NEUROCITY POSTER PRINTING PROCESS – for 8/3/23 poster session

WHERE:

- Xerox* Print Services (a.k.a. Copy Center), Med Center G.7230. (See attached map)
- Hours: Mon. – Fri., 8:00 – 5:00
- Contact
  - Phone: 585-275-3879
  - Email: xbs4urmedcenter@xerox.com
  - **Online print job submission page:** https://www.rochester.edu/printcenter/submitjob.html
- *Rochester Fun Fact – Xerox began in 1906 in Rochester as The Haloid Photographic Company. Subsequently, the Xerox Corporation's was founded by Joseph Chamberlain, a graduate of the University of Rochester.

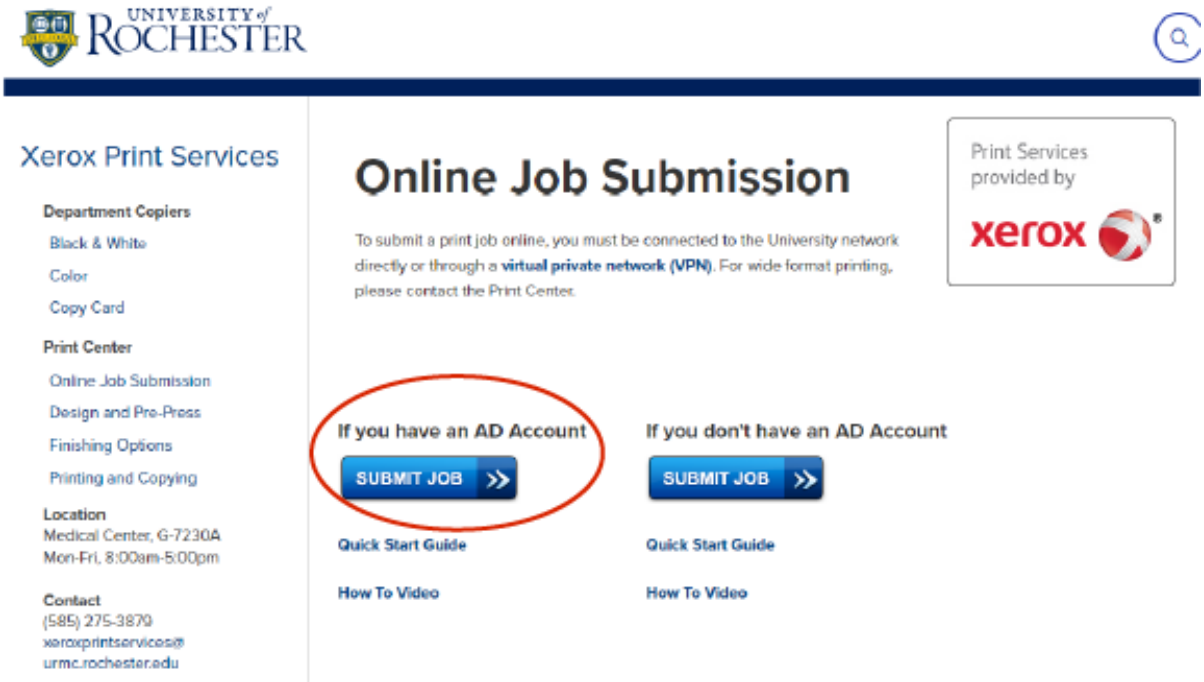
WHEN:

- **Wednesday, July 26 — deadline for submitting your file to the Copy Center**
- Due to the large volume of posters the Copy Center will be printing for Summer Scholars as well as other customers, in order for them to have time to get all posters printed, it is imperative that you respect this deadline.
- **The printing timeline:**
  - Takes a minimum of five business days (Mon. – Fri.)
  - Step 1 (no later than Wednesday, July 26): Submit your poster file to the Copy Center (see below for how to).
  - Step 2: The Copy Center will generate a hard copy proof within one to two business days for you to pick up and review. Note: the proof will not be full size; it will be a scaled down version printed on 11" x 17" paper.
  - Step 3: Within one business day — review your hard copy proof.
    - If no revisions are needed, signoff on the proof review form and return it to the Copy Center so they know to proceed with printing the full-size poster.
    - If revisions are needed make and submit updated file to the Copy Center. At this time let them know if you want to see another hard copy proof or if they can email you digital proof for final review and signoff.
  - Step 4: Copy Center prints your full-size poster. Pick up your poster from the Copy Center. They do not deliver.

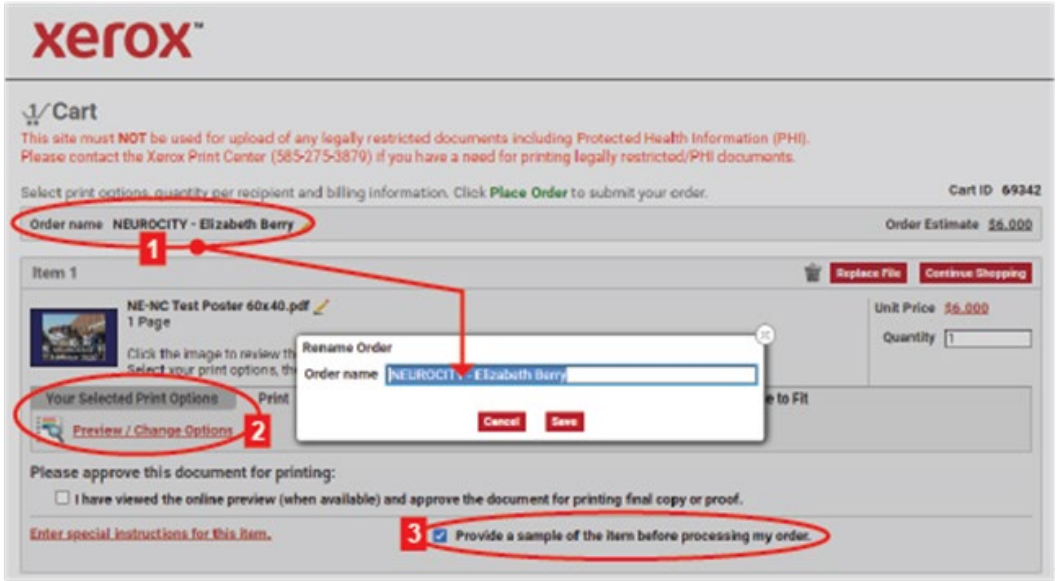
HOW — Poster Printing Request Process:

- Format your poster file. The Copy Center's recommended and preferred file format specifications:
  - **PDF format is the preferred file format for accuracy, consistency, and quality assurance.**
  - Format your PDF at high resolution (300 dpi or press-formatted)
  - 100% of final document size is recommended. (50% may also be acceptable if the resolution is 300 dpi.)
- Submit your poster printing request via the Xerox Print Services web page
  - Online print job submission page: https://www.rochester.edu/printcenter/submitjob.html

- On the landing page, select the “If you have an AD Account” option.

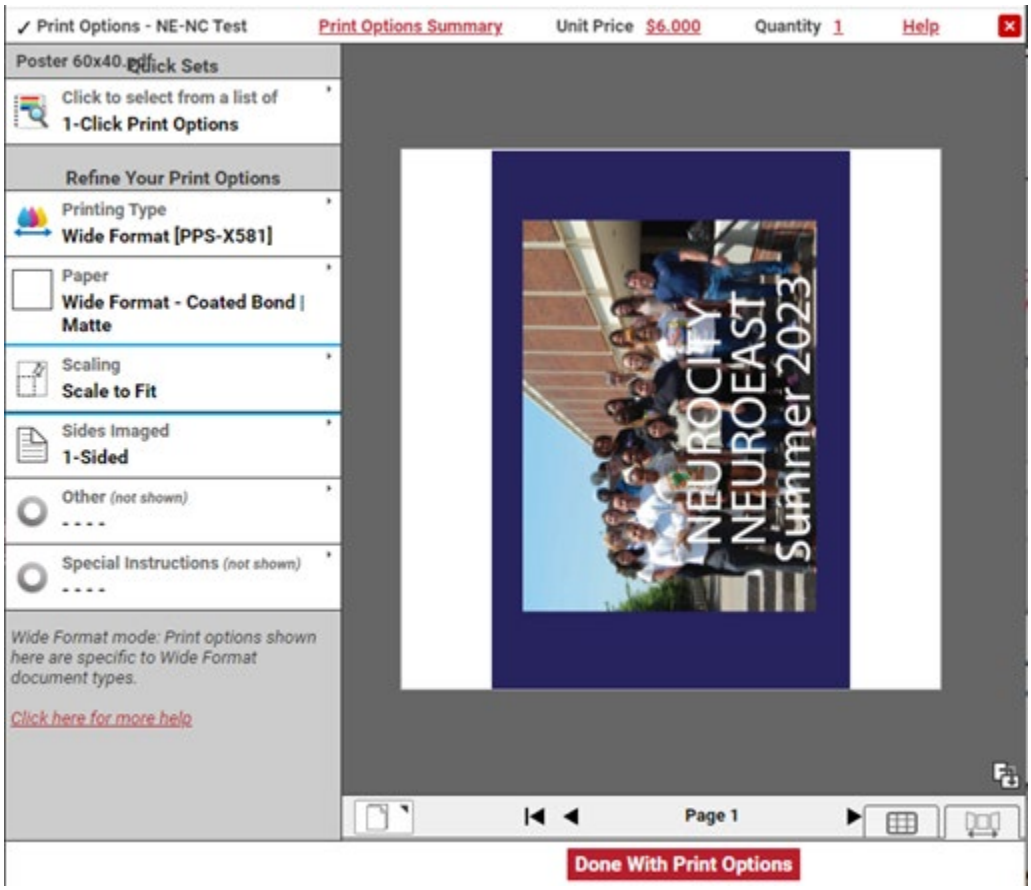


- On the next screen, sign in with your URMC ID username and password.
- On the next screen, upload your poster file.
- “Cart” page – ITEM 1 Box:
  1. In the “Provide an optional name for your order” field, enter “NEUROCITY” or “NEUROEAST” followed by your name. (See example below.)



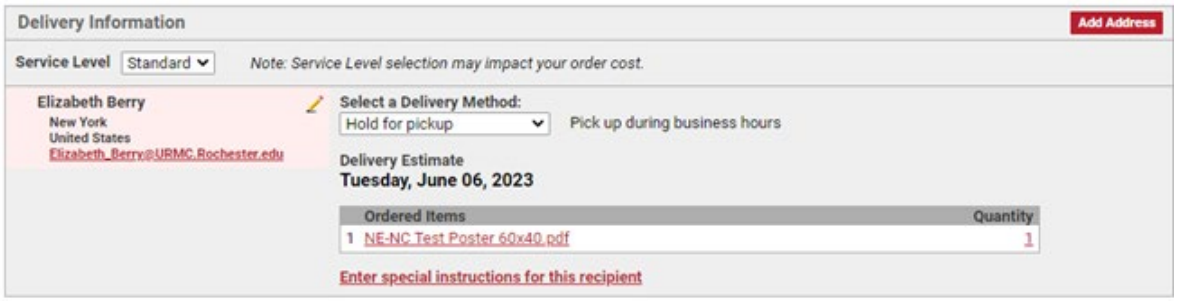
  2. In the “Your Selected Print Options” tab, click on “Preview / Change Options” and select the options shown below. After selection, click “Done with Print Options” button. NOTE: For the Paper field, you can choose either “Coated Bond l Matte” or “Instant-Dry

Gloss".

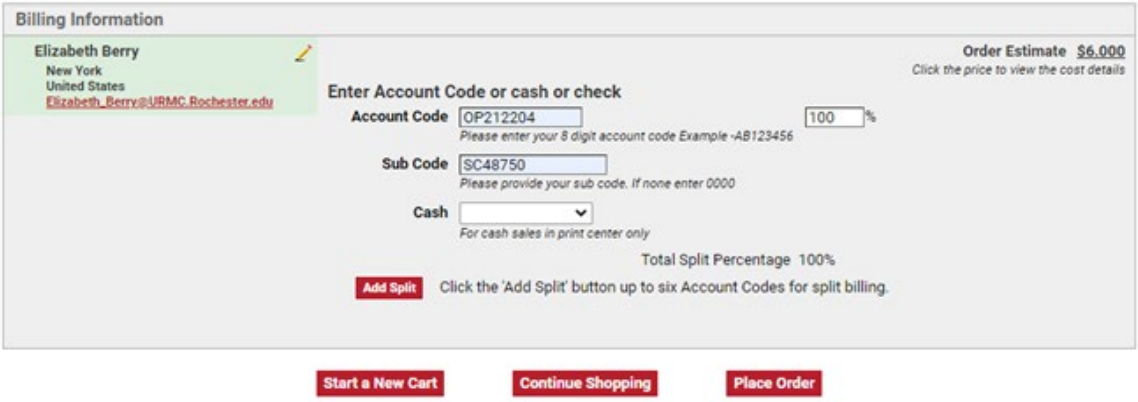


3. Check "Provide a sample of the item before processing my order." This option will instruct the Copy Center to generate a hard-copy proof.

- "Cart" page: Delivery Information Box — Select "Hold for pickup" option from "Select a Delivery Method" drop down.



- "Cart" page: Billing Information Box
  - NEUROCITY:
    - Account Code "OP212204"
    - 100%
    - Sub Code "SC48750"
  - NEUROEAST:
    - Account Code "GR533203"
    - 100%
    - Sub Code "SC48750"



- Click “Place Order” button.