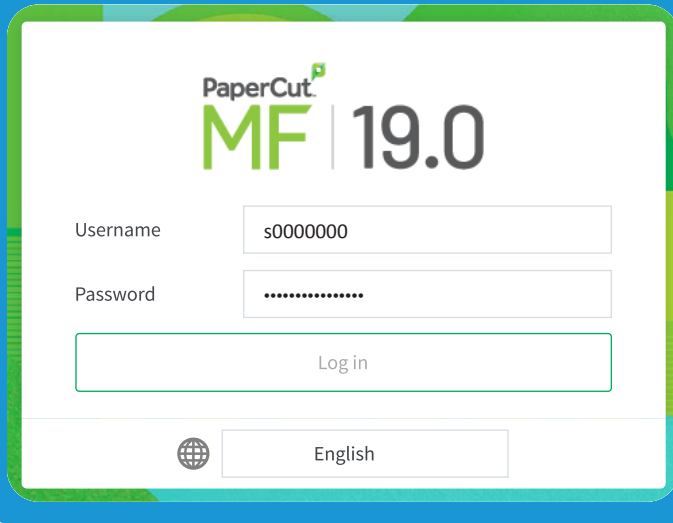


# Submit a Digital Print Job using PaperCut<sup>MF</sup>

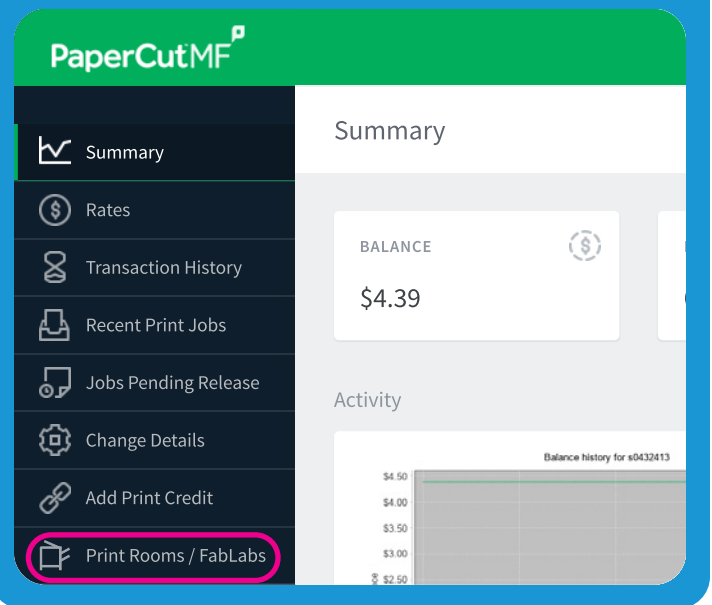
Bookmark this site:

<https://papercut.lethbridgecollege.ab.ca:9192/user>

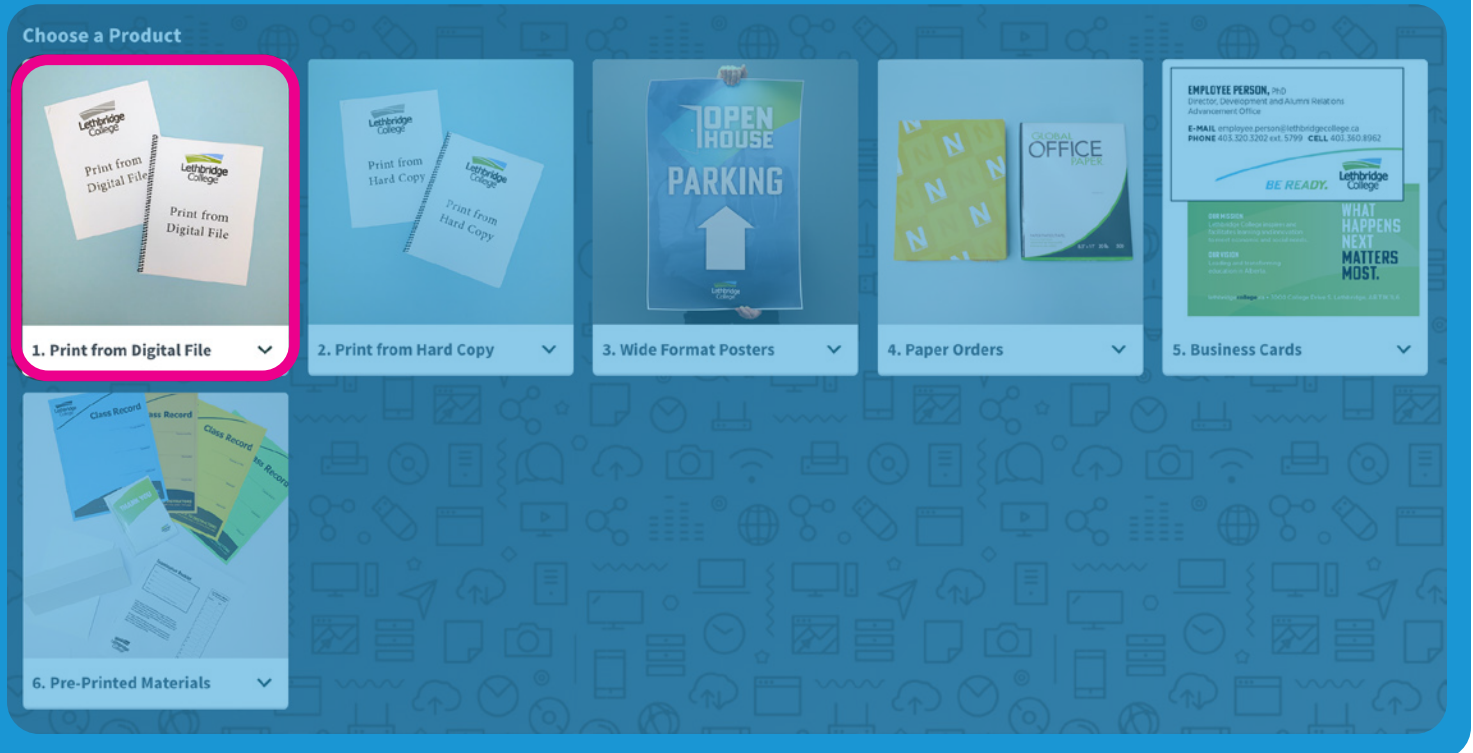
## 1. Login using your LC credentials



## 2. Select the Tab on the left of the page labelled Print Rooms/FabLabs

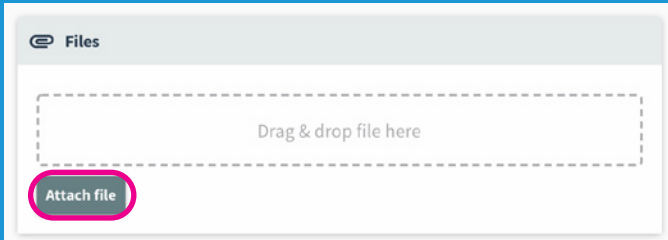


## 3. Choose Product "Print from Digital File"

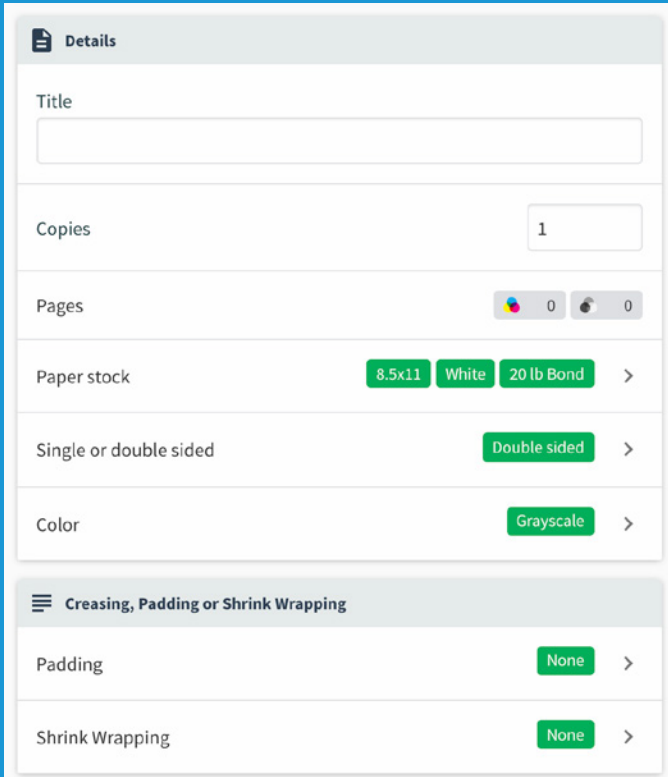


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403.320.3255 (local ext. 3255)  
LCPrintShop@Digitex.ca

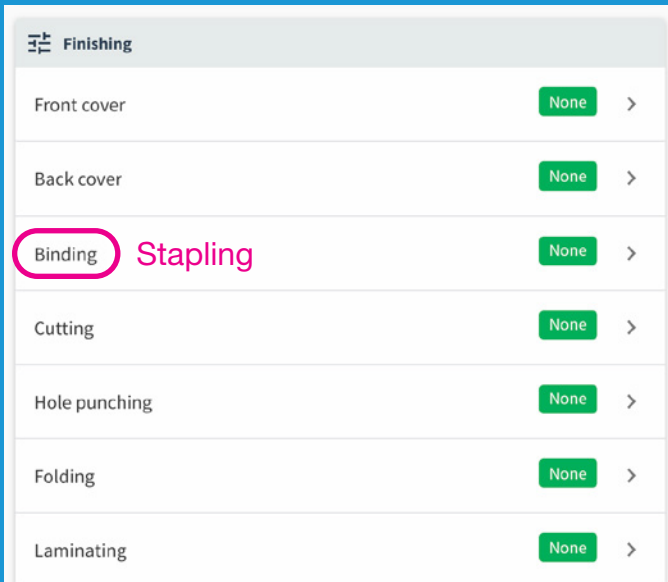
**4. Attach a PDF file.**  
Please upload one file per order.



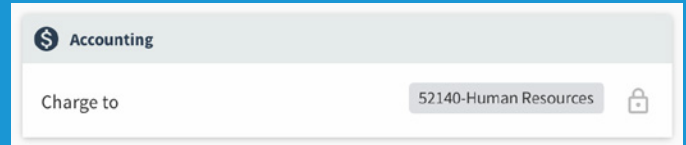
**5. Enter order details.**  
Click on the green buttons for options.  
'Title' is the order description.



**6. Enter finishing details.**  
Stapling options are listed in 'Binding'



**7. Orders will be charged to your default budget code.**



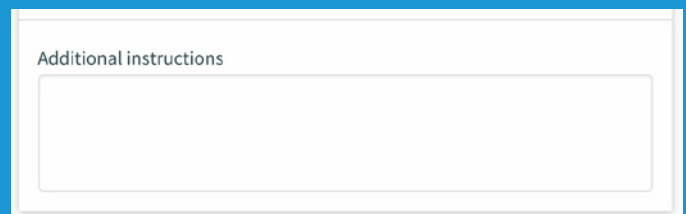
**8. Choose Pick-up or Delivery.**  
Allow extra time for Shipping staff to deliver on campus.



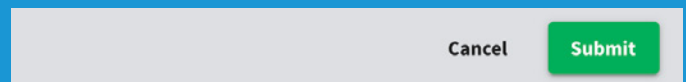
**9. Pick a due date.**  
Contact us by phone if you require rush service.



**10. Additional instructions.**  
Allows you to communicate any extra details necessary to complete your order.



**11. Click 'Submit'**  
Your order will be completed by the due date!  
A confirmation email will be sent.



Please contact us with any questions.  
Any feedback regarding this system will be appreciated.

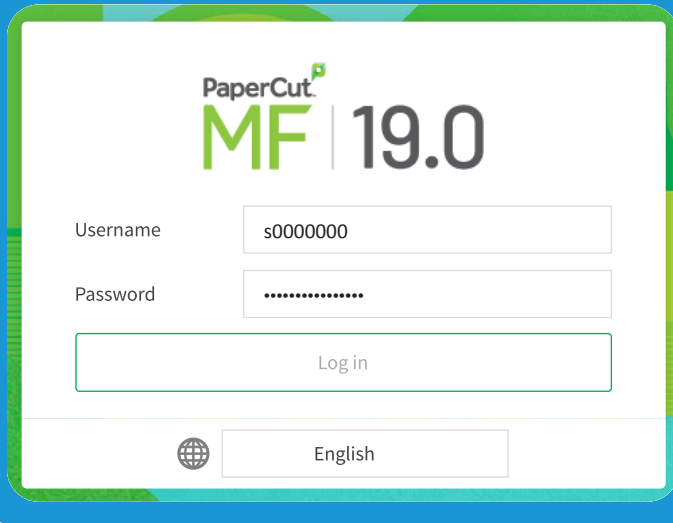
Thank you!  
The Digitex Print Shop Staff.

# Submit a Hard Copy Print Job using PaperCutMF<sup>®</sup>

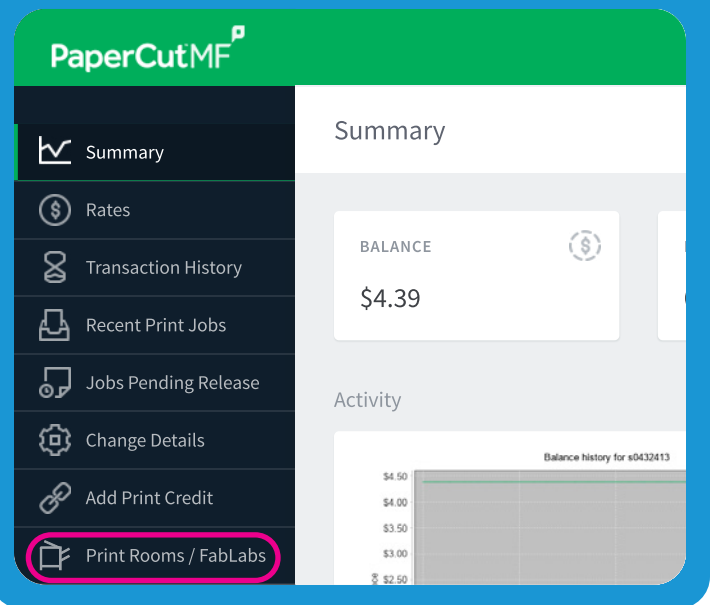
Bookmark this site:

<https://papercut.lethbridgecollege.ab.ca:9192/user>

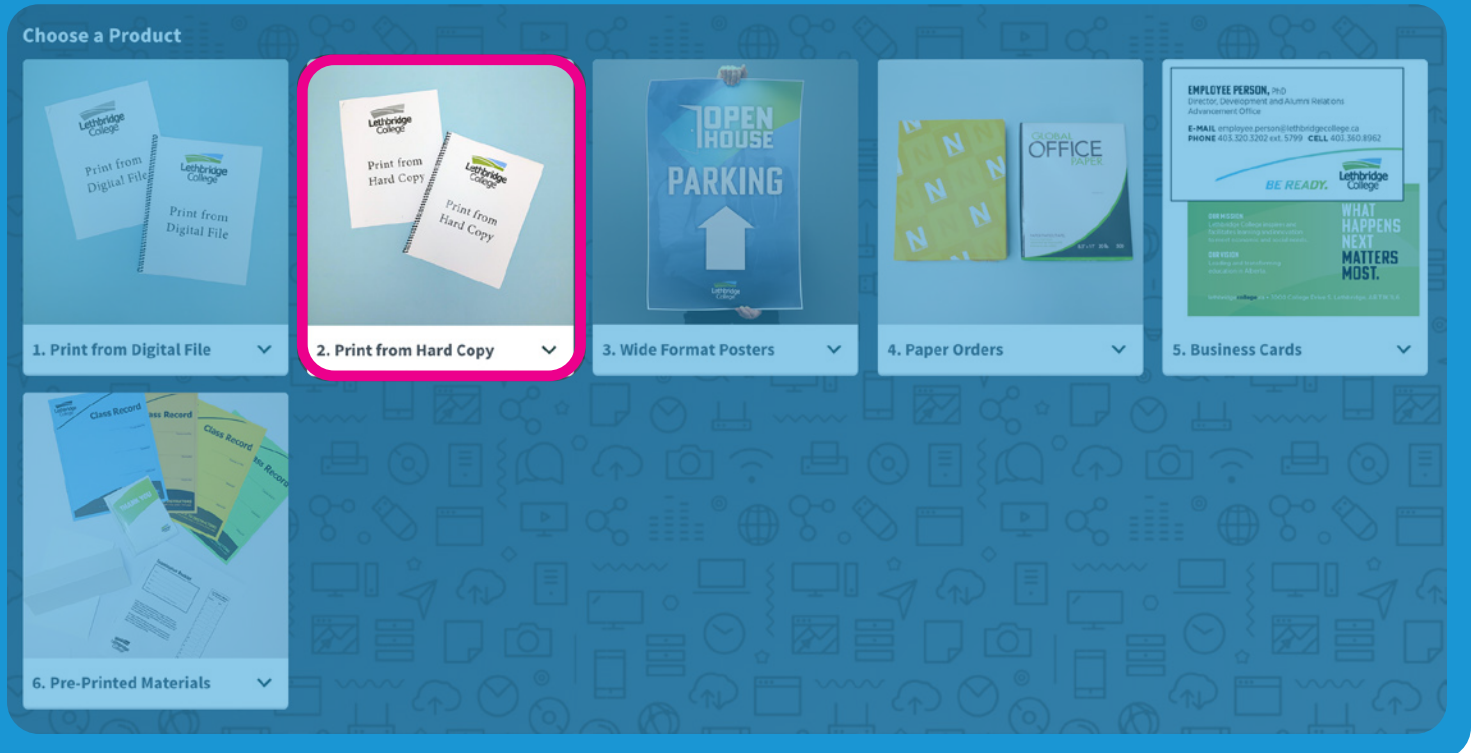
## 1. Login using your LC credentials



## 2. Select the Tab on the left of the page labelled Print Rooms/FabLabs



## 3. Choose Product "Print from Hard Copy"



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403.320.3255 (local ext. 3255)  
LCPrintShop@Digitex.ca

#### 4. Enter order details.

'Title' is the order description.

Enter number of grayscale and colour pages.

Click on the green buttons for options.

The screenshot shows the 'Details' section of the order form. It includes a 'Title' input field, a 'Copies' input field with the value '1', and several dropdown menus for 'Paper stock' (8.5x11, White, 20 lb Bond), 'Single or double sided' (Double sided), and 'Color' (Grayscale). Below this is the 'Page counts' section with two input fields: 'Grayscale pages' and 'Color pages', both of which are circled in pink.

#### 5. Enter finishing details.

Stapling options are listed in 'Binding'

The screenshot shows the 'Finishing' section of the order form. It lists several options: 'Front cover', 'Back cover', 'Binding', 'Cutting', 'Hole punching', 'Folding', and 'Laminating'. Each option has a 'None' button and a chevron icon. The 'Binding' option is circled in pink, and the word 'Stapling' is written in pink next to it.

#### 6. Orders will be charged to your default budget code.

The screenshot shows the 'Accounting' section of the order form. It includes a 'Charge to' input field with the value '52140-Human Resources' and a lock icon.

#### 7. Choose Pick-up or Delivery.

Allow extra time for Shipping staff to deliver on campus.

The screenshot shows the 'Delivery & Instructions' section of the order form. It includes a 'Delivery option' dropdown menu with the value 'Pick-up' and a chevron icon.

#### 8. Pick a due date.

Contact us by phone if you require rush service.

The screenshot shows the 'Due date' section of the order form. It includes a 'Due date' dropdown menu with the value 'Please select' and a chevron icon.

#### 9. Additional instructions

Allows you to communicate any extra details necessary to complete your order.

The screenshot shows the 'Additional instructions' section of the order form. It includes a large text input field for providing additional details.

#### 10. Click 'Submit'

Your order will be completed by the due date!

A confirmation email will be sent.

The screenshot shows the 'Submit' and 'Cancel' buttons at the bottom of the order form. The 'Submit' button is green and the 'Cancel' button is grey.

#### 11. Bring your hard copy original to the Print Shop for processing.

Please contact us with any questions. Any feedback regarding this system will be appreciated.

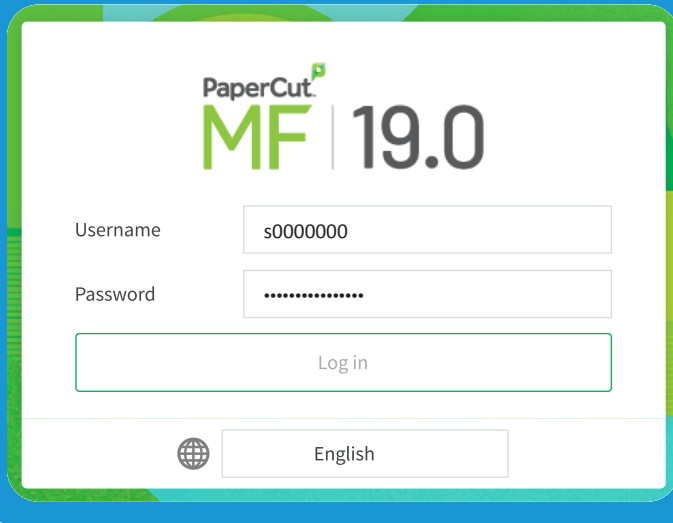
Thank you!  
The Digitex Print Shop Staff.

# Submit a Wide Format Poster using PaperCutMF<sup>®</sup>

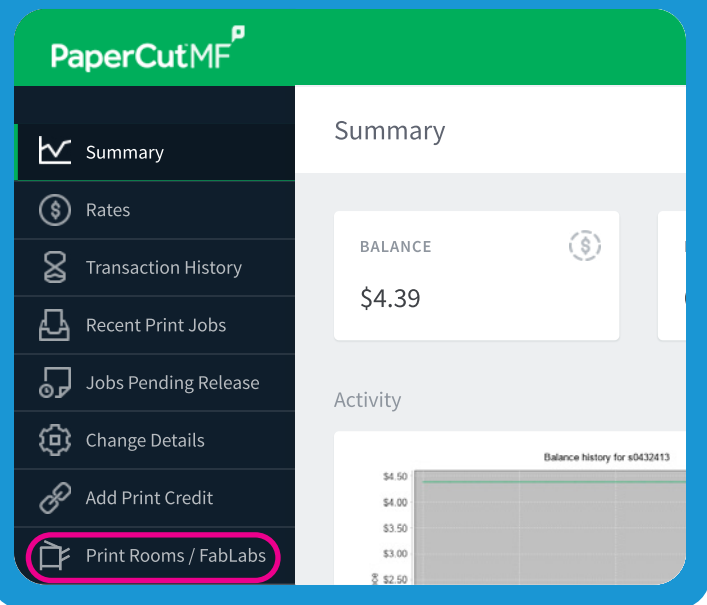
Bookmark this site:

<https://papercut.lethbridgecollege.ab.ca:9192/user>

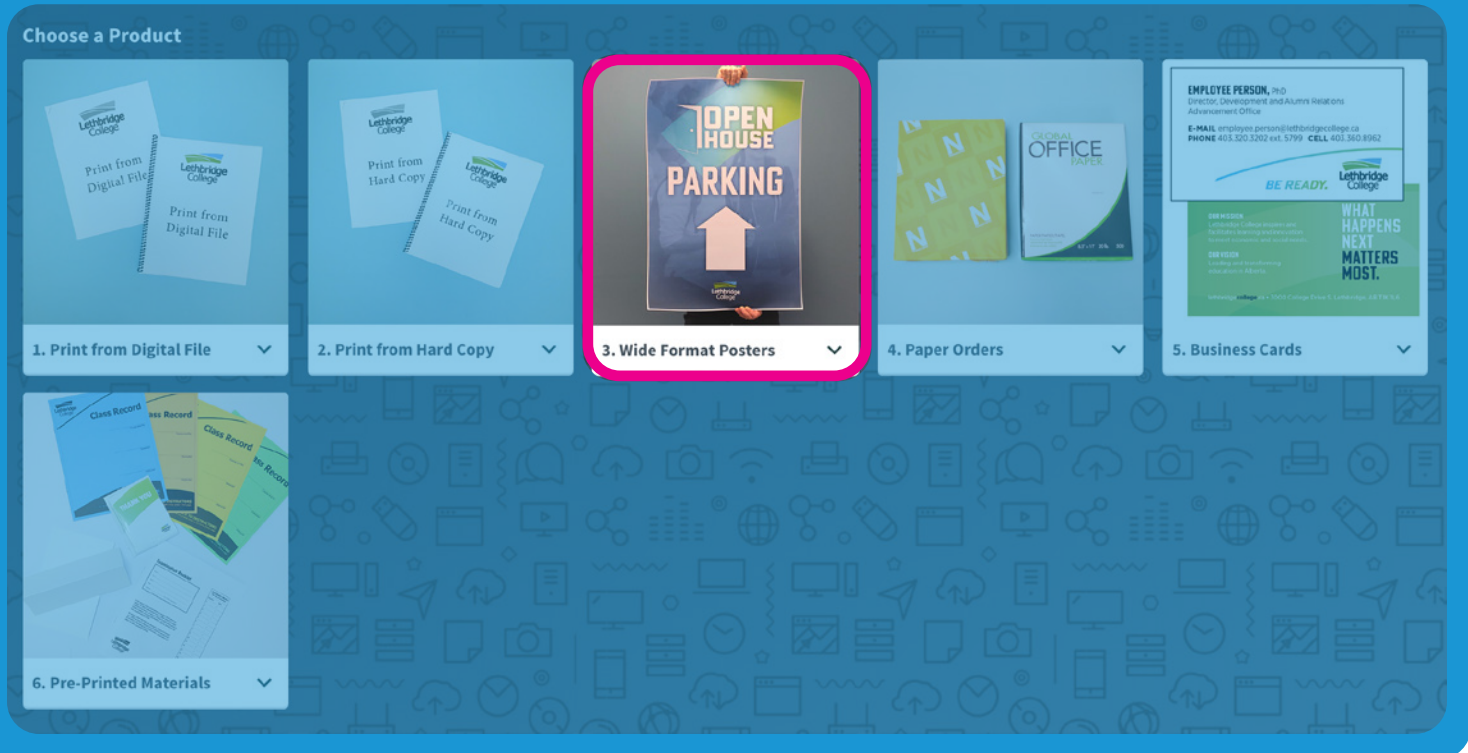
## 1. Login using your LC credentials



## 2. Select the Tab on the left of the page labelled Print Rooms/FabLabs



## 3. Choose Product “Wide Format Posters”

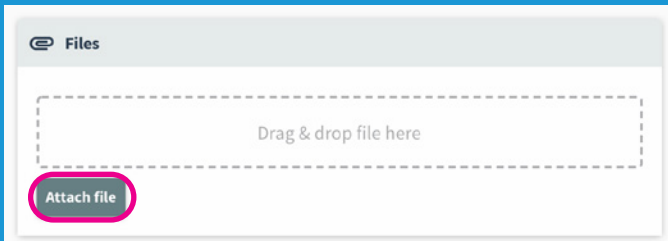


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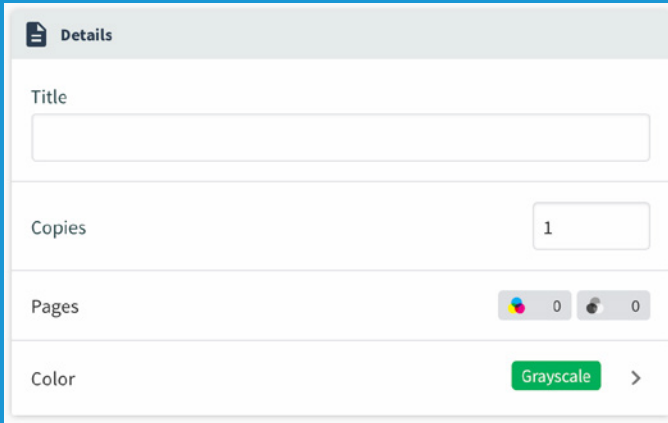
#### 4. Attach a PDF file.

Please upload one file per order.



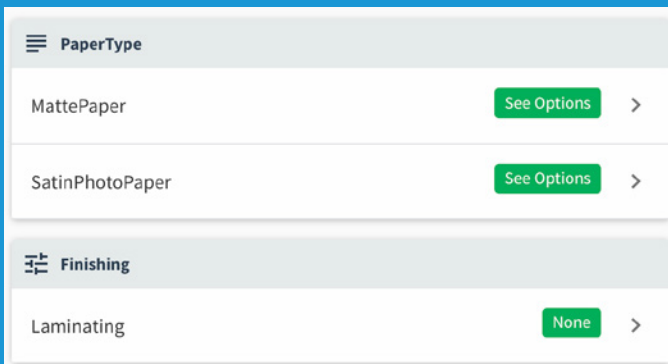
#### 5. Enter order details.

Click on the green buttons for options. 'Title' is the order description.

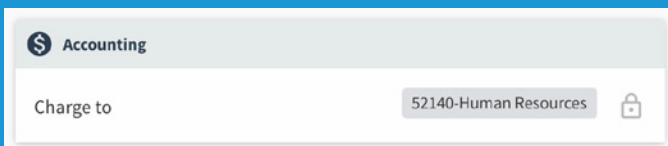


#### 6. Enter paper type and finishing details.

Click on the green buttons for options.

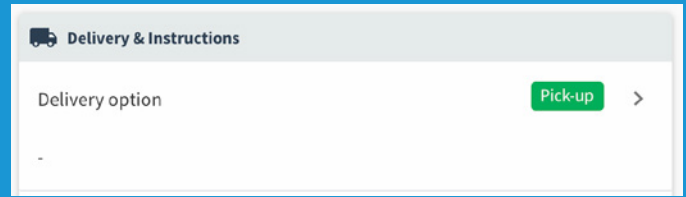


#### 7. Orders will be charged to your default budget code.



#### 8. Choose Pick-up or Delivery.

Allow extra time for Shipping staff to deliver on campus.



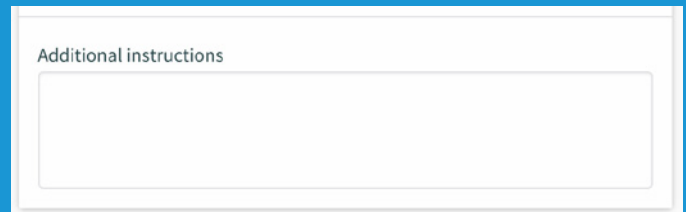
#### 9. Pick a due date.

Contact us by phone if you require rush service.



#### 10. Additional instructions.

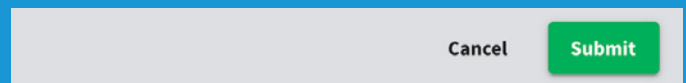
Allows you to communicate any extra details necessary to complete your order.



#### 11. Click 'Submit'

Your order will be completed by the due date!

A confirmation email will be sent.



Please contact us with any questions. Any feedback regarding this system will be appreciated.

Thank you!  
The Digitex Print Shop Staff.



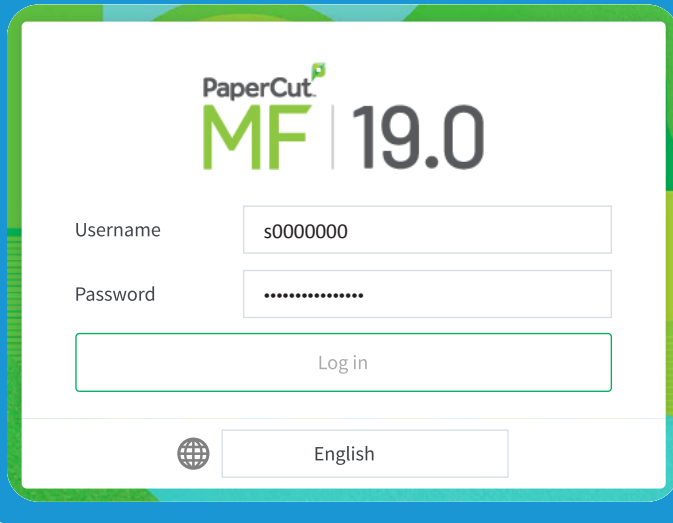
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403.320.3255 (local ext. 3255)  
LCPrintShop@Digitex.ca

# Submit a Paper Order using PaperCut<sup>MF</sup>

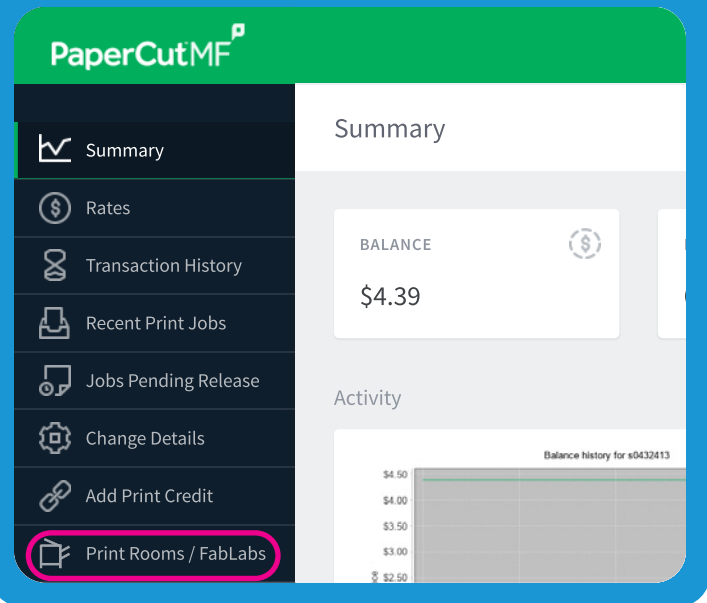
Bookmark this site:

<https://papercut.lethbridgecollege.ab.ca:9192/user>

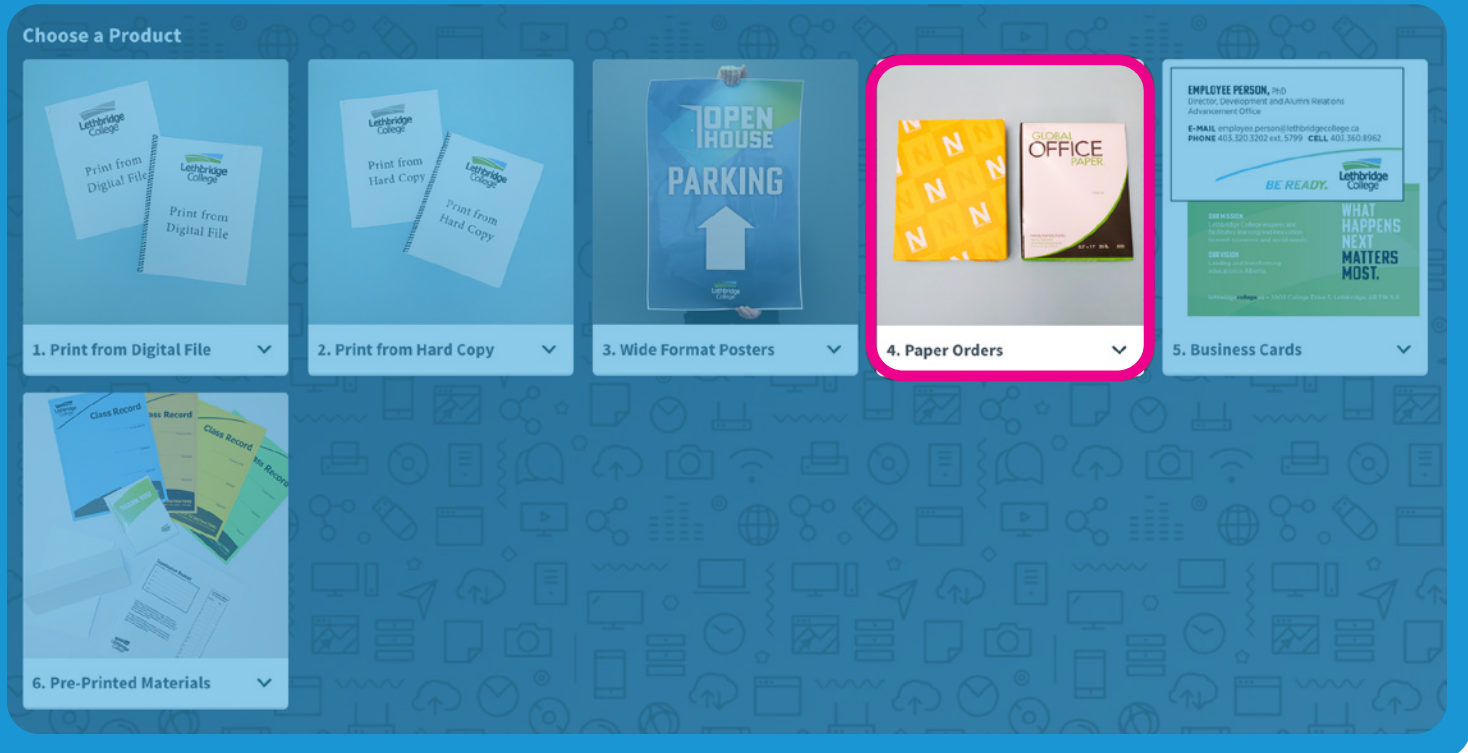
## 1. Login using your LC credentials



## 2. Select the Tab on the left of the page labelled Print Rooms/FabLabs

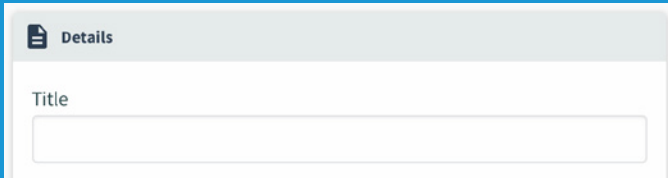


## 3. Choose Product "Paper Orders"

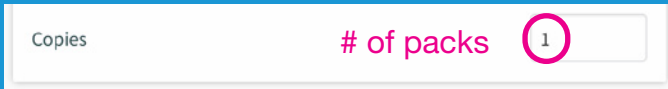


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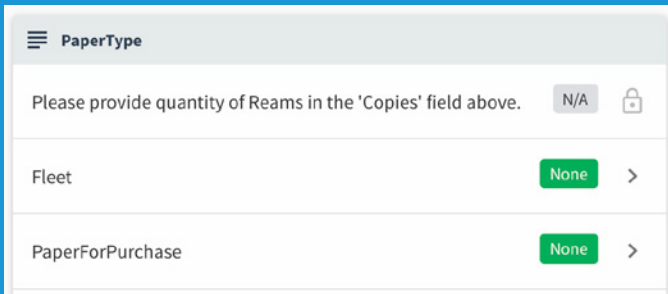
4. Enter order details.  
'Title' is the order description.  
"Paper for Copier" is a good example.



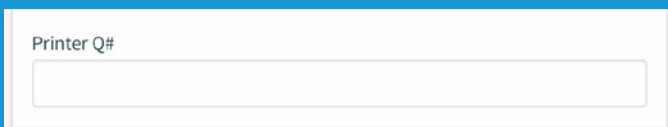
5. Enter the number of packages you require in the 'Copies' field.  
10 packs per case 8.5"x11"  
5 packs per case 11"x17"



6. Select paper type by clicking on green field.  
'Fleet' is for copier supplies 20 lb white bond only.  
Fleet paper is not billed to your account.



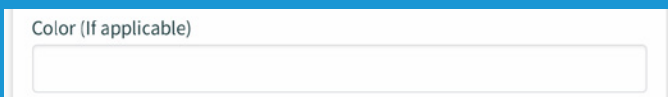
7. Enter the Q# located on the front of your copier/printer for 'Fleet' orders.



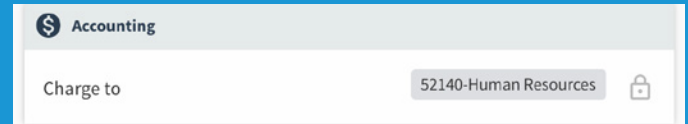
8. Enter the room number for delivery.



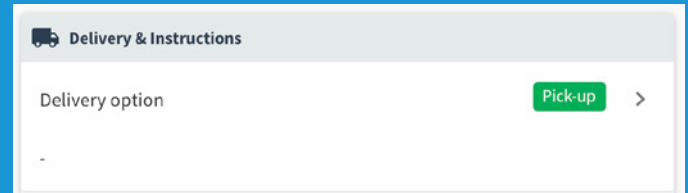
9. Enter the paper colour if applicable.



10. Orders will be charged to your default budget code.



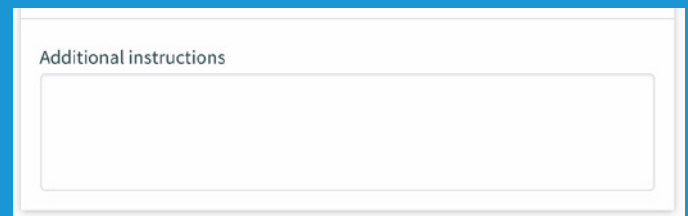
11. Choose Pick-up or Delivery.  
Allow extra time for Shipping staff to deliver on campus.



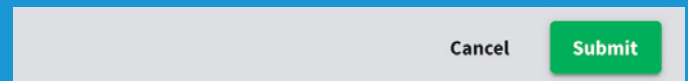
12. Pick a due date.  
Contact us by phone if you require rush service.



13. Additional instructions  
Allows you to communicate any extra details necessary to complete your order.



14. Click 'Submit'  
Your order will be completed by the due date!  
A confirmation email will be sent.



Please contact us with any questions.  
Any feedback regarding this system will be appreciated.

Thank you!  
The Digitex Print Shop Staff.




# Submit a Business Card order using PaperCutMF<sup>®</sup>

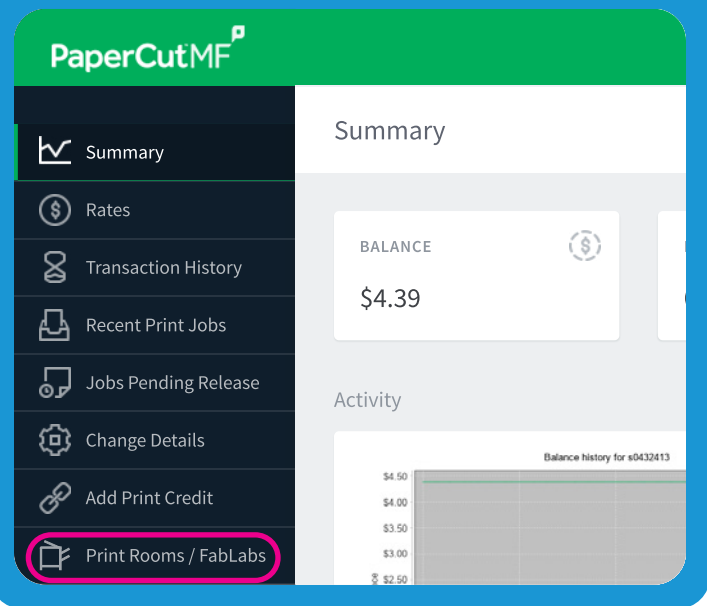
Bookmark this site:

<https://papercut.lethbridgecollege.ab.ca:9192/user>

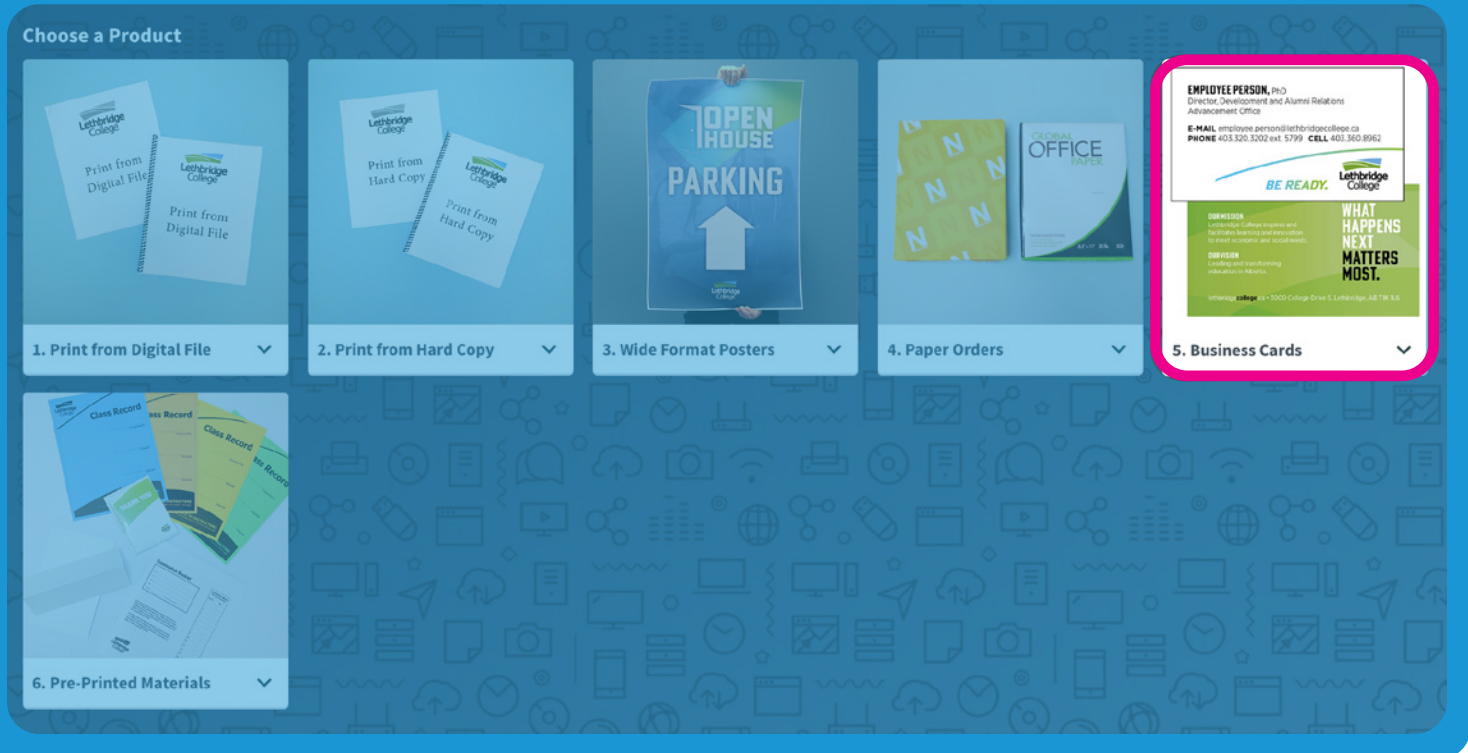
## 1. Login using your LC credentials



## 2. Select the Tab on the left of the page labelled Print Rooms/FabLabs




## 3. Choose Product "Business Cards"




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LCPrintShop@Digitex.ca

**4. Enter order details.**  
**'Title' is the order description.**

 **Details**

Title

**5. Choose Card Type and Quantity.**

 **PaperType**

Card Type Regular >

Quantity Qty: 50 Cards >

**6. Enter information to be printed on business card.**

Name and Accreditation

Job Title

Department and School Info

Email


Fax


Cellphone

Phone


Room

**7. Orders will be charged to your default budget code.**

 **Accounting**

Charge to 52140-Human Resources 

**8. Choose Pick-up or Delivery.**  
**Allow extra time for Shipping staff to deliver on campus.**

 **Delivery & Instructions**

Delivery option Pick-up >

-

**9. Pick a due date.**  
**Contact us by phone if you require rush service.**

Due date Please select >

**10. Additional instructions.**  
**Allows you to communicate any extra details necessary to complete your order.**

Additional instructions

**11. Click 'Submit'**  
**Your order will be completed by the due date!**  
**A confirmation email will be sent.**

Cancel Submit

Please contact us with any questions.  
Any feedback regarding this system will be appreciated.

**Thank you!**  
**The Digitex Print Shop Staff.**

# Submit a Pre-Printed order using PaperCut MF<sup>®</sup>

Bookmark this site:

<https://papercut.lethbridgecollege.ab.ca:9192/user>

## 1. Login using your LC credentials

PaperCut<sup>®</sup>  
**MF | 19.0**

Username

Password

## 2. Select the Tab on the left of the page labelled Print Rooms/FabLabs

PaperCut<sup>®</sup> MF

Summary

Summary

BALANCE

Activity

Balance history for s0432413

Activity	Amount
	\$4.50
	\$4.00
	\$3.50
	\$3.00
	\$2.50

## 3. Choose Product "Pre-Printed Materials"

Choose a Product

1. Print from Digital File

2. Print from Hard Copy

3. Wide Format Posters

4. Paper Orders

5. Business Cards

6. Pre-Printed Materials



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**4. Enter order details.**  
**'Title' is the order description.**

The screenshot shows a form titled 'Details'. It has a 'Title' field with a text input box below it. Below the title field is a 'Copies' field with a numeric input box containing the number '1'.

**5. Select the product you would like to order**

The screenshot shows a list of material types under the heading 'Material Type'. Each item has a 'None' button and a right-pointing chevron. The items are: Tent Cards (Blank), Exam Booklet, Thank You Cards, Class Record Books, and Name Labels.

**6. Orders will be charged to your default budget code.**

The screenshot shows a form titled 'Accounting'. It has a 'Charge to' field with a dropdown menu showing '52140-Human Resources' and a lock icon to its right.

**7. Choose Pick-up or Delivery.**  
**Allow extra time for Shipping staff to deliver on campus.**

The screenshot shows a form titled 'Delivery & Instructions'. It has a 'Delivery option' field with a dropdown menu showing 'Pick-up' and a right-pointing chevron.

**8. Pick a due date.**  
**Contact us by phone if you require rush service.**

The screenshot shows a 'Due date' field with a dropdown menu showing 'Please select' and a right-pointing chevron.

**9. Additional instructions.**  
**Allows you to communicate any extra details necessary to complete your order.**

The screenshot shows a text area titled 'Additional instructions' with a large empty box for entering text.

**10. Click 'Submit'**  
**Your order will be completed by the due date!**  
**A confirmation email will be sent.**

The screenshot shows two buttons: a grey 'Cancel' button and a green 'Submit' button.

Please contact us with any questions.  
Any feedback regarding this system will be appreciated.

Thank you!  
The Digitex Print Shop Staff.



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403.320.3255 (local ext. 3255)  
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