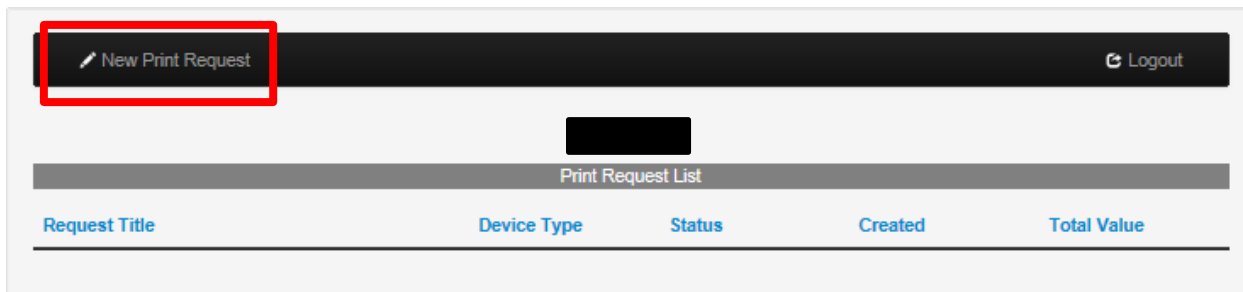


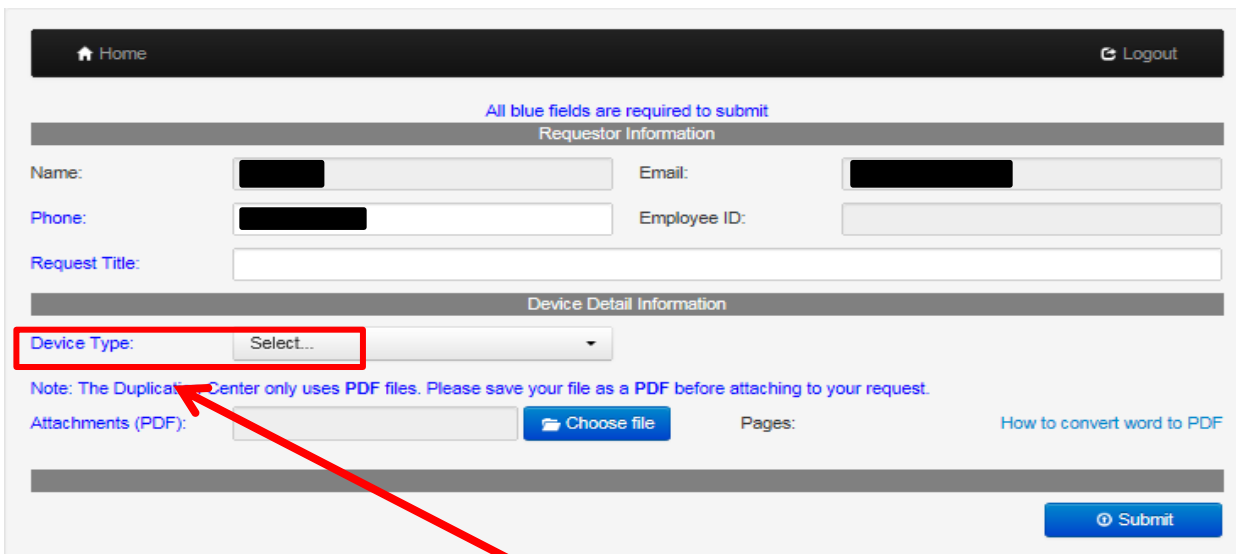
Plotter

After logging in, the browser will take you the home page. Once on the home page, to create a print request, click on “New Print Request” located in the top left hand corner of the page.



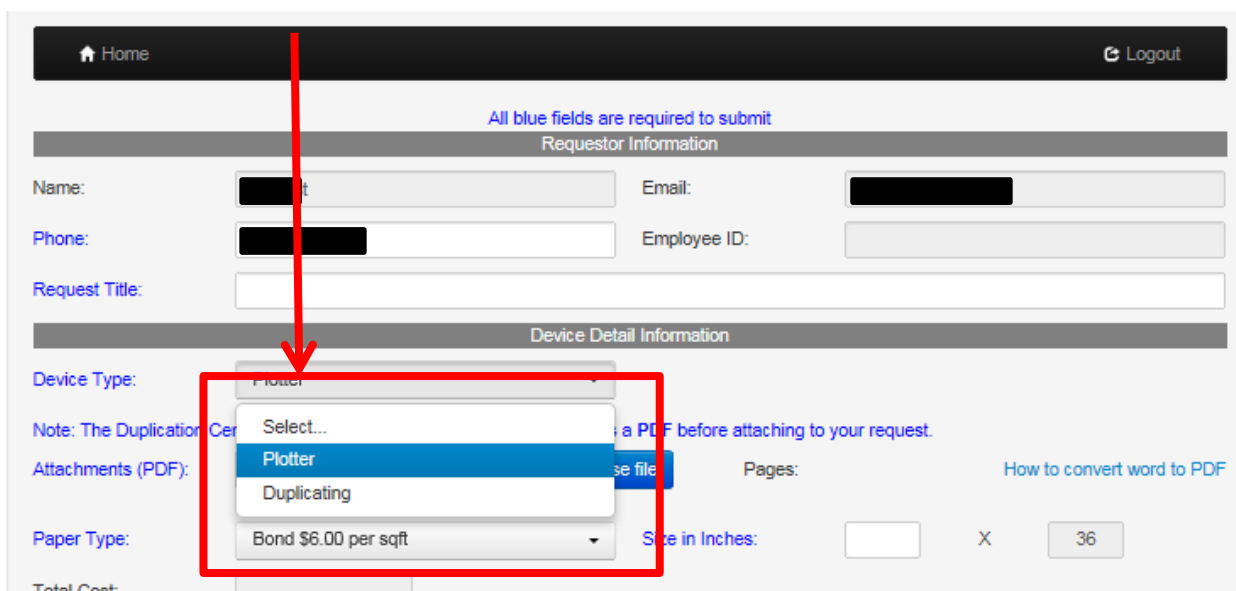
The screenshot shows the top navigation bar of the application. On the left, there is a button labeled "New Print Request" with a pencil icon, which is highlighted by a red rectangular box. On the right, there is a "Logout" button with a user icon. Below the navigation bar, there is a section titled "Print Request List" which contains a table with headers: "Request Title", "Device Type", "Status", "Created", and "Total Value".

After clicking on the “New Print Request” tab, the browser will lead you to a fill-in page:



The screenshot shows the "New Print Request" form. At the top, there is a "Home" button and a "Logout" button. Below them, a message states "All blue fields are required to submit". The form is divided into two main sections: "Requestor Information" and "Device Detail Information". The "Requestor Information" section includes fields for "Name", "Email", "Phone", and "Employee ID". The "Device Detail Information" section includes a "Device Type" dropdown menu, which is highlighted by a red rectangular box. Below the dropdown, there is a note: "Note: The Duplication Center only uses PDF files. Please save your file as a PDF before attaching to your request." There is also a field for "Attachments (PDF)" with a "Choose file" button and a "Pages" field. A "Submit" button is located at the bottom right of the form. A red arrow points from the "Device Type" dropdown to the "Plotter" option in the next screenshot.

To select “Plotter” for the device type, go to “Device Type” under the “Device Detail Information” section and select “Plotter”.



The screenshot shows the "New Print Request" form with the "Device Type" dropdown menu open. The dropdown menu is highlighted by a red rectangular box, and the "Plotter" option is selected, indicated by a blue highlight. The dropdown menu also shows "Select...", "Duplicating", and "Bond \$6.00 per sqft". A red arrow points from the "Device Type" dropdown in the previous screenshot to this dropdown menu. The rest of the form, including the "Requestor Information" section and the "Attachments (PDF)" field, remains visible.

After clicking “Plotter”, the page will then give you more options for your request:

Home Logout

All blue fields are required to submit

Requestor Information

Name: [Redacted] Email: [Redacted]
Phone: [Redacted] Employee ID: [Redacted]
Request Title: [Redacted]

Device Detail Information

Device Type: Plotter

Note: The Duplication Center only uses PDF files. Please save your file as a PDF before attaching to your request.

Attachments (PDF): [Redacted] Choose file Pages: [Redacted] [How to convert word to PDF](#)

Paper Type: Bond \$6.00 per sqft Size in Inches: [Redacted] X [Redacted] 36

Total Cost: [Redacted]

Review Request

☒ Provide a sample of the document before processing my order.

Terms and Conditions

A photo ID must be presented at the time of pick-up. The requestor is the only person that can pick up the order.

All files should be at least 150 pixels per inch for acceptable quality. Files to be printed must be a single .pdf file sized to the actual size you want printed. The Duplication Center will not resize or modify files. They will be printed as is.

NOTE: What you see on your computer monitor is not always what will print. A computer monitor is in a color scheme called RGB, printer us CMYK. Your color will not be identical to what you see on screen, but they will close. The printer only prints the files according to how it "reads" them; i.e. your poster file consist of data codes that the computer and printer interprets and constructs your file with. Sometimes, these files are interpreted differently between various computers, software programs, versions of software, and printers.

☒ I agree with Terms and Condition

Submit

Attach the PDF file of the page you wish to print.

Choose the paper type you wish your pages would like to be printed on whether it's “Bond” or “Glossy”.

Device Detail Information

Device Type: Plotter

Note: The Duplication Center only uses PDF files. Please save your file as a PDF before attaching to

Attachments (PDF): [Redacted] Choose file Pages: [Redacted]

Paper Type: Bond \$6.00 per sqft

Total Cost: [Redacted]

Bond \$6.00 per sqft
Glossy \$7.00 per sqft

Review Request

☒ Provide a sample of the document before processing my order.

Next, choose the size of the paper you wish your file would like to be printed on:

The screenshot shows a web form titled "Device Detail Information". It includes a dropdown menu, a "Choose file" button, and a "Pages" field. A red box highlights the "Size in Inches:" label and its corresponding input field. A red arrow points from the text above to this input field. To the right of the input field is an "X" symbol and a "36" value.

After you have checked the "Total Cost" of the papers, check either if you would like to be provided a sample of the document.

Agree with the "Terms and Conditions" and click "Submit".

The screenshot shows a web form titled "Review Request". It includes a checkbox labeled "Provide a sample of the document before processing my order." and a "Terms and Conditions" section. The "Terms and Conditions" section contains a photo ID requirement, a file quality requirement, and a note about color. A red box highlights the "Submit" button at the bottom right. A red arrow points from the text above to this button.