

## Submitting a **Print Request** from Grambling State University's Tiger Post.

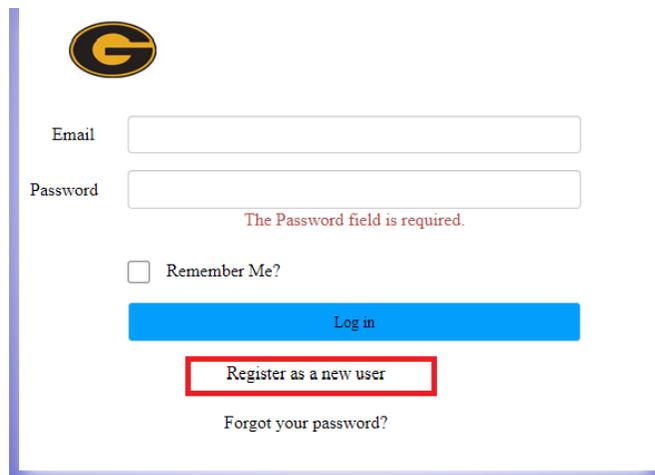
1. User has GSU credentials (faculty, staff, students)
  - a. Access the system by using the link below. Your Gram.edu login will work. Proceed to Step 3.

<https://www.copynetsolutions.com/grambling/>

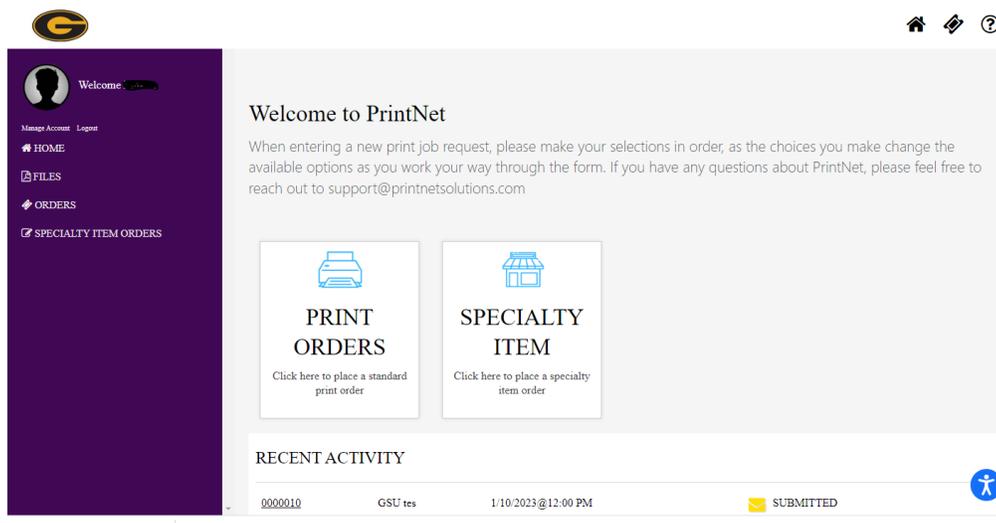
2. User does not have GSU credentials (public users)
  - a. Access the system by using the link below. Select *Register as a new user*.

<https://www.copynetsolutions.com/print/store/500283>

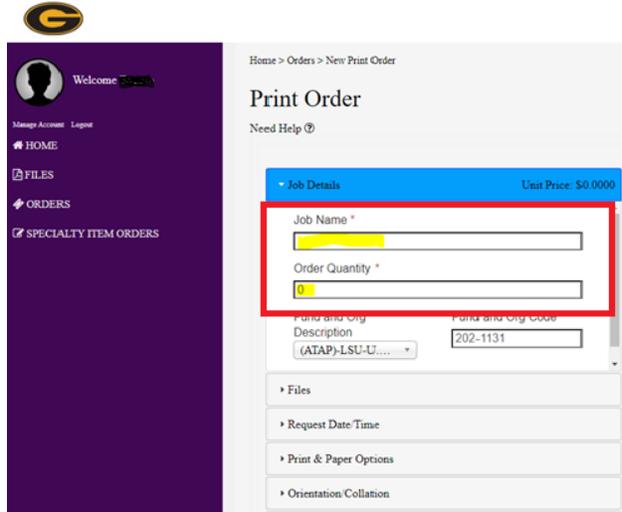
- b. User will enter information to create a new account; then click *Register*.



3. After creating a new user account, the system will proceed to the home page.

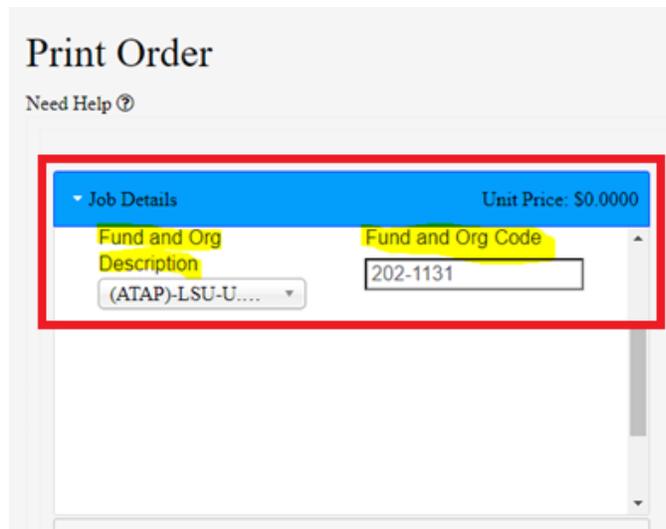


4. To request a print job, click on [Print Orders](#). Screen below will be displayed.
- a. Enter *Job Name* and *Order Quantity*.



The screenshot shows the 'Print Order' form. The 'Job Name' and 'Order Quantity' fields are highlighted in yellow. The 'Job Name' field contains a yellowed-out text, and the 'Order Quantity' field contains the number '0'. The 'Fund and Org Description' dropdown menu is set to '(ATAP)-LSU-U...'. The 'Fund and Org Code' field contains '202-1131'. The 'Unit Price' is \$0.0000. The form is titled 'Print Order' and includes a 'Need Help' link.

- b. Enter department budget code by accessing the dropdown menu. Select the correct *Fund and Org Description*. The corresponding *Fund and Org Code* will auto-populate. Confirm the correct fund.



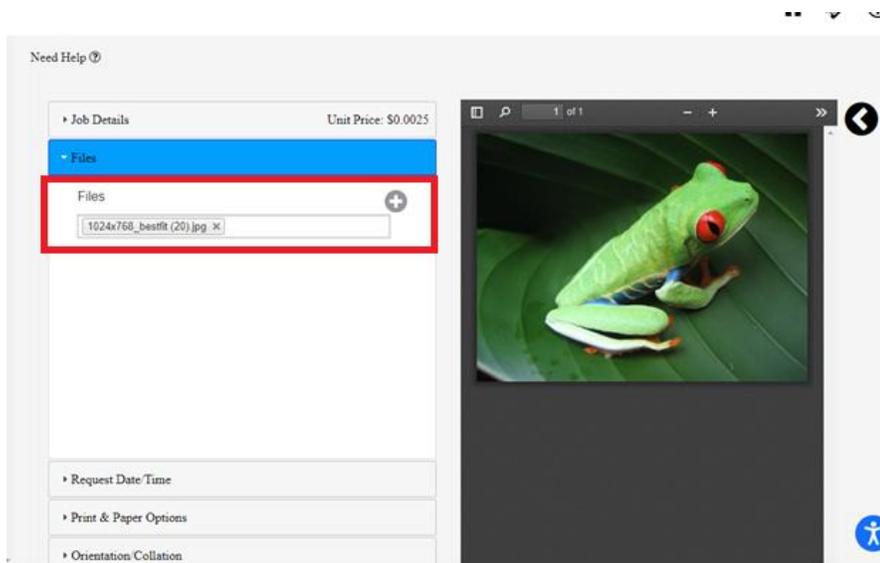
The screenshot shows the 'Print Order' form. The 'Fund and Org Description' dropdown menu is highlighted in yellow. The 'Fund and Org Code' field contains '202-1131'. The 'Unit Price' is \$0.0000. The form is titled 'Print Order' and includes a 'Need Help' link.

5. If you have a file to attach, select *File* from the dropdown menu. Click the + sign and locate your file.

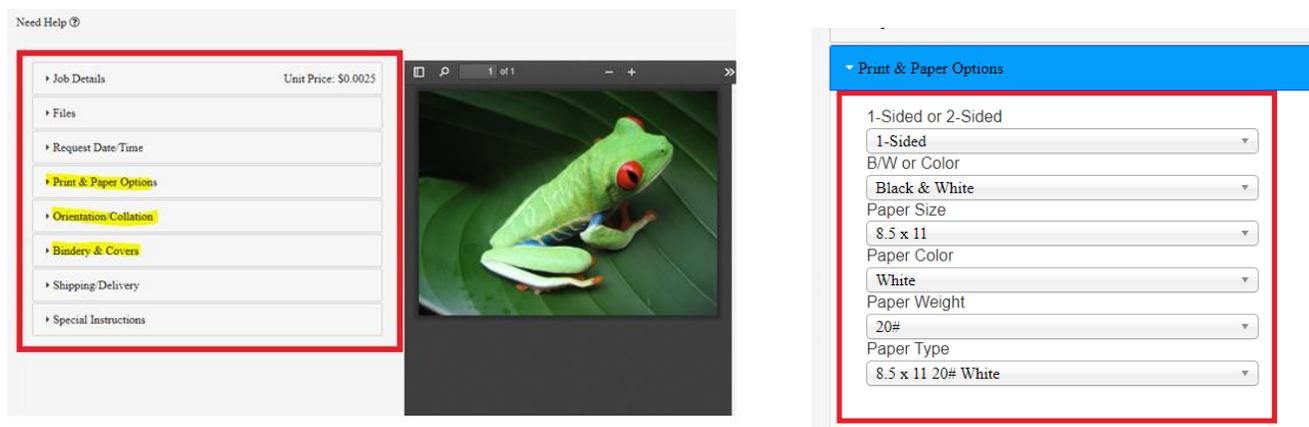


The screenshot shows the 'Print Order' form. The 'Files' section is highlighted in yellow. The 'Files' dropdown menu is set to 'Files'. The 'Unit Price' is \$0.0000. The form is titled 'Print Order' and includes a 'Need Help' link.

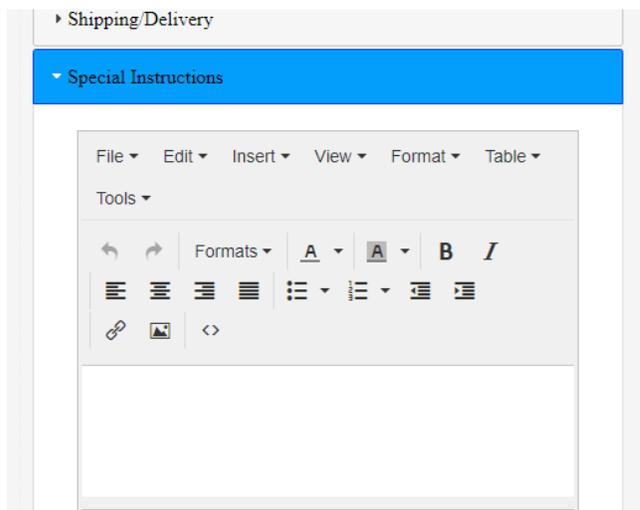
6. After selecting your file, should see the image populated in the *Files* section to the right.



7. Select your specific job requirements i.e., int *Paper Type/Color, Black & White, 1- or 2-sided, Binding, Covers*, etc. from the drop-down menus.



8. Add *Special Instructions* if needed. Click *Submit* when finished entering all the details of your request.



9. Once you click submit, details of your order and cost associated will be displayed. You must agree to the terms of **Copyright Release and Information Form** to complete your request.

File Name(s): 1024x768_bestfit (20).jpg	City <input type="text"/>
Job Details: Job Title: test - 400 set(s) of 1 page(s) - 400 Black and White impression(s) and 0 Color impression(s) - 1 sided printing - Collated - 8.5 x 11 20# White - Delivery: No Delivery Option Required	State <input type="text"/>
	Zip <input type="text"/>
Pricing Grid: Unit Price: \$0.0525 Ext Price: \$21.00 Total Price: \$21.00 Tax: \$0.00 Order Total: <b>\$21.00</b>	<b>COPYRIGHT RELEASE AND INFORMATION FORM</b> REPRODUCTION OF THIRD PARTIES WORKS THAT ARE SUBJECT TO COPYRIGHT PROTECTION CONSTITUTES COPYRIGHT INFRINGEMENT UNLESS A LICENSE TO REPRODUCE SUCH WORKS HAS BEEN OBTAINED OR ANOTHER EXCEPTION TO COPYRIGHT INFRINGEMENT EXISTS. USE OF ANOTHERS TRADEMARK IN A WAY THAT IS LIKELY TO CAUSE CONFUSION, MISTAKE OR DECEPTION AS TO SOURCE OF GOODS OR SERVICES CONSTITUTES TRADEMARK INFRINGEMENT. PRICE IS ESTIMATE ONLY, FINAL PRICE IS DETERMINED BY THE PRINT CENTER.  <input type="checkbox"/> I Agree

10. Your order is now complete.

Home > Orders > Thank you

## Order Thank You

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

Thank You!

[New Order](#)

**Contact Information:**

Ricoh team members can be reached at 318-274-2255 with any questions or concerns.