

Submitting Print Jobs Made Easy With PrintNet



Ricoh - Winston Salem University Admin Log in.

Email

Password

Log in

Login with account credentials



**RAMGRAPHIX
PRINT CENTER**



Welcome Paul

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 HOME

 FILES

 ORDERS

 SPECIALTY ITEM ORDERS

 TEMPLATES

The Navigation Bar

Allows you to navigate to specific functions within PrintNet

- a. Home – takes you to the Home Screen
- b. Files – will display files you have uploaded for print jobs
- c. Orders – will display your current print Orders and status
- d. Specialty Item Orders – will display your orders for Paper



Welcome Paul

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To submit a print job click on "Print Orders" icon

Welcome to PrintNet

When entering a new print job request, please make your selections in order, as the choices you make change the available options as you work your way through the form. If you have any questions about PrintNet, please feel free to reach out to ramgraphix@wssu.edu



PRINT ORDERS

Click here to place a
standard print order



SPECIALTY ITEM

Click here to place a
specialty item order

RECENT ACTIVITY



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[Home](#) > [Orders](#) > [New Print Order](#)

Print Order

[Need Help ?](#)

Job Details Unit Price: \$0.0000

Job Name * Order Quantity

*

FUND # Department

Personal Order Estimate

▶ Files

▶ Request Date/Time

▶ Print & Paper Options

▶ Orientation/Collation

▶ Bindery & Covers

▶ Special Instructions

Add a job name and quantity. Department and enter fund code if charging being invoiced to a department. Otherwise select personal. If job submission is to obtain a quote first, then kindly click "Estimate".



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Need Help ?

Job Details Unit Price: \$0.1400

Files

Files

Test Table of Contents.docx +

Request Date/Time

Print & Paper Options

Orientation/Collation

Bindery & Covers

Special Instructions

Click "files list" to choose a file previously uploaded.
Or click on the + button on right side to add a new one.

1 of 7 Automatic Zoom

Insert your first table of contents

Create, update, and customize a table of contents

You don't need to wait until your pages are finalized; inserting a table of contents can be an early step in creating your document. As the pages of your document develop, Word helps you keep the table of contents up to date.

*This doc isn't just for reading, it's for trying too. Watch for the **Try it** text in red throughout this document so you can learn by doing.*

Insert a table of contents

To add a TOC (short for *table of contents*), just decide where you want it. Word will do the heavy lifting.



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Need Help ?

Job Details

Unit Price: \$0.1400

Files

Files

Test Table of Contents.docx



Request Date/Time

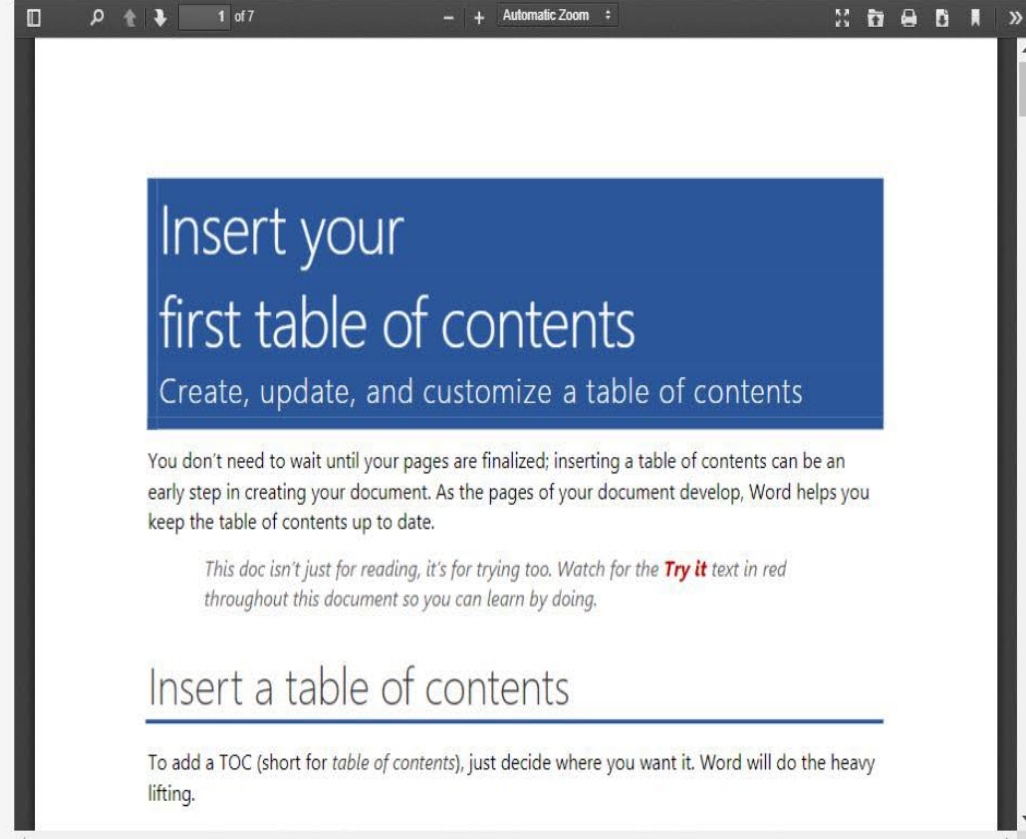
Print & Paper Options

Orientation/Collation

Bindery & Covers

Special Instructions

Once a file is selected users can scroll through the PDF preview on the right





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Need Help ?

Job Details

Unit Price: \$0.1400

Files

Request Date/Time

Date Needed 05/20/2024

Time Needed

4:00 PM

May 2024

Su	Mo	Tu	We	Th	Fr	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

Print & Paper C

Orientation/Col

Bindery & Cove

Special Instructions

Give it a date and time needed

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Job Details

Unit Price: \$0.1400

Files

Request Date/Time

Print & Paper Options

1-Sided or 2-Sided

1-Sided

B/W or Color

Black & White

Paper Size

8.5 x 11

Paper Color

White - Text

Paper Weight

20#

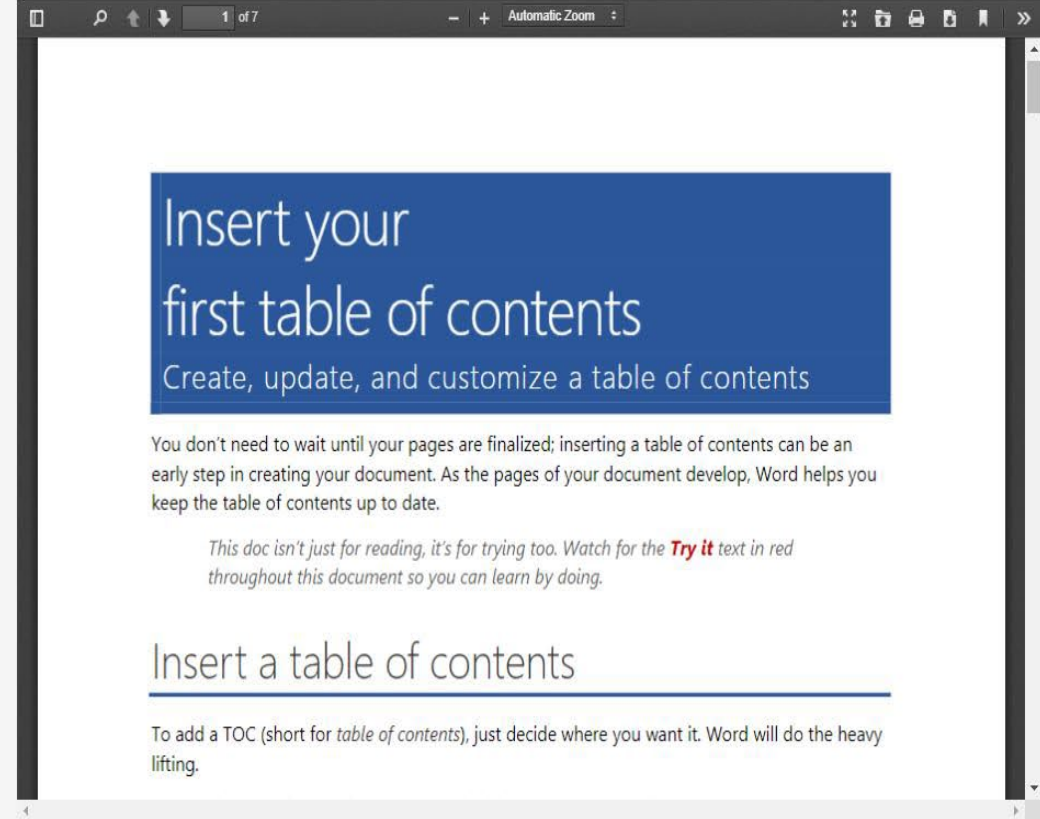
Paper Type

8.5 x 11 20# White - Text

Orientation/Collation

Bindery & Covers

Then choose your paper options



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Need Help ?

Job Details

Unit Price: \$0.1400

Files

Request Date/Time

Print & Paper Options

Orientation/Collation

Orientation/Collation

Portrait (Vertical)

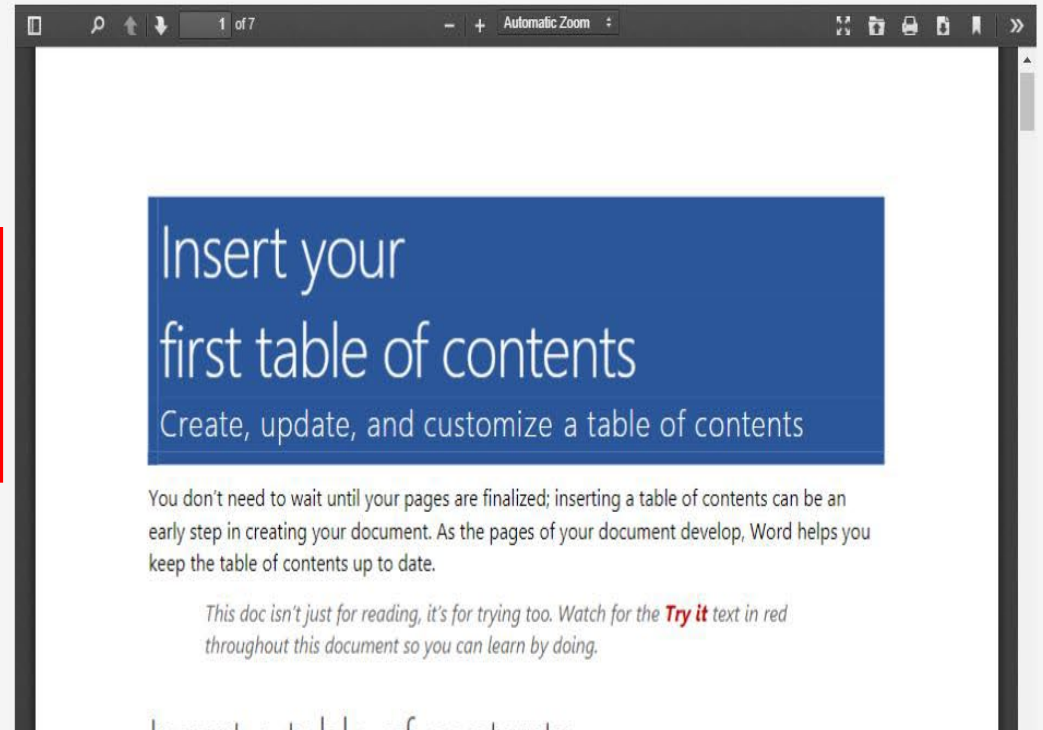
Collated

Collated (Packet)

Bindery & Covers

Special Instructions

Select your orientation and if the job is collated or non-collated





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Need Help ?

Job Details

Unit Price: \$0.1400

Files

Request Date/Time

Print & Paper Options

Orientation/Collation

Bindery & Covers

Cover No Cover

Bindery & Finishing

No Bindery

Folding/Addl. Bindery

No Folding/Addl. Bindery

Special Instructions

Select any covers, bindery or folding

Insert your first table of contents

Create, update, and customize a table of contents

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ORDERS

SPECIALTY ITEM ORDERS

Home > Orders > New Print Order

Print Order

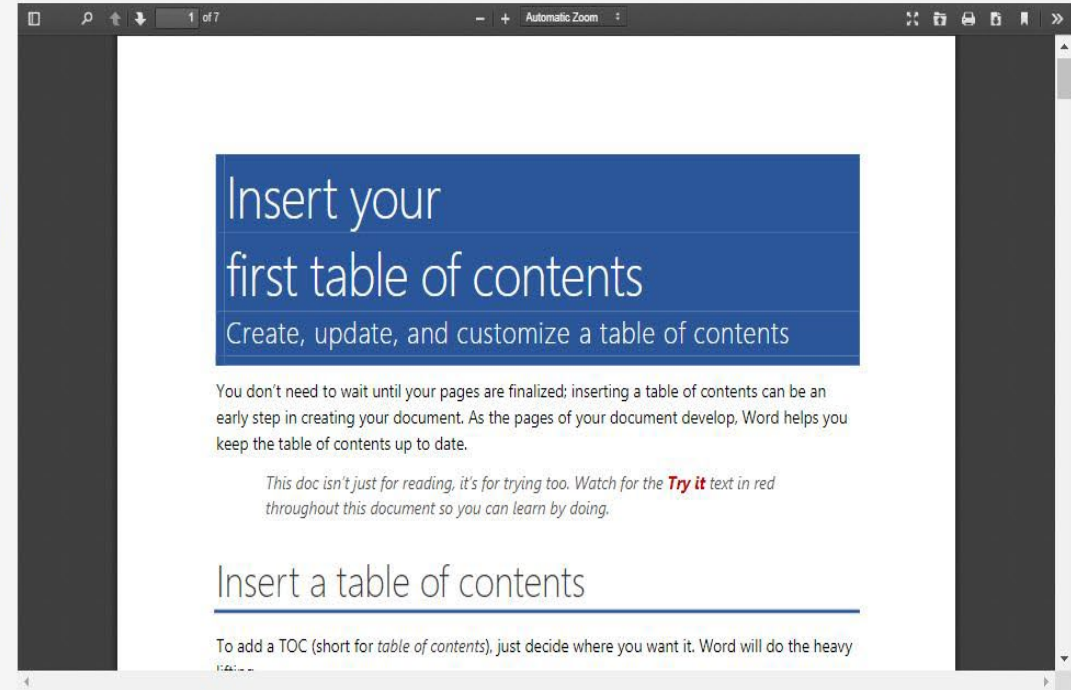
Need Help ?

Job Details	Unit Price: \$0.8400
Files	
Request Date/Time	
Print & Paper Options	
Orientation/Collation	
Orientation/Collation	Portrait (Vertical)
Collated	Collated (Packet)
Bindery & Covers	
Special Instructions	

Continue

Cancel

Select continue to review your order summary





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Home > Orders > 1st Print Order Edit > Review Order

Review Order

Tracking Number: 0000071

Job Name: 1st Print Order

Qty: 100

Cover:

Bindery:

Add Bindery:

Color: Black and White

Sided: Single

Layout: Portrait

Paper Size: 8.5 x 11

File Name(s):

Test Table of Contents.docx

Job Details:

Job Title: 1st Print Order

- 100 set(s) of 7 page(s)

- 700 Black and White impression(s) and 0 Color impression(s)

- 1 sided printing

- Collated

- 8.5 x 11 20# White - Text

Pricing Grid:

Unit Price: \$0.4200

Delivery Price: \$0.00

Ext Price: \$42.00

Total Price: \$42.00

Tax: \$0.00

Order Total: \$42.00

Email

printtest@wssu.edu

First Name

John

Last Name

Doe

Company

Faculty & Staff

Phone

336-555-5555

Address Line 1

601 S Martin Luther King JR Drive

Address Line 2

City

Winston Salem

State

NC

Zip

27110-0003

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Order Thank You

Your order has been processed you will be receiving a confirmation email shortly.

Thank You!

[New Order](#)

Once submitting your request, you will see onscreen that your order has been submitted. Additionally, you will also receive an email confirmation.



If You Have Questions

If you have any questions, please feel to contact us in the Print Center at 336-750-2765 or via email at ramgraphix@wssu.edu . Our staff is happy to answer any of your questions and to assist you with your projects.

You may also email PrintNet support directly at support@printnetsolutions.com .



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