

Copy Shoppe

Copy Shoppe

Electronic Job Ticketing & Submission has arrived!

Points of Interest:

- Save time, money & steps!
- Download the print driver easily on our website.
- The pricing screen displays the total cost of your order.
- A proof appears for review.
- Track your job on-line:
 - Received
 - Accepted
 - In production
 - In final check
 - Completed
 - Picked up

In July, 2002, we began evaluating ways to increase the efficiency and utilization of our existing copy center. We determined that web-based job submission could greatly improve our site utilization by enhancing ease of use and customer service.

We are pleased to introduce our state-of-the-art electronic job submission software called

Expressprint™

The ExpressPrint application provides an Internet-based job submission solution directly from the user's computer. Like selecting any other local or network-based printer, ExpressPrint makes sending copy orders to the Copy Shoppe a quick and simple process.

Some of the benefits include:

- Simplify submitting print jobs from any location to the Copy Shoppe
- Know the cost of your job before it's submitted
- Faculty, staff and students easily and efficiently "print" and "procure" copy services on-demand.

ExpressPrint has been customized specifically for use by the University of Hartford community. The program is built around Adobe's PDF Transit software, the application allows users to seamlessly create "print ready" Adobe PDF documents and automatically submit these files to the Copy Shoppe from any application and from any computer platform. Concerns about fonts and graphic



images not printing properly are gone relieving countless headaches for users and service providers alike when submitting files electronically.

Visit our web site for more details or stop by for a demo.

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NamePlates & Banners & Signs, OOOH MY!



Yes, you can get them all in the Copy Shoppe!

We have computerized sign production capabilities and can create professional signs or vinyl banners to be used indoors or outdoors in a variety of colors and styles. This equipment allows for versatility in layout and size to fit your every need. Vinyl lettering for automobiles, banners even glass can also be produced using this equipment.

Several nameplate styles are available for desks or doors. The Copy Shoppe produces plastic identification items using either the sublimation, vinyl lettering, or engraving processes.

We have a monochrome banner maker that produces paper banners from your original.

Visit our web site for more details or stop by and see our samples.

Every picture tells a story . . .



If you haven't visited us for a while, you're in for a pleasant surprise.

We've had a face lift, and we are looking good! Moving forward, our goal is to become a full service organization offering 1-stop shopping to better serve you, the University community.



We do t-shirts, mousepads, mini basketball hoops, and more!

We make signs and banners. We do engraving and make posters!

We have new computers and



software in place. So if you're feeling lazy or don't have time to drop off your job— send it electronically!

Oh, we still make copies too! We are extremely pleased to bring to our customers an ever expanding array of tech-

nology suited for the high production requirements of the campus. The most recent addition to our fleet is an imageRunner 110—making the Copy Shoppe 100% digital! The Copy Shoppe is a power-



house of productivity, Our team continues to produce professional-quality, black & white and full color finished documents quickly and easily, and more economically than **any** other copy service in the area.

Meter Read Time!

In December, all departments that have Canon copiers covered under the Campus Blanket Coverage Program need to submit the meter read to us. Please e-mail it along with the IKON ID number and model name/number to: printthis@hartford.edu. Call us if you need help.

Uptime & Downtime

Loads of changes, renovations and new software!

Stop by and see us now!

Thank-you for your patience and support through our busy season. But most of all, thank-you for allowing us the opportunity to work for you!



Holiday Shopping Helpers

Last December, we offered customized novelty items as a promotion for the holidays. It was so well received that we've continued producing a variety of items throughout the year.

The Copy Shoppe produces novelty items using either the sublimation, vinyl lettering, or transfer processes.

Bring us your photographs, artwork or send us digital files. We can put them on a t-shirt, sweat shirt, mousepad, mini basketball hoop, clipboard or a variety of other items.

Prices range from \$5 to \$20 depending on the item. Great gift idea—and work great for groups, organizations or special occasions. Quantity discounts are available. For additional information, give us a call or stop by!

Use the form at the right to place your order now!

Custom Products Order Form

Name: _____	Today's Date: ____/____/200__
Department / Organization: _____	Desired Delivery: ____/____/200__
Tel #: _____ Cash <input type="checkbox"/> Check <input type="checkbox"/> # _____	Fund/Org: _____ Account #: _____

Qty	Item / Color	Kids Sizes				Adult Sizes				Price Each	Ext'd Cost
		XS	S	M	L	S	M	L	XL		

Special Instructions: _____ _____ _____	Sub-total: _____
	Deposit: _____
	TOTAL: _____

Using the pictures below, please designate the location to be printed on the garment.



Pre-ordering is required. Digital files may be e-mailed to: printthis@hartford.edu
 ALL CASH OR CHECK ORDERS REQUIRE 50% DOWN—50% DUE UPON COMPLETION—NO EXCEPTIONS
 ORDERS ARE NON-RETURNABLE AND NON-REFUNDABLE
 Allow up to 10 working days for delivery

Please call with any questions. Be sure to verify your order before submitting.

The Copy Shoppe
Hillyer Room 135
Phone: 860-768-4370
Fax: 860-768-5286
Email: printthis@hartford.edu

Submitting jobs “Via Copy Shoppe”

Send your production jobs directly to us via the internet using the latest XpressPrint. Instead of printing your originals on your laser printer, you can save money, time, and paper and improve the quality of your documents by submitting your job to us electronically. This way, the ImageRunners and the continuous-tone color printers at the Copy Shoppe become your own high-speed laser printers.



1. Open the file that you would like to have printed through the Copy Shoppe.

Make sure your document looks exactly as you would like it to appear when printed.

Specifically, check that:

- » fonts are correct
- » graphics appear as you expect
- » the page size & orientation are correct

2. Pull down the **File** menu and select **Print**, just like you would if you were printing to your desktop printer.

Note: if you click on the printer icon [which is frequently found in an applications toolbar] you may not have the option of selecting a specific printer

3. Select the new print option: **Via Copy Shoppe** and click **OK**.

When you click **OK**:

- » the file is converted to an Adobe® PDF file automatically.
- » the default Internet Browser is launched
- » you can place your print order, proof, pay & check order status.

Training is available

If you're feeling a bit intimidated by the latest on-line job submission process, we are glad to help.

We're setting up appointments to demo, load and provide training on the new software. If your anxious to get started, please contact us and we'll set up a time to visit you and to get you started.

For information on available training times & dates, please call us at x4370 or send an e-mail to: printthis@hartford.edu

Get it at the Copy Shoppe!

<http://uhaweb.hartford.edu/copyshop>

