

Graphics accepts files submitted electronically for posters, laser prints, dye sublimation prints and slides. The Copy Center accepts files for Docutech jobs this way also; please ask them for instructions.

DROPPING OFF JOB FILES

FIRST make a folder (name it your last name) on your computer containing your file and a simple "readme" document that includes your name, phone number, account number, and the service you are requesting.

The following information will help us get your job done correctly the first time:

posters; do you want a proof before your final full sized poster?

Do you want matte or glossy paper?

laser prints; do you want letter or tabloid sized paper?

dye sublimation prints; are your images color or grayscale?

slides; do you want more than one copy of your slides?

NEXT:

Go to **START**

Select **SEARCH** or **FIND**

Select **COMPUTER**

Enter **172.18.120.149** and hit the ENTER key

Select the computer that is found and double click on the folder for the service you need and drag and drop your folder into it. You do not need to go into the **GUEST** folder anymore.

PICKING UP SCAN FILES

Follow the steps above to connect to the server

Double click on a folder named **Scan File Pick Up**

Your files will be in a folder named your last name

Copy the files to your computer (you can copy but not delete files at this level)

****We delete folders after one week so please be prompt****