

ONLINE COPY CENTER HANDOUT

Login at the Mead Copy Center <http://copy.meadsd.net>

To Create an Online Order

1. Enter your Novell/Network password.
2. Select the **Enter a New Order** button .
3. Enter the **Request Date** for your order using mm/dd/yyyy.
4. Type in the **Job Name** or name of your document.
5. Now enter the **Total number of pages** followed by the **Total number of copies** you are requesting.
6. Use the drop menu to select **Paper Type** and **Paper Color**.
7. Select any other options pertinent to your order: Staple, Hole Punch, Collated, Single Sided or Double Sided.
8. If you have specific instructions for your order use the **Additional Instructions** window.
9. Click the **Submit and Add Document** button after reviewing your order.
10. On the next screen you will need to accept or trust the security certificate.

Password :

Type in your Password and then click on an option below.

PRINT JOB REQUEST

Do not use your browsers "Back" button during the order entry process

Building	<input type="text" value="DO"/>	Job Number:	<input type="text" value="2750"/>
Name	<input type="text" value="Randy Wittwer"/>		
Submit Date	<input type="text" value="4/7/2009"/>	Submit Time	<input type="text" value="11:02:52 AM"/>
Requested Date	<input type="text"/>	(mm/dd/yyyy)	
Job Name (Please name this job):	<input type="text"/>		
Total number of pages of document:	<input type="text"/>		
Total number of copies:	<input type="text"/>		
Paper Type	<input type="text"/>	Paper Color	<input type="text"/>
<input type="checkbox"/> Staple <input type="checkbox"/> Hole Punch <input type="checkbox"/> Collated <input checked="" type="radio"/> Single Sided <input type="radio"/> Double Sided			
<input type="button" value="Submit and Add Document"/>		Additional Instructions:	
<input type="button" value="Cancel"/>		<input type="text"/>	



