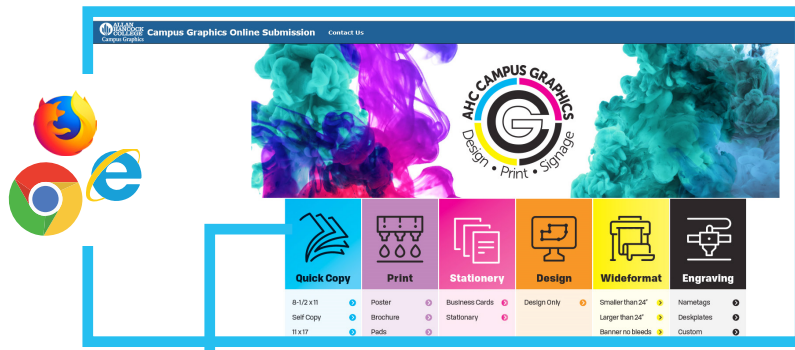


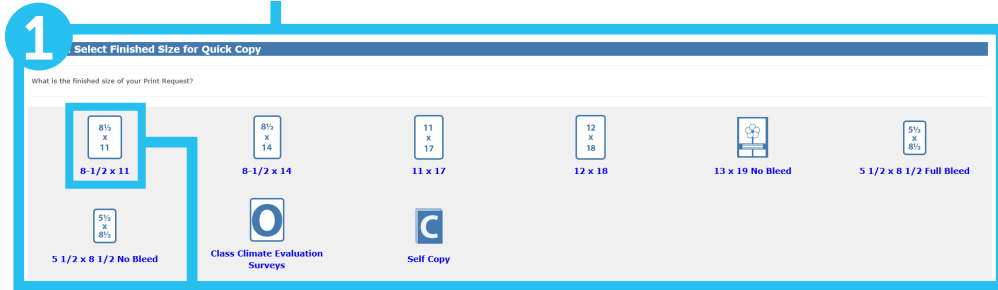
# QUICK COPY Job Ticket

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](http://printshop.hancockcollege.edu)



Log in with your user name and password

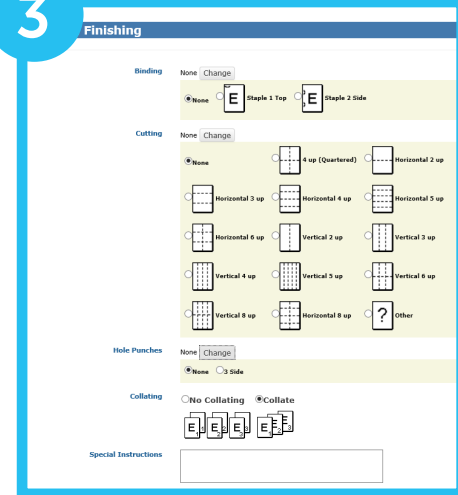


1

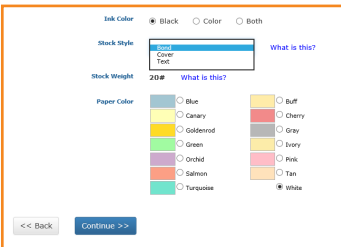


2

3 Choose your specifications here:



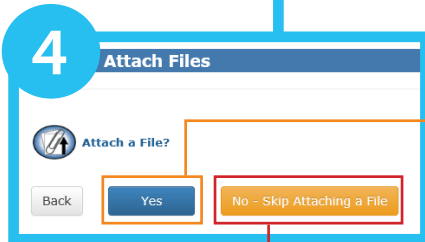
3



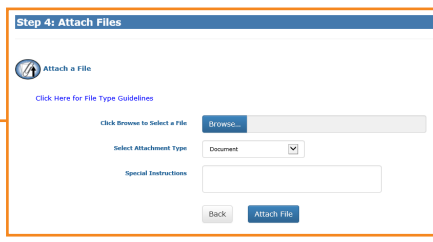
Option to choose a different paper color and weight as well as color or black and white prints

# 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)

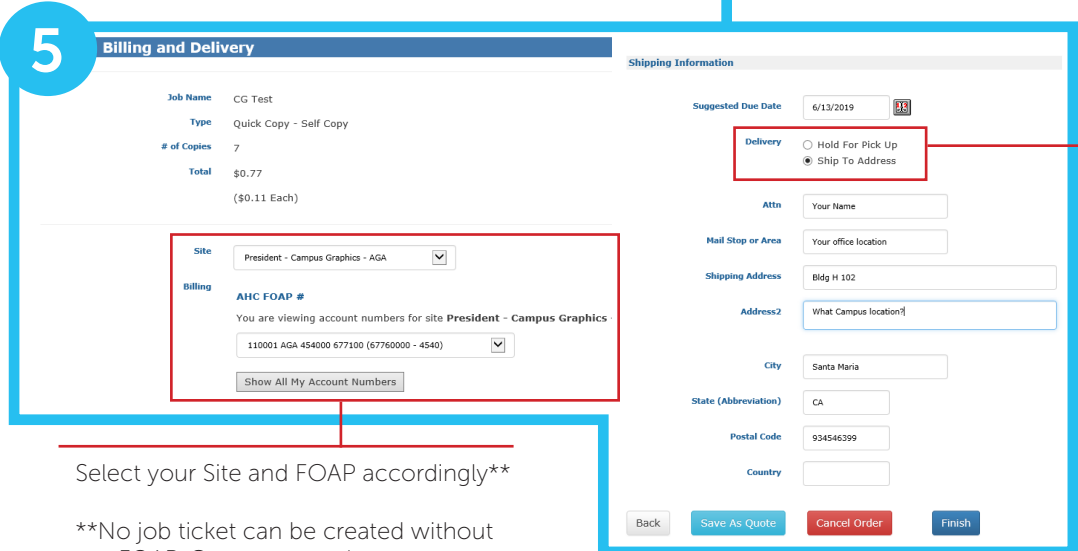
Attach hard copies to job ticket & place in Quick Copy folder located in the CG lobby



4



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



5

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

6

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.

Select your Site and FOAP accordingly\*\*

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

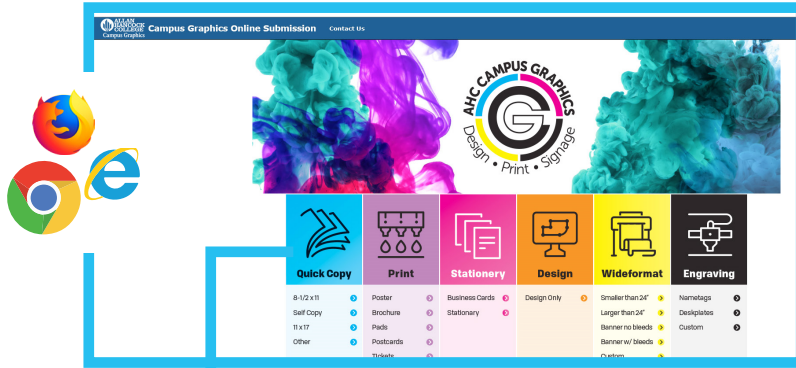
# SELF COPY Job Ticket

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

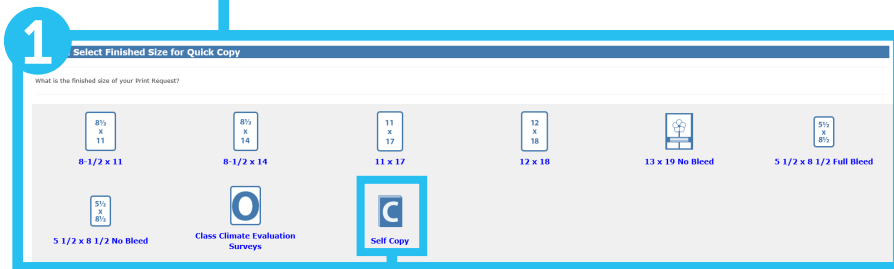
These copies are black and white on white bond paper only.

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.

[printshop.hancockcollege.edu](http://printshop.hancockcollege.edu)

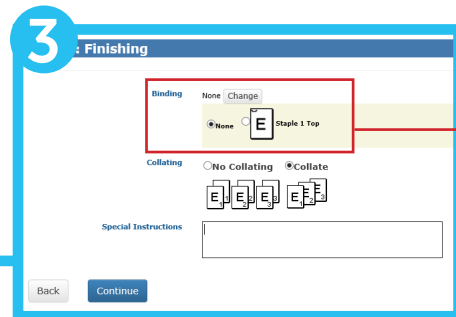


Log in with your user name and password

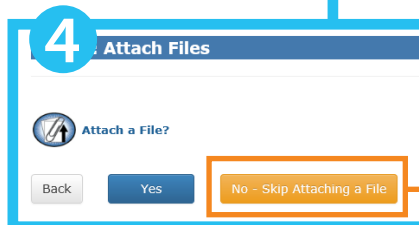


# of sets needed printed

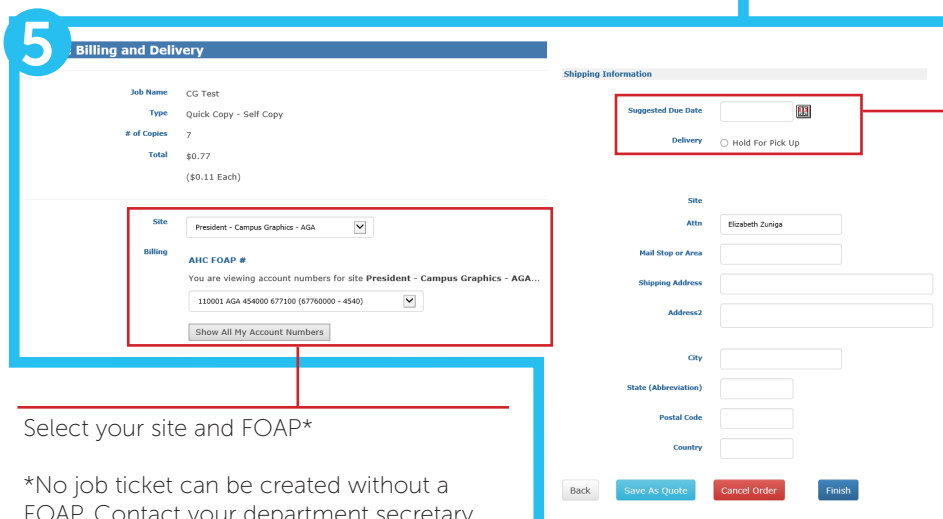
original # of pages before being double sided



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

