NEW COPY CENTER INTERFACE
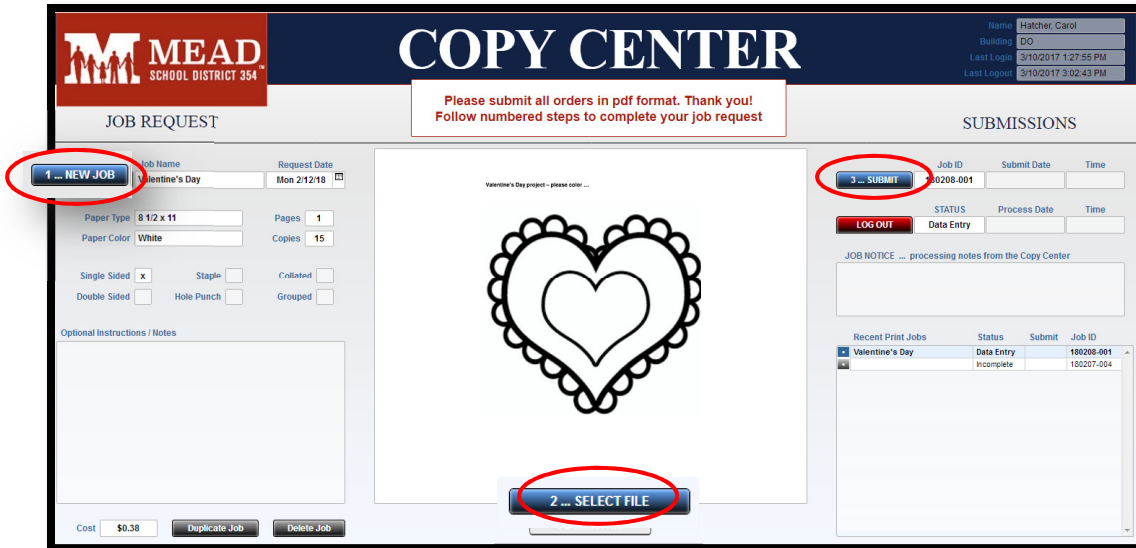
https://copycenter.meadsd.net/fmi/webd/CopyCenterPro

Login Information: Username is your Network username – Password is your old Novell password or a Copy Center issued password for new staff – **all lowercase**.
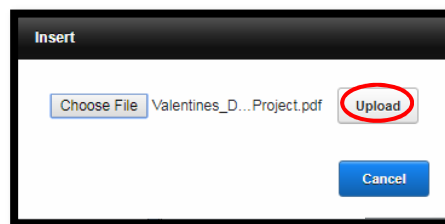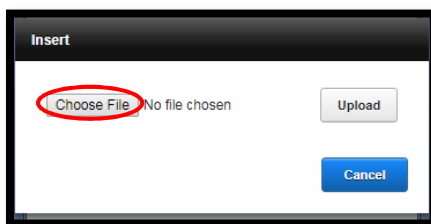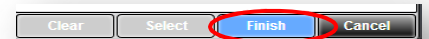

Follow the numbered steps:

1. **"New Job"** – Click on new job to name it. Fill out the necessary fields for request date, paper type, paper color, pages & copies, double sided, hole punch or stapled. Fill out any necessary notes.
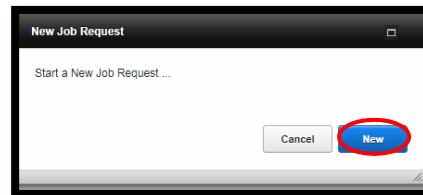
2. **"Select File"** – Click on **Choose File** and then **Upload**

You will now see your pdf file in the viewer. Click on **Finsh**.

3. **"Submit"** – Your order has now been submitted. Please click on the red **Logout** button and then the blue logout button to end the session.

10/4/18