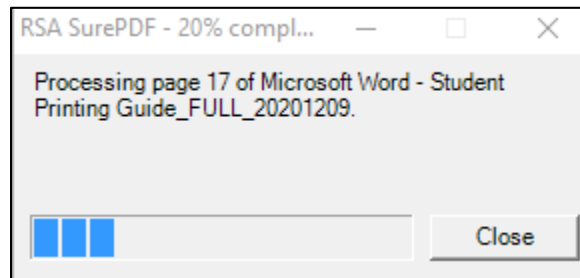
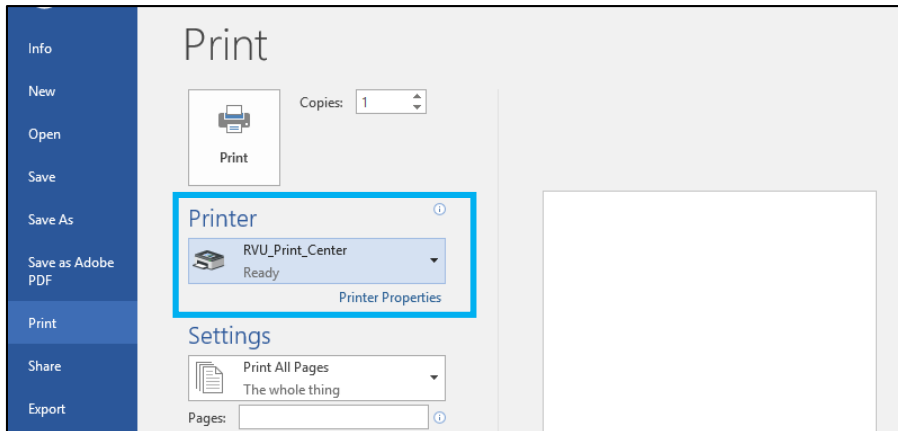


5. Once saved, double-click on the file or click open to run the installation. Follow the prompts on the screen for the installation.

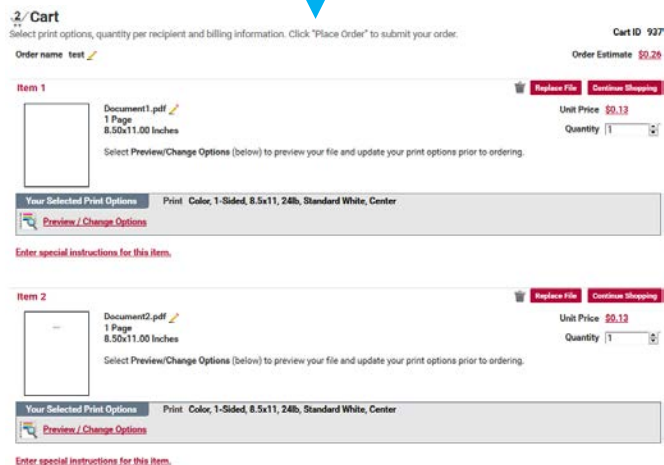
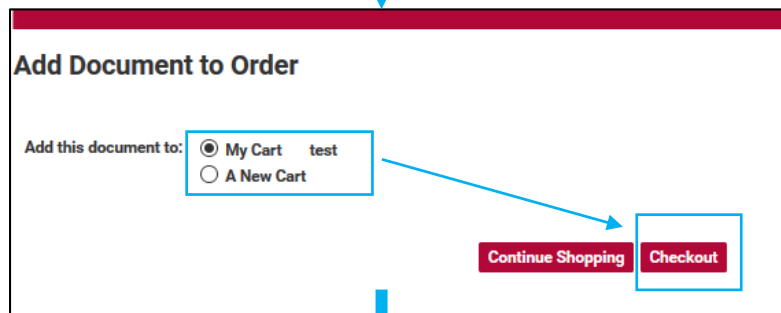
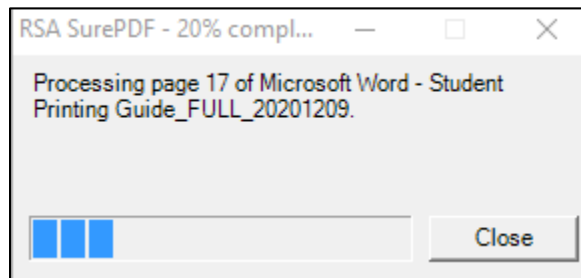
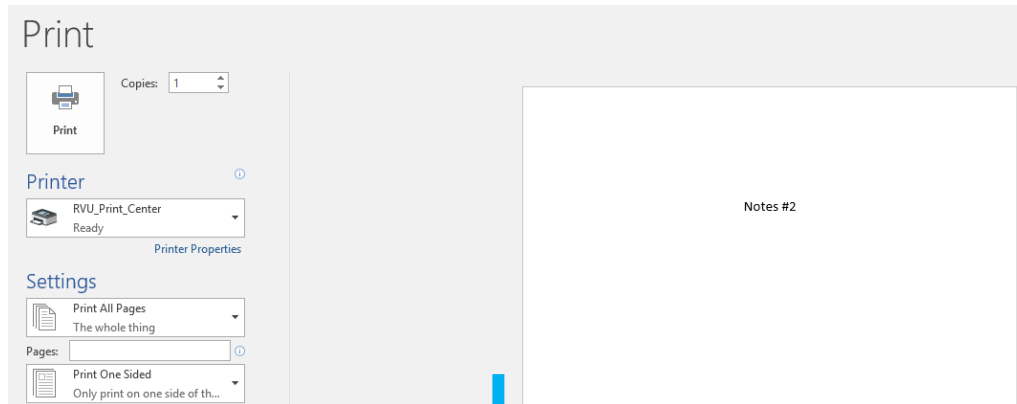


- Once installation has finished, you will have a new printer called, **RVU\_Print\_Center**. Open the file you would like to print and select the printer called, **RVU\_Print\_Center**. Click **Print**. Once you click Print, your file will be converted to a PDF and you will be redirected to the RVU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