CopyNet Job Submission Instructions:

Website: http://www.copynetsolutions.com/store/login.aspx?SerialNum=500208 (bookmark this for future use)

To create a new user account, click on the Create New Account link.

	Yavapai College
Email:	2
	Email is required to login into the document services area.
Password:	2
	Password is required to login into the document
	services area.
	Login

Forgot Password

If you do not have an account for Yavapai College.

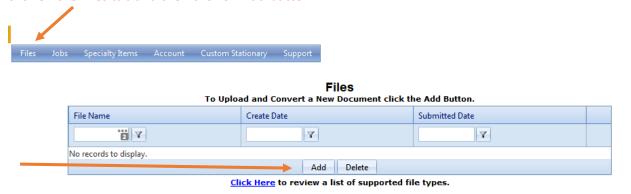
Simply click on the link below and register. It's fast and FREE.

Create New Account

Choose your Division Yavapai College and Primary Department from the Division: drop down menu First Name: À Last Name: Fill in the blanks. Email: When you get to Address, please list your Password: 2 primary campus; Prescott Campus, Verde Confirm Campus, etc. and leave Address2, City Password: and Zip blank. Address: Address If you need to drill down further from the Line2: choices listed under the Division drop City: down menu, you can list that additional State: Arizona Zip: department name in the Department Phone: field. Department: The FOAP should be your primary FOAP. FOAP You will have the option to change it, if (budget code): necessary as you submit print requests in the future. Save Exit

You are now ready to submit a print request, order paper or stationary.

To submit a print request, first you will need to upload the file(s) that you want to print. To do that, click on the Files tab and then click on Add button.

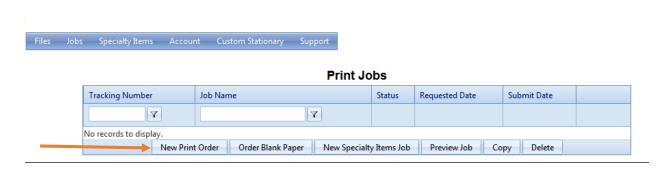


Click on Select and find the file that you want to upload on your computer and then click on upload

Specialty Items Account Custom Stationary Suppo	t				
Upload New File					
Your file should not be password protected for viewing and printing.					
Select a File	Select				
	Upload				
	•				
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	ed files list before uploading your file.				
If you do not see your file type in the	ed files list before uploading your file. ist below, try saving it as a PDF before uploading.				
If you do not see your file type in the File Types	ed files list before uploading your file. ist below, try saving it as a PDF before uploading. File Extensions				
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The file you uploaded will now be available for you to choose when creating a new print order. Please note that as you upload files you will begin creating your 'library' of files. These files will remain accessible to you until you delete them. This may come in handy if you print the same thing more than once or possibly even from semester to semester.

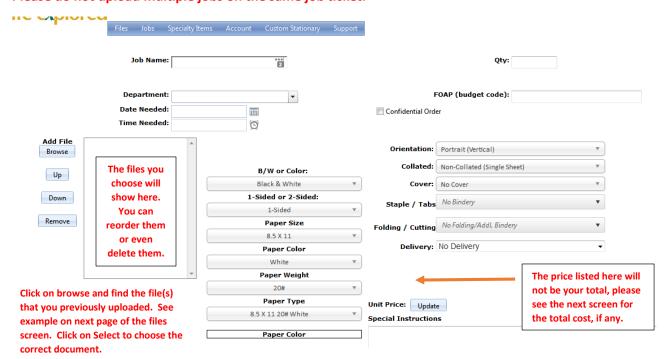
Click on New Print Order



Fill in the name of the print job, enter the quantity of that item that you'd like to have printed, enter the date you need it by, (time is optional, only necessary if you plan to pick up your print request rather than have it delivered). At this point, you can change the Department name or FOAP, if necessary.

Please note that you can add specific details for each item that you upload for each job, just click on that file name and then make the appropriate selections to the right.

Please do not upload multiple jobs on the same job ticket.



You may now make the appropriate selections in the 2 columns on the right that will tell us what you'd like to have happen with the files you've submitted.



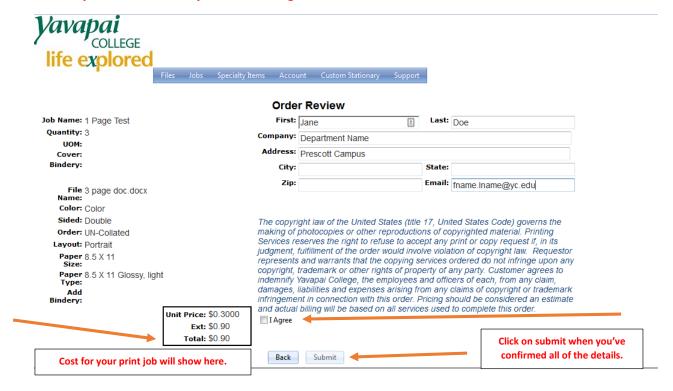
Click on select to choose the file.

Files
To Upload and Convert a New Document click the Add Button.

File Name	Create Date		
FOAP's.xlsx	7/16/2016 1:56:24 PM	<u>View</u>	Select
3 page doc.docx	7/13/2016 12:54:25 PM	<u>View</u>	Select
2 page doc.docx	7/13/2016 12:54:14 PM	<u>View</u>	Select
1 page doc.docx	7/13/2016 12:54:01 PM	<u>View</u>	Select

Please read and agree to the Copyright agreement and terms.

Review your order carefully before clicking on submit.



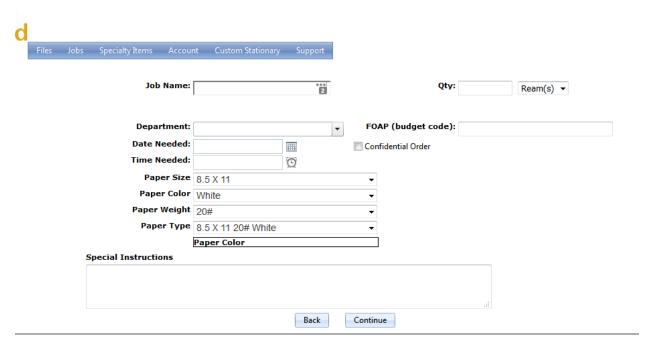
If, after submitting a job, you discover that you need to make changes or cancel the print job, please call us at x2187 and we'll be happy to assist. Please note that we do not always catch the email messages in time to stop a print job since we are most likely away from the computer in order to work on your job, therefore, a phone call works best in this situation. Thank you!

To place an order for paper, click on the Jobs tab and then the Order Blank Paper tab



You can change the Department name and/or FOAP, if necessary.

Make your choices, hit continue and then submit your request.



To order business cards, envelopes, or letterhead, click on the Custom Stationary tab on the main screen.



Custom Stationary Wizard

Select your desired stationary type to get started and click the next button.



Business Cards Click Here

Vavapai
COLLEGE
Dept Name Here
220 Ruger Rd Ste 1
Prescott AZ 86301-9114

Career & Technical Education Center

Envelopes Click Here



Please note that color letterhead is restricted to the President's Office and Division Deans. If you'd like to request a b/w word template or .pdf for your departments use, please note that in the special instructions box before checking out.