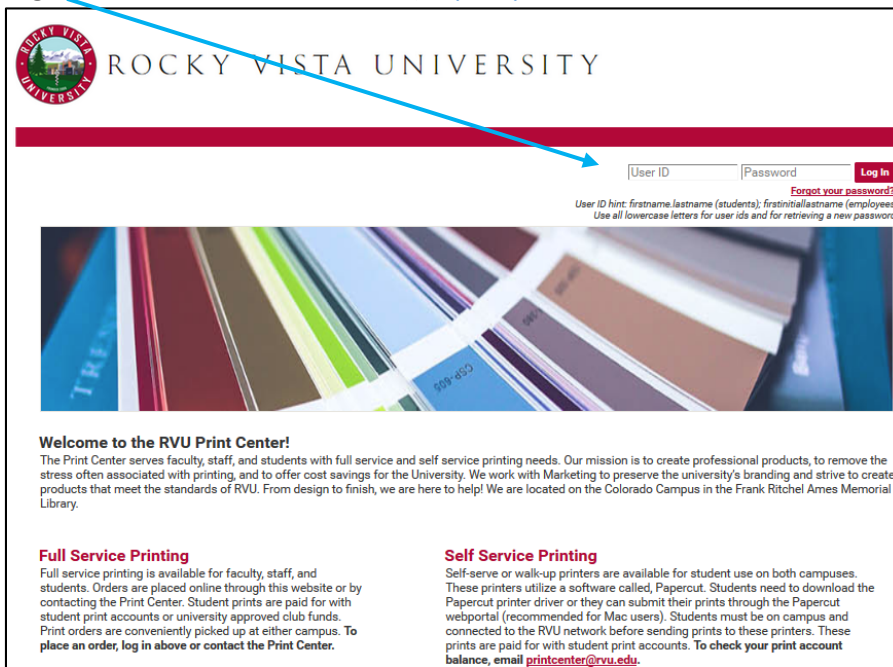


# Print Center: Order a Custom Print

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.

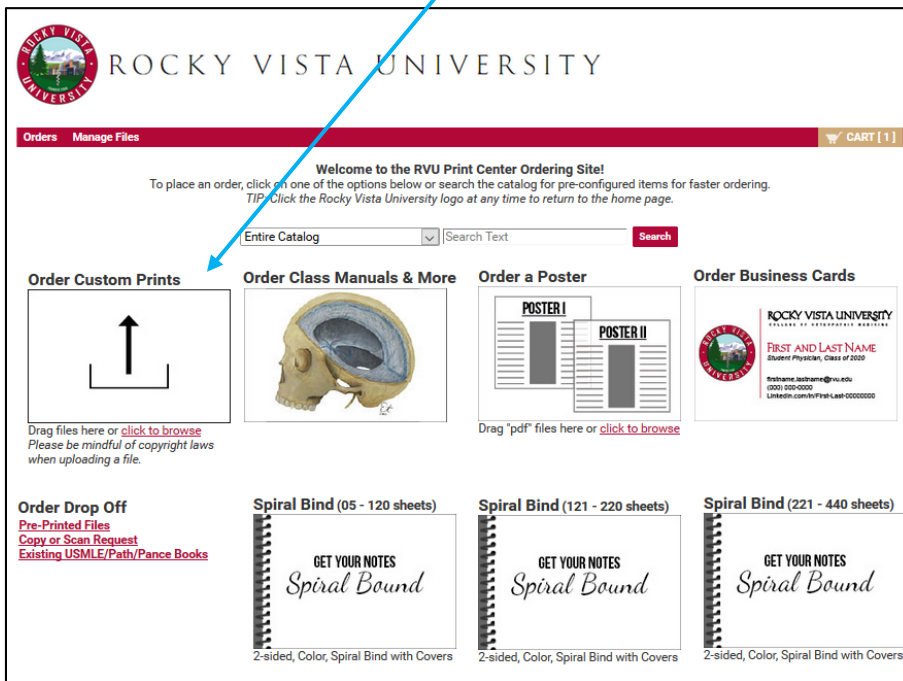
**Welcome to the RVU Print Center!**

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**.

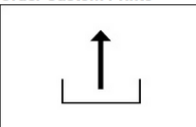



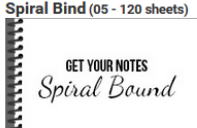

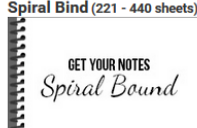


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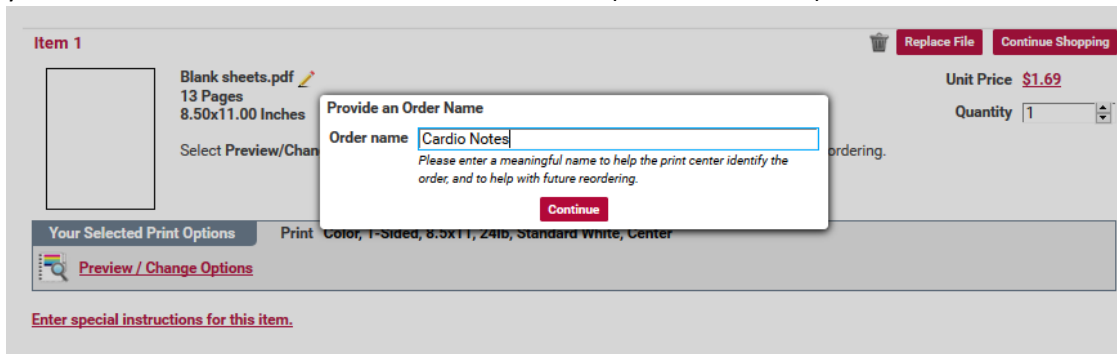
Orders Manage Files CART [ 1 ]

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.*

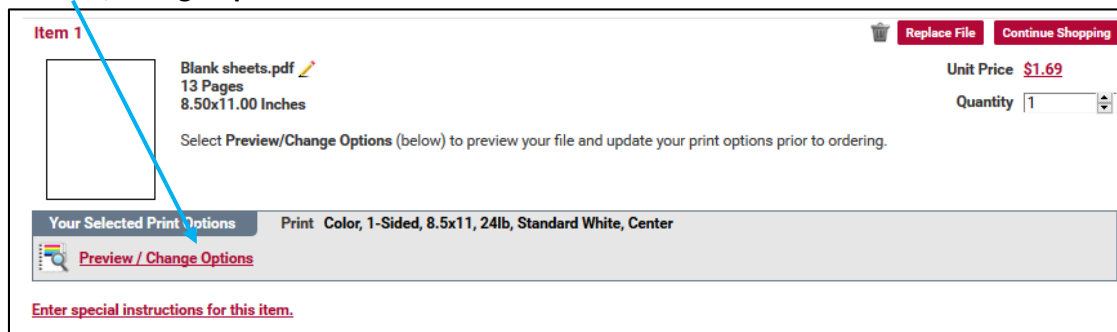
Entire Catalog  Search Text  **Search**

<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>  2-sided, Color, Spiral Bind with Covers	<b>Spiral Bind (121 - 220 sheets)</b>  2-sided, Color, Spiral Bind with Covers	<b>Spiral Bind (221 - 440 sheets)</b>  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)



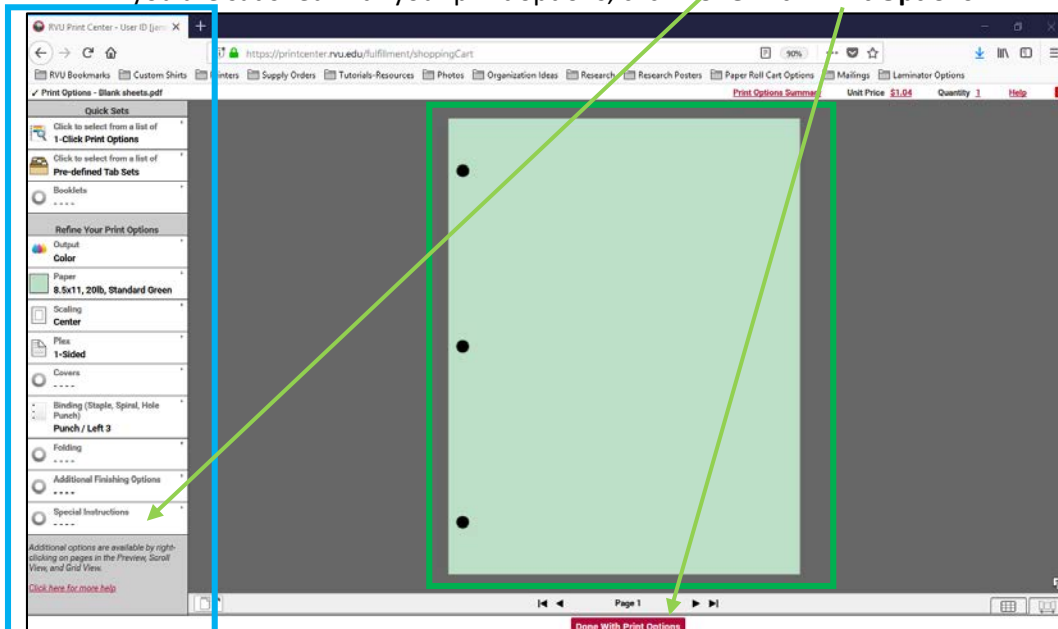
- Now that you are on the shopping cart page, you can set your print settings by clicking **Preview/Change Options**.



### 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

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:  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

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)

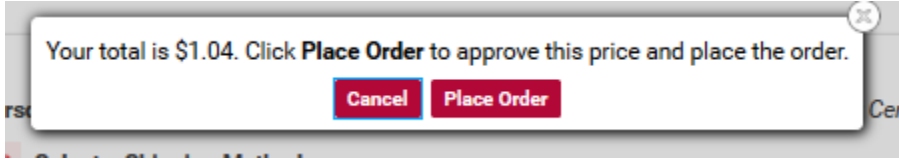
Order Estimate **\$1.04**  
Click the price to view the cost details

Select Billing Codes for Payment  
Student Charge Code - CO   
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

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**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

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**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

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**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
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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).