

Print Shop Contact Information

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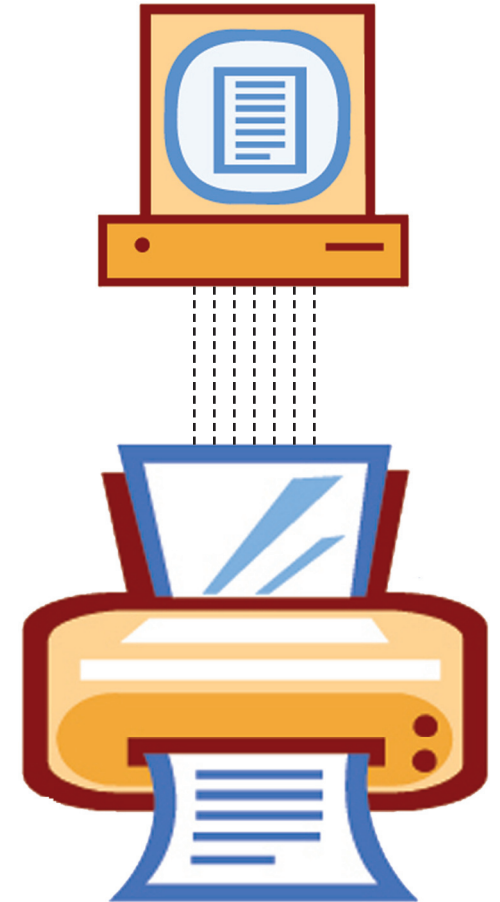
e-Print Instructions Quick View

- 1. GET AND COMPLETE**
Print Request Form (Use Word document)
www.faytechcc.edu/research/FTCCFill-inForms.htm
- 2. SAVE** Request Form on computer
- 3. GO TO** GroupWise
- 4. CLICK ON** "New Mail"
- 5. ADDRESS TO** ePRINTSHOP
or ePRINTSHOP@faytechcc.edu
- 6. ATTACH** Print Request Form
- 7. ATTACH** Document to be printed
- 8. CLICK** Send

REMEMBER ACCEPTABLE FORMATS:

Office 2000
Office 2003
Word
Excel
Adobe PDF

WELCOME TO E-PRINT



**The FTCC
Computer to Print Shop
Process**

e-Print Guidelines

In order to process orders in a timely manner please read the following guidelines. If you have any questions or special needs contact the Print Shop Supervisor at extension 88221 or byrdt@faytechcc.edu.

- **Do not send color copy requests** by e-Print. Send a hardcopy to the Print Shop either by hand or via Campus Mail.
- **Do not send files containing more than 80 pages** by e-Print. Send a hardcopy to the Print Shop either by hand or via Campus Mail.
- The purpose of e-Print is to save time sending orders to the Print Shop. It does not change the time a print job takes to process. Please plan your projects appropriately.
- All orders are processed in the order in which they are received.
- The Print Shop will not maintain files. Once an e-Print request has been processed the electronic file will be deleted.
- The Print Shop is not responsible for changing/correcting files received. Proof your work carefully for any typographical or grammatical errors.
- The Print Request Form must be filled out completely. Any deletion of information may result in a delay of processing the request.



INSTRUCTIONS FOR USING E-PRINT

e-Print is available to all staff and faculty.

e-Print procedures are implemented to provide better customer support.

e-Print is for black and white printing and publishing only.

- Go to www.faytechcc.edu/research/FTCCFill-inForms.htm
- Click on “P”
- Click on “**Printing & Duplicating, Request for**” form Word document.
(PDF will not allow fill-in and attaching to an email).
- Fill out Request Form completely with appropriate information
- Save** Request Form on computer
- Go to GroupWise
- Click on “**New Mail**”
- Address to **ePRINTSHOP** or **ePRINTSHOP@faytechcc.edu**
- Attach Print Request Form document.
- Attach document to be printed
- Click Send

ACCEPTABLE FORMATS:
Office 2000
Office 2003
Word
Excel
Adobe PDF