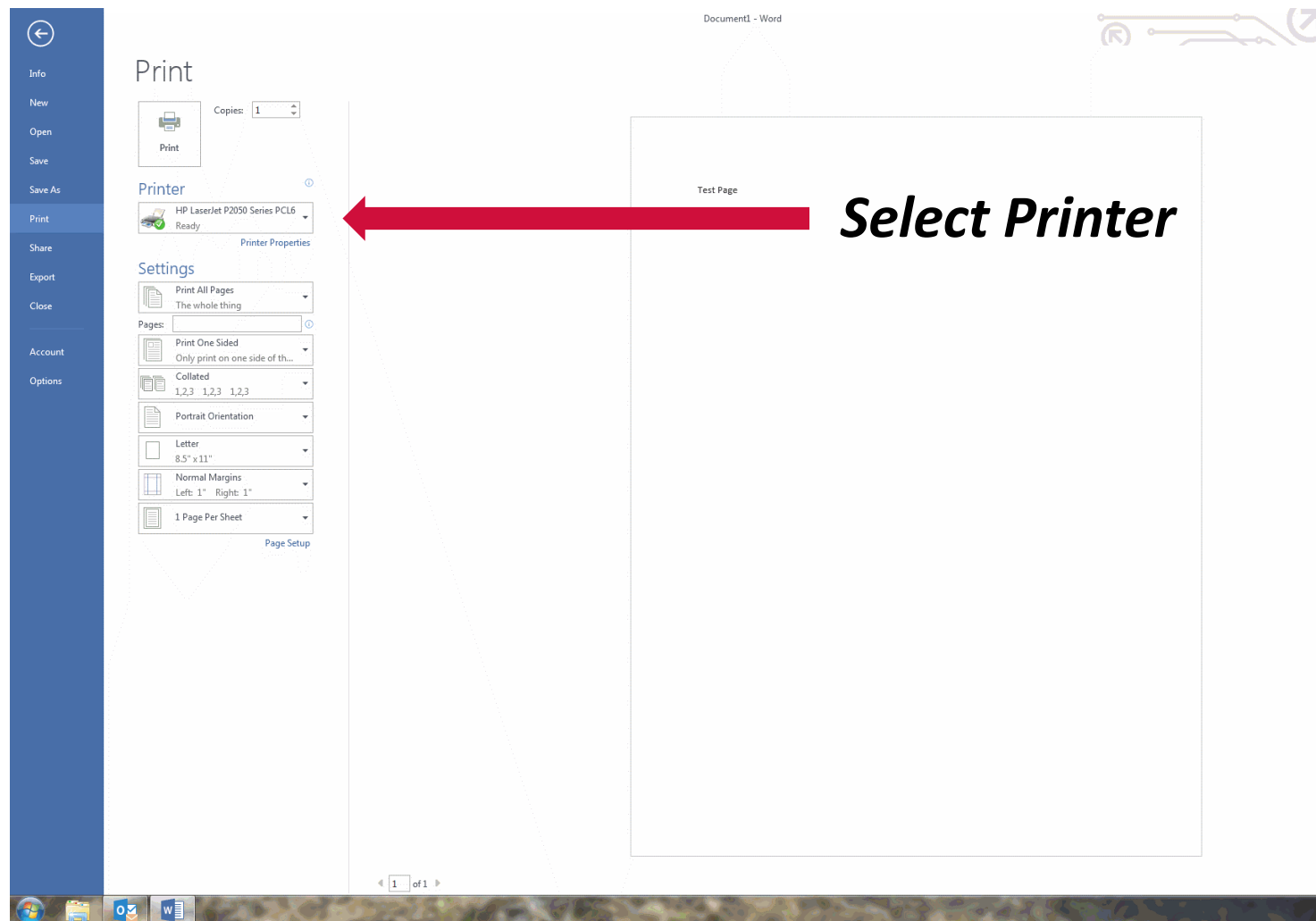


Print Shop

Printing Directions



Document1 - Word

Print

Copies: 1

Printer

- HP LaserJet P2050 Series PCL6 Ready
- Admin MFP on ALVIN-FS Ready
- Media MFP on alvin-fs Ready
- Media Phaser 7800DX PS on alvin-fs Ready
- Print Shop - BW on alvin-fs Ready**
- Print Shop - Color on alvin-fs Ready
- Adobe PDF Ready
- Canon iPF600 Ready
- Disc Publisher SE Offline
- Fiery Ready
- HP LaserJet 200 color M251 PCL 6 Ready
- HP LaserJet P2050 Series PCL6 Ready
- Media Konica Minolta Ready
- Phaser 7800DX PS Ready
- Send To OneNote 2013 Ready
- Xerox 550-560 Integrated Fiery Ready
- Xerox D110-D125 EFI PS v1.0 Ready
- Add Printer...
- Print to File

Printer Status

Status: Ready

Type: Xerox D110-D125 EFI PS v1.0

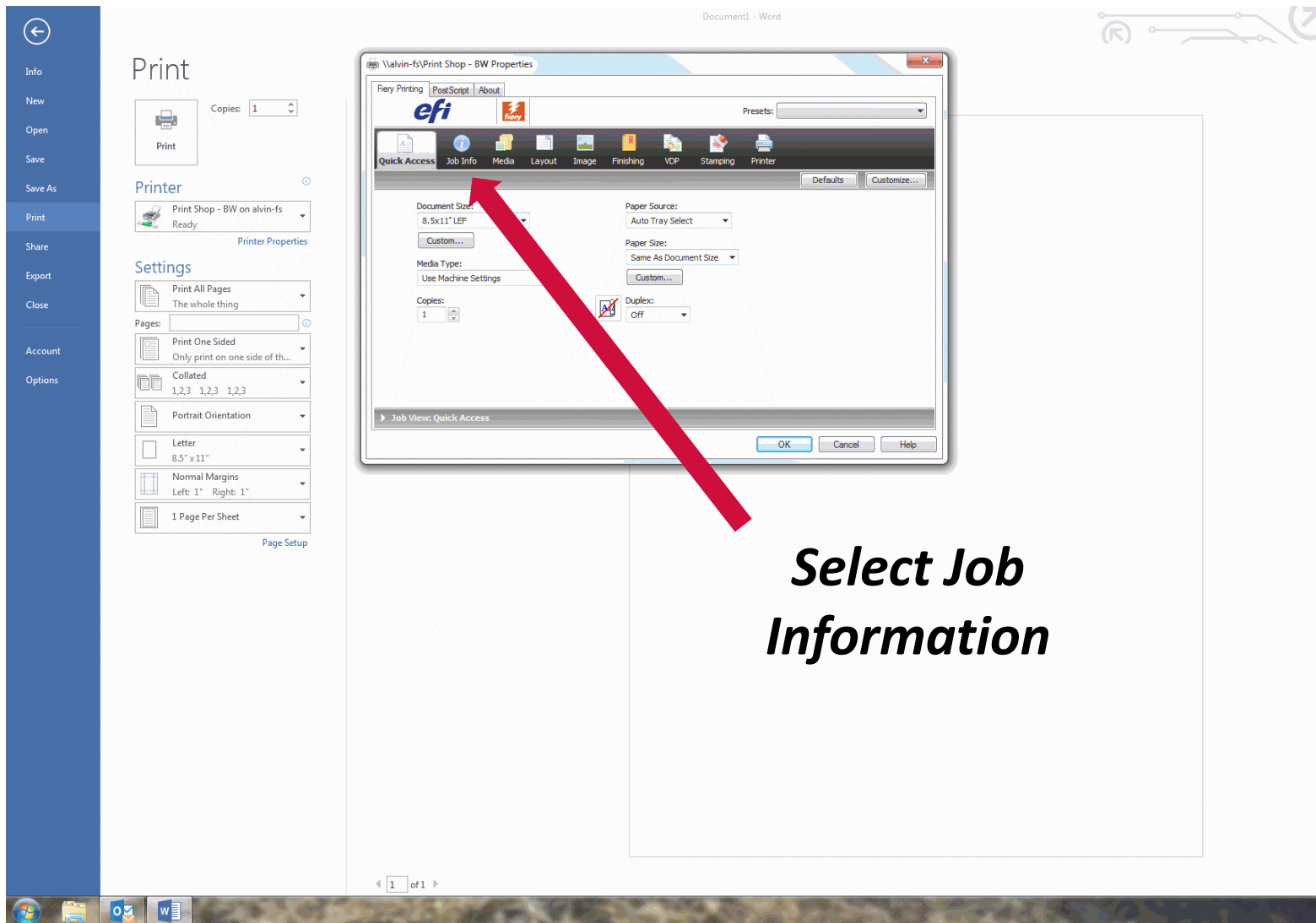
Where: D127 - Print Shop

Comment: Fiery - Black and White printer

Select Print Shop B&W

Test Page

1 of 1



The image shows a Microsoft Word window titled "Document1 - Word" with the "Print" ribbon selected. On the left, a blue sidebar contains navigation options: Info, New, Open, Save, Save As, Print (highlighted), Share, Export, Close, Account, and Options. The "Print" section on the ribbon shows a "Print" button, a "Copies" dropdown set to 1, and a "Printer" dropdown set to "Print Shop - BW on alvin-fs". Below this, the "Settings" section includes options for "Print All Pages", "Print One Sided", "Collated", "Portrait Orientation", "Letter", "Normal Margins", and "1 Page Per Sheet".

Overlaid on the Word window is the "Print Shop - BW Properties" dialog box. It has tabs for "Ready Printing", "PostScript", and "About". The "Ready Printing" tab is active, showing a toolbar with icons for Quick Access, Job Info, Media, Layout, Image, Finishing, VDP, Stamping, and Printer. Below the toolbar, there are sections for "Copies" (set to 1), "Destination", "Schedule Printing" (with Date and Time fields), and "User Authentication" (with a checkbox for "Use Windows Login"). A red arrow points to the vertical scroll bar on the right side of the dialog box.

Use scroll bar to slide down

The screenshot shows a Microsoft Word document titled "Document1 - Word". On the left is the "Print" ribbon tab with options like Info, New, Open, Save, Save As, Print, Share, Export, Close, Account, and Options. The "Print" group shows "Copies: 1" and a "Print" button. The "Printer" group shows "Print Shop - BW on alvin-fs" and a "Printer Properties" link. The "Settings" group includes "Print All Pages", "Print One Sided", "Collated", "Portrait Orientation", "Letter", "Normal Margins", and "1 Page Per Sheet". A "Page Setup" link is at the bottom of the settings group. The "Print Shop - BW Properties" window is open, showing tabs for "Ptery Printing", "PostScript", and "About". The "Job Notes" section has fields for "Print Queue Action", "Notes 1", "Notes 2", "Instructions", "Secure Print", and "Department ID". A red arrow points to the "Instructions" text area. At the bottom of the window are "OK", "Cancel", and "Help" buttons. The status bar at the bottom of Word shows "1 of 1".

Type in Instruction Box only
Do NOT program jobs.
May cause your job to print incorrectly.

Document1 - Word

Print

Copies: 1

Printer

Print Shop - BW on alvin-fs
Ready

Settings

Print All Pages
The whole thing

Pages: 1

Print One Sided
Only print on one side of th...

Collated
1,2,3 1,2,3 1,2,3

Portrait Orientation

Letter
8.5" x 11"

Normal Margins
Left: 1" Right: 1"

1 Page Per Sheet

efi Print Shop - BW Properties

Print Queue Action: Print

Notes 1:

Notes 2:

Instructions:
Back to back, Staple, 3 hole punch, etc

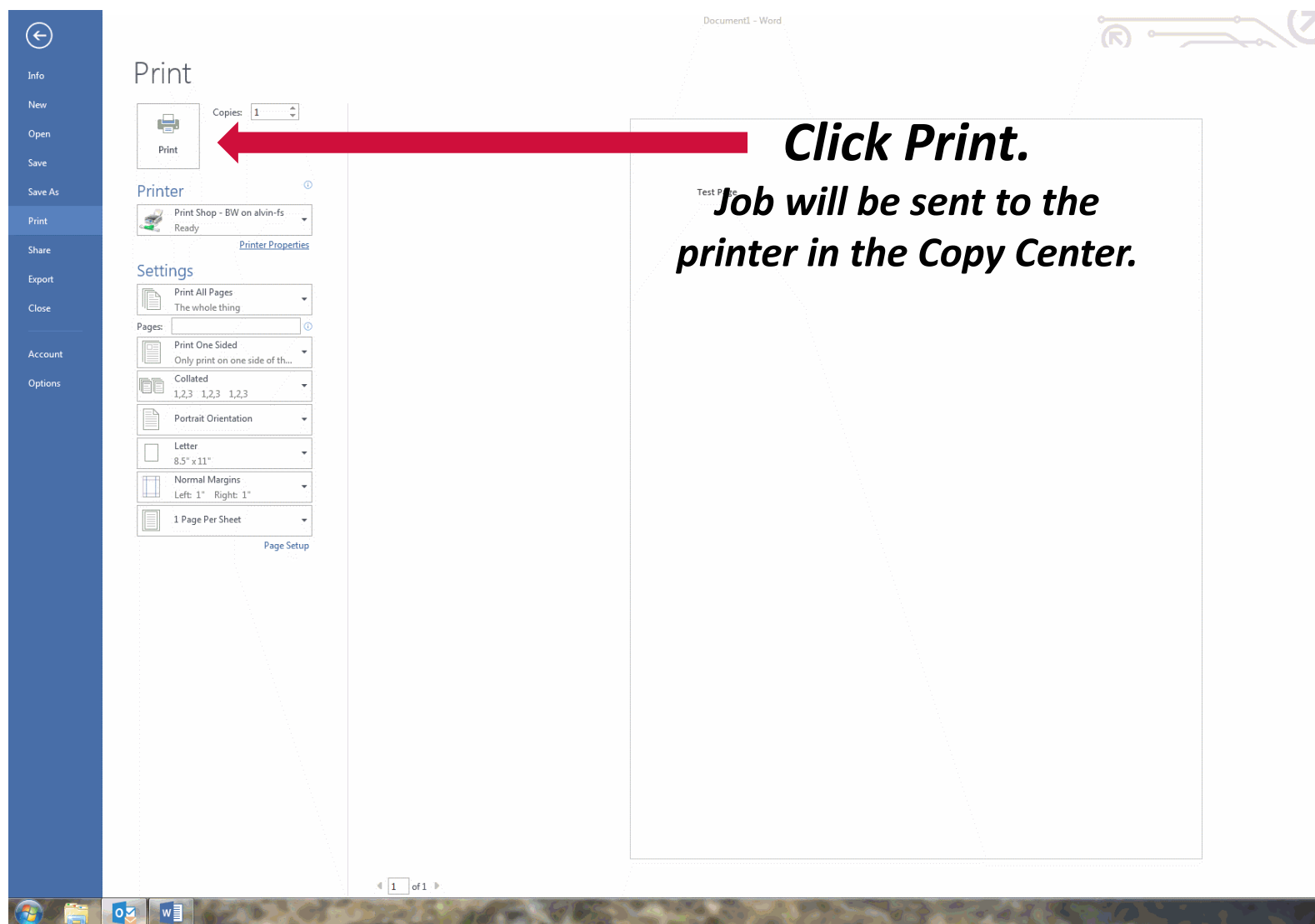
Secure Print:

Department ID:

OK Cancel Help

Enter the job details in the instruction box.

Click OK



Use ONLY Print Shop B&W or Print Shop Color.

These are the only drivers that work and should already be on your computer.

Do NOT send any jobs via email. They will not be accepted.
There is a charge for color copies. Please see next page for prices.

Allow **24 hours** on all B&W print jobs.

Allow **48 hours** on all color print jobs and all binding jobs.

If you bring a hard copy of your job to the Print Shop, please complete a job ticket for each request.

Print Shop: x3582

IT Help Desk (for issues with print drivers): x3544

The Print Shop is closed everyday from 12:00-1:00pm for lunch.

COLOR PRINTING PRICES

8.5"x11" & 8.5"x14" Flyer 1-side	\$0.15
8.5"x11" & 8.5"x14" Flyer 2-sided	\$0.30
8.5"x11" & 8.5"x14" Index 1-side	\$0.20
8.5"x11" & 8.5"x14" Index 2-sided	\$0.35
8.5"x11" & 8.5"x14" Card stock 1-side	\$0.20
8.5"x11" & 8.5"x14" Card stock 2-sided	\$0.35
11"x17" Flyer 1-side	\$0.25
11"x17" Flyer 2-sided	\$0.35
11"x17" Card stock 1-side	\$0.30
11"x17" Card stock 2-sided	\$0.40

QUICK COPY JOB TICKET

"Copy Center Jobs require a 24 hour turn around time Closed from 12 to 1 PM - for lunch hour"
All copy jobs must be picked up. No deliveries by inter-office mail.

Date Submitted _____ JOB # _____
Date/Time Needed _____
Originator _____
Department _____ Phone Ext. _____

Service Needed:
Description of Job: _____
Special Instructions: _____
No. of Originals _____ Copies per Original _____
Group jobs need only one job ticket. Please note how many pages need to be copied and how many copies you need of each page.

☐ One Side ☐ Back to Back ☐ Per Original ☐ Inserts
☐ Exam / Test ☐ Class Handout ☐ Reprint ☐ Tab
☐ SIP ☐ RUSH ☐ _____

Paper Stock Required _____ Paper Size _____
Paper Color _____ Cover: Thick _____ Thin _____ Cover Color _____

BINDERY SERVICE
☐ Collate
☐ Staple
_____ upper left side (1 on left)
_____ Book Staple (____2 or ____3 on left)
☐ Cut and Trim _____
Description of Cutting Needed: _____

(REQUIRES 48 HOUR TURN AROUND)
☐ Hole Punch
☐ Spiral Coils
☐ Spiral Binder: Color _____
☐ Standard Padding
☐ Folding _____ Letter _____ Half Fold

OFFICE USE ONLY:
Date Completed: _____

Please fill out the
job ticket completely
when bringing a
hard copy.