Instructions For Submission of Jobs Requests to the Print Shop

**Please Note:** Though an approval signature may no longer be required for a department, all jobs submitted will be recharged to departmental printing and duplication budget lines.

Instructions for on-line submission:

1) Create the document on your computer. Larger items like posters should be created in their finished size (11x17, 8.5x11, etc.). All documents should be saved in .pdf or .pub formats for best results.

2) Go to the Print Shop web page and click on the link for the On-line print request ticket.

3) Fill out all of the required fields by typing or clicking the proper button.
   
   **Note:** If your department no longer requires approval of print requests DO NOT fill in the field that says “e-mail of approver” or your request will not go directly to the Print Shop.

   If you department still requires approval make sure you put the e-mail of the person who approves your print requests in the “approver”. This may be your department head, supervisor, or secretary.

4) Click the “Choose File” button to browse your computer to find the document you wish to attach. Attach the file and you will be returned to the form.

5) Review your request for accuracy.

6) Click the “submit” button to send the request.
   
   **Note:** If your department requires signature approval your Chair or proxy will receive it and, once approved, forward it to the print shop mailbox.

7) You will get a message screen that will allow you to save or print a copy of your request for your records. Your Department office will also receive a copy for their records.

8) Click this link to proceed to the form.
   [http://www.oneonta.edu/academics/printshop/ticket.aspx](http://www.oneonta.edu/academics/printshop/ticket.aspx)

Instructions For Those Who Approve Duplication Requests

1) You will receive an e-mail generated by the online form in your mailbox

2) Review the request and follow the instructions in the e-mail to forward the approved request to [Printshop@oneonta.edu](mailto:Printshop@oneonta.edu)
3) Save or print the e-mail so you have a record of the request.

Instructions for Walk in Print Requests

1) Go to www.oneonta.edu/academics/printshop and click on the link for the mail or walk in print request ticket and print it out.

2) Fill out the ticket, have it approved if necessary, make a copy for your and departmental records.

3) Bring or mail your document with the job ticket to the Print Shop.