

**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:

Email is required to login into the document services area.

Password:

Password is required to login into the document services area.

**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**



**Yavapai College**

Choose your Division and Primary Department from the drop down menu

Division:

First Name:

Last Name:

Email:

Password:

Confirm Password:

Address:

Address Line2:

City:

State:  Zip:

Phone:

Department:

FOAP (budget code):

Fill in the blanks.

When you get to Address, please list your primary campus; Prescott Campus, Verde Campus, etc. and leave Address2, City and Zip blank.

If you need to drill down further from the choices listed under the Division drop down menu, you can list that additional department name in the Department field.

The FOAP should be your primary FOAP. You will have the option to change it, if necessary as you submit print requests in the future.

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.

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

File Name	Create Date	Submitted Date

No records to display.

[Click Here](#) to review a list of supported file types.

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

**Upload New File**  
Your file should not be password protected for viewing and printing.

Select a File

Please review the supported files list before uploading your file.  
If you do not see your file type in the list below, try saving it as a PDF before uploading.

File Types	File Extensions
Adobe Acrobat	PDF
Comma Delimited	CSV
Microsoft Excel	XLS, XLSX
Microsoft PowerPoint	PPT, PPTX
Microsoft Visio	VDX, VSD, VSS, VST, VSX, VTX
Microsoft Word	DOC, DOCX
Rich Text Format	RTF
Hypertext Markup Language	HTM, HTML
Text	TXT

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

Files Jobs Specialty Items Account Custom Stationary Support

### Print Jobs

Tracking Number	Job Name	Status	Requested Date	Submit Date	
<input type="text"/>	<input type="text"/>				
No records to display.					
	<a href="#">New Print Order</a>	<a href="#">Order Blank Paper</a>	<a href="#">New Specialty Items Job</a>	<a href="#">Preview Job</a>	<a href="#">Copy</a> <a href="#">Delete</a>

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.

Files Jobs Specialty Items Account Custom Stationary Support

Job Name:  Qty:

Department:

Date Needed:  Time Needed:

FOAP (budget code):

Confidential Order

Orientation:  Collated:  Cover:

Staple / Tabs:  Folding / Cutting:  Delivery:

Unit Price:   Special Instructions

**The files you choose will show here. You can reorder them or even delete them.**

**The price listed here will not be your total, please see the next screen for the total cost, if any.**

**B/W or Color:**

**1-Sided or 2-Sided:**

**Paper Size:**

**Paper Color:**

**Paper Weight:**

**Paper Type:**

**Paper Color:**

Click on browse and find the file(s) that you previously uploaded. See example on next page of the files screen. Click on Select to choose the correct document.

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	<a href="#">View</a>	<input type="button" value="Select"/>
3 page doc.docx	7/13/2016 12:54:25 PM	<a href="#">View</a>	<input type="button" value="Select"/>
2 page doc.docx	7/13/2016 12:54:14 PM	<a href="#">View</a>	<input type="button" value="Select"/>
1 page doc.docx	7/13/2016 12:54:01 PM	<a href="#">View</a>	<input type="button" value="Select"/>

Please read and agree to the Copyright agreement and terms.

Review your order carefully before clicking on submit.

**Order Review**

**Job Name:** 1 Page Test  
**Quantity:** 3  
**UOM:**  
**Cover:**  
**Bindery:**

**File:** 3 page doc.docx  
**Name:**  
**Color:** Color  
**Sided:** Double  
**Order:** UN-Collated  
**Layout:** Portrait  
**Paper Size:** 8.5 X 11  
**Paper Type:** 8.5 X 11 Glossy, light  
**Add Bindery:**

**First:**  **Last:**   
**Company:**   
**Address:**   
**City:**  **State:**   
**Zip:**  **Email:**

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**Unit Price:** \$0.3000  
**Ext:** \$0.90  
**Total:** \$0.90

I Agree

Cost for your print job will show here.

Click on submit when you've confirmed all of the details.

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

Files Jobs Specialty Items Account Custom Stationary Support

### Print Jobs

Tracking Number	Job Name	Status	Requested Date	Submit Date

No records to display.

New Print Order Order Blank Paper New Specialty Items Job Preview Job Copy Delete

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

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

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Files Jobs Specialty Items Account Custom Stationary Support

Job Name:

Qty:  Ream(s)

Department:  FOAP (budget code):

Date Needed:   Confidential Order

Time Needed:

Paper Size: 8.5 X 11

Paper Color: White

Paper Weight: 20#

Paper Type: 8.5 X 11 20# White

Special Instructions

Back Continue

To order business cards, envelopes, or letterhead, click on the Custom Stationery 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



### 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.