PRINT SHOP

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The Print Shop, located on Greenville Technical College's Barton Campus, will print jobs of over ten copies per original along with large format printing. The turnaround time is usually one working day. Tests will be secured and have priority over other printing jobs. Keep in mind print jobs must be ready for print when submitted.

A departmental account code is required. To obtain this seven-digit code, contact your department head, academic program director, or department's administrative assistant.

Submitting Printing Requests

Printing requests may be submitted by using the CopyNet (https://www.copynetsolutions.com/print/store/500209/) system put in place by the Print Shop. Employees access their CopyNet (https://www.copynetsolutions.com/print/store/500209/) account by logging in and providing the following information when submitting requests:

- Name
- Network username
- Departmental account number
- Number of copies
- Type of paper stock, e.g., 20 lb. white
- Single-sided or front and back
- Under special instructions please state how you want your job finished i.e., stapled, hole punch, wrap

Note: To create an account, use the CopyNet (https://www.copynetsolutions.com/print/store/500209/) link.

Documents may also be taken to the Print Shop. Printing request forms are located on-site. Use the following instructions when bringing printing requests to the Print Shop:

1. Use a ballpoint pen, not a felt tip. Bear down hard so the writing on the yellow copy will be legible.
2. Attach the printing request to your originals with a paper clip. Do not staple or leave loose.
3. Attach both copies of the printing request to your original(s). The yellow copy will be returned to you with your printing. Place the printing request with your original(s) in the brown file basket on top of the counter.
4. Any handwriting should be done in black or red ink, not blue. Provide originals on white paper. Copies of copies do not print well, especially if they are on colored paper. Save your original(s) for future reruns.
5. Furnish "camera-ready" original(s). Typesetting is not provided. If you want a job to run two-up on a page, furnish two originals; if three-up, furnish three originals, and so forth. If you want your materials to run front and back, supply front and back materials. Do not mix and match materials; some originals front and back and some single-sided; send all front and back or all single-sided. The normal turnaround time for printing is one business day (24 hours). PLAN AHEAD, ESPECIALLY DURING THE BEGINNING AND ENDING OF EACH SEMESTER/TERM WHEN THE WORKLOAD IS THE HEAVIEST. Tests have priority over other printing requests. Write "TEST" under special instructions, and the Print Shop staff will secure them for you.

6. Printed copies can be picked up in the cubbyholes by the door of the Print Shop. Copies too heavy to be picked up will be boxed and delivered by The Mail Center. Any materials left for more than five business days in the Print Shop will be sent by The Mail Center to the requesting department. The Print Shop is not responsible for any copies once they leave the area. Call ahead for special projects, extra-long runs, and rush jobs. The workload will determine when they can be run.
7. To avoid late delivery, loss, or damage to originals, do not send your printing requests through intercampus mail.
8. When ordering blank paper (cases),
    a. change the department to "MANAGE PRINT SERVICES"
    b. verify the correct account number (10-658600-52030-0)
    c. please add the following information in special instructions:
        1. the copy machine identification number, which should start with a 9
        2. the copy machine's building and room number
    Limit two cases at a time. If you need further assistance, ask your department's Administrative Assistant for help.

IT IS MORE COST-EFFICIENT TO USE THE PRINT SHOP FOR OVER 10 COPIES PER ORIGINAL THAN A COPIER MACHINE. There are no limits to the number of copies that can be made in the Print Shop. The Print Shop also offers delivery if needed. Other information on Print Shop services can be found under the Print Shop (https://mygvltec.sharepoint.com/sites/empprod/resources/depts/printing/Pages/default.aspx) tile on My Apps (https://myapps.microsoft.com/).

Reproduction of Copyrighted Material – Greenville's Tech Print Shop will follow all guidelines put forth by the United States Copyright Office (https://www.copyright.gov/). Any reproduction of material submitted will be the responsibility of the provider to follow these regulations. For additional information regarding reproducing copyrighted material, contact the Print Shop Manager (tim.mauk@gvltec.edu).