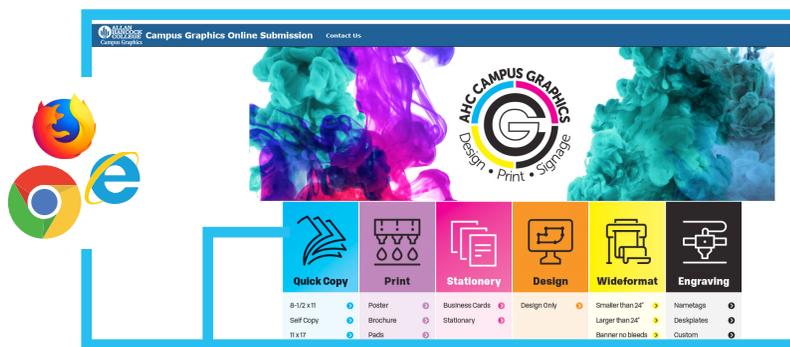


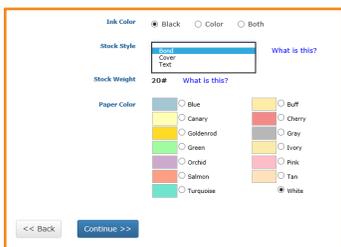
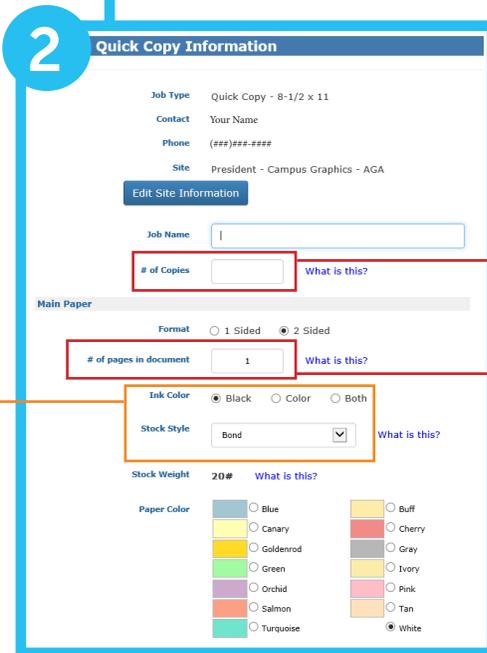
QUICK COPY Job Ticket

Job ticket is submitted online or attached to hard copies and turned in to Campus Graphics. Typically takes 2-3 business days to complete.

printshop.hancockcollege.edu



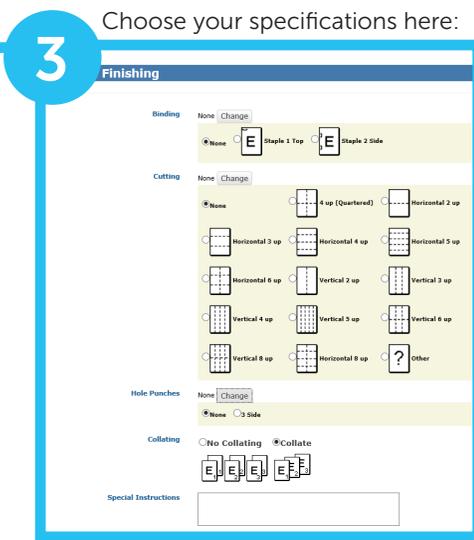
Log in with your user name and password



Option to choose a different paper color and weight as well as color or black and white prints

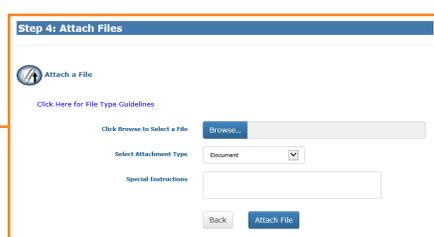
of sets to be printed

original # of pages before being double sided (ex: this document has 2 pages, software calculates automatically to 1 sheet per set if "2 sided" is selected)

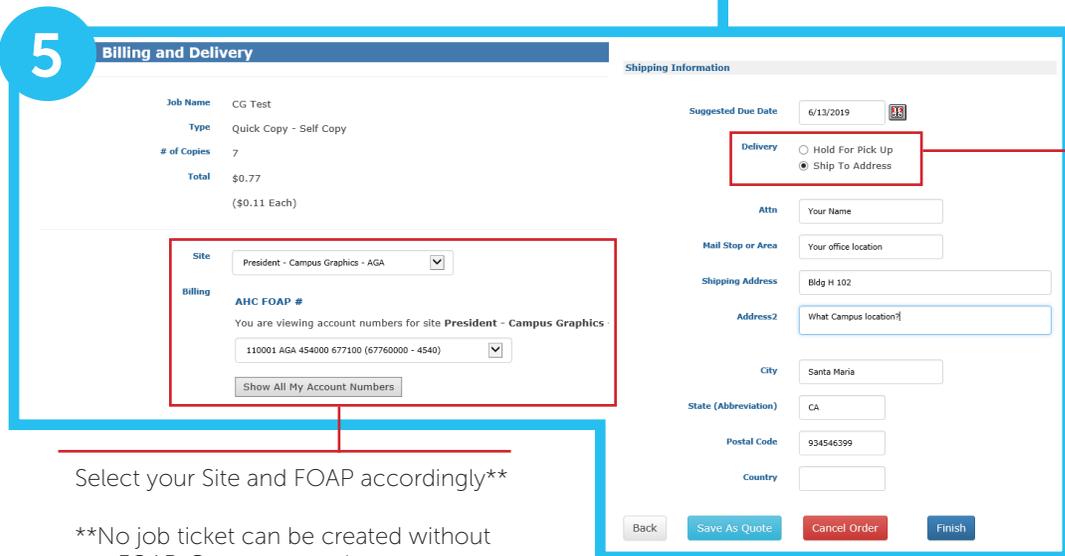


Choose your specifications here:

Attach hard copies to job ticket & place in Quick Copy folder located in the CG lobby



We recommend attaching PDFs or Word Docs. Our software does not support Pages or other Mac word processors



Select your Site and FOAP accordingly**

**No job ticket can be created without a FOAP. Contact your department secretary for more info.

Hold for pick up: Placed under your last name for you to come and pick up

Ship to Address: Placed in Department box being picked up by secretary or student worker and delivered to you (ex: bldg C, M-Health, M-LPS, M-Math, S-Com. Ed)*

*Please make sure Mail Stop and Shipping Address is filled out in your profile

Use "Save as Quote" to save and come back to it later or "Cancel Order" to cancel. Click "Finish" to submit or print and attach hard copies to drop off at CG.

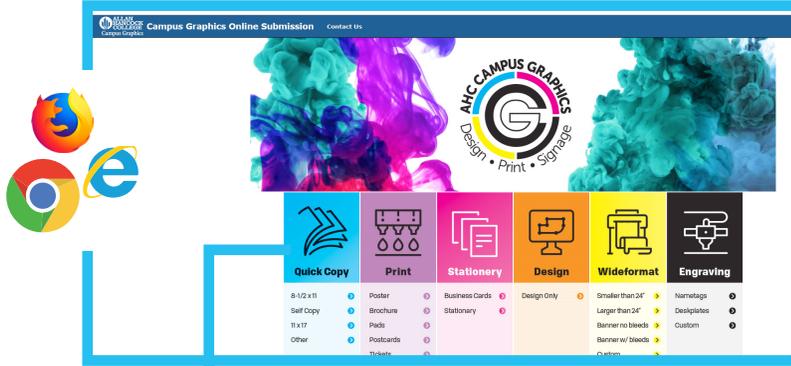
SELF COPY Job Ticket

Copies done by yourself on the "Lobby Copier" at time of walk in.

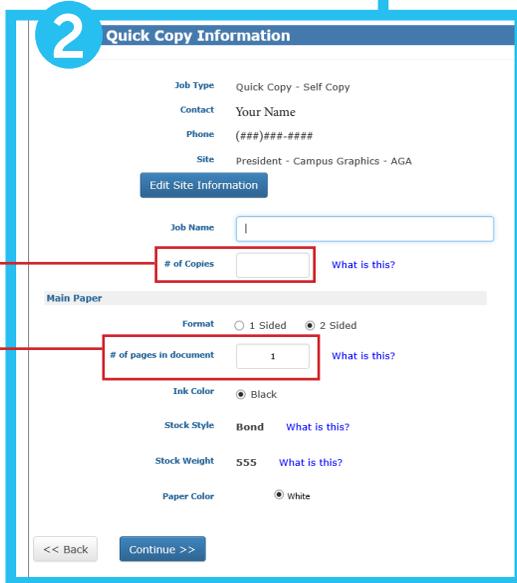
These copies are black and white on white bond paper only.

Job ticket can be created prior to making copies as long as it's signed and turned in at the time the copies are being made.

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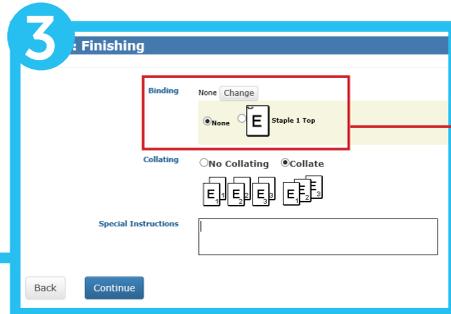


Log in with your user name and password

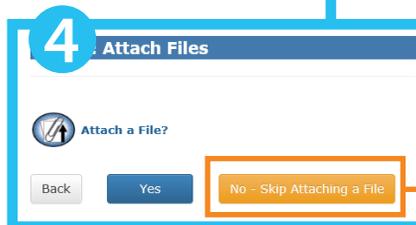


of sets needed printed

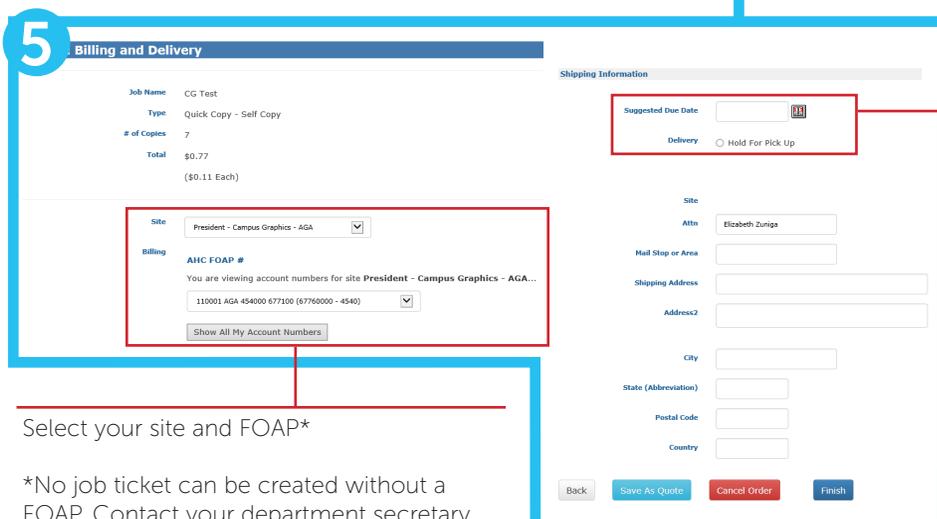
original # of pages before being double sided



Staple option



*Since this is a self copy job you do not need to attach the files that you will be printing.



Select your site and FOAP*

*No job ticket can be created without a FOAP. Contact your department secretary for more information

Choose actual date and Hold For Pick Up since copies are being done at the time of your arrival

Print, sign and turn in job ticket once your copies are completed. Use "Save as Quote" to save and come back to it later or "Cancel Order" to cancel.