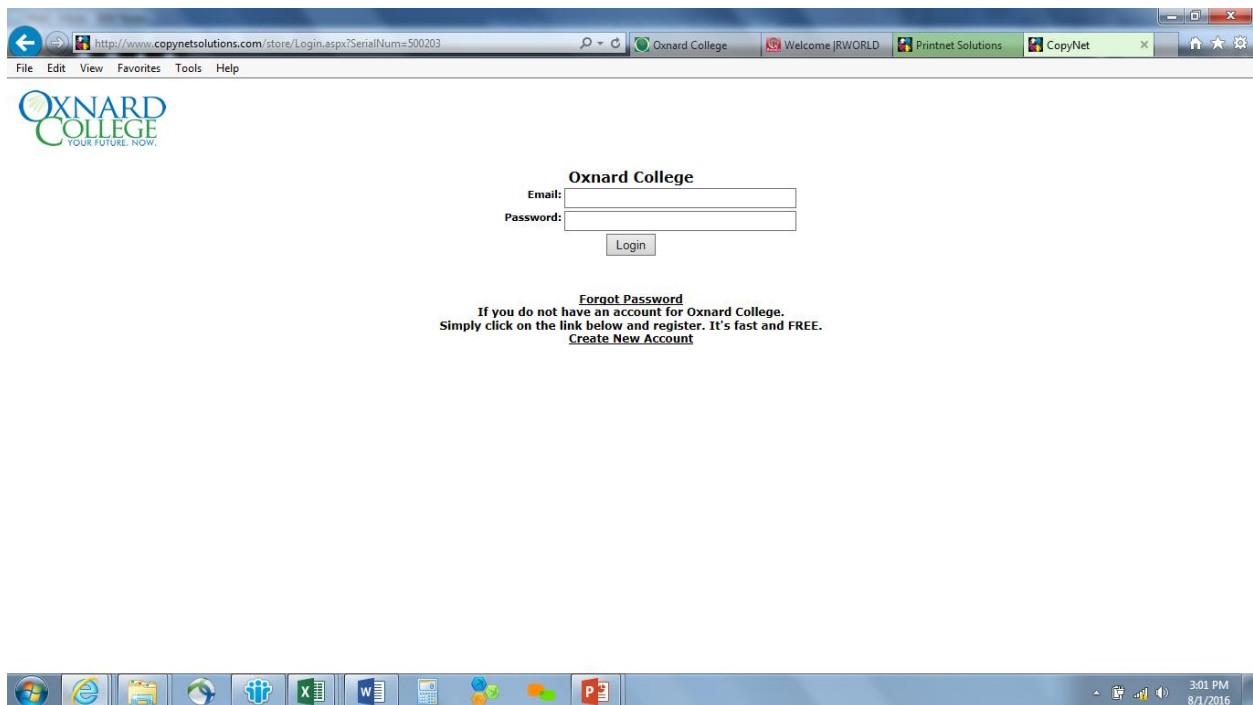


Step by Step on Accessing and Using Copy Net for Oxnard College

From any Computer, please access the Copy Net site with the following link:

<http://www.copynetsolutions.com/store/login.aspx?SerialNum=500203>



Once you have access to the Copy Net site, if you are a first time user, please create an account. When creating this account, you can link your account to the Department you always print for.

If you already have an account, log in with your email and password.

https://www.copynetsolutions.com/store/JobGrid.aspx?Status=Pending

Oxnard College Welcome | RWORLD Printnet Solutions PrintNet

File Edit View Favorites Tools Help

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Files Jobs Account Support

Print Jobs

Tracking Number	Job Name	Status	Requested Date	Submit Date
<input type="text"/>	<input type="text"/>			

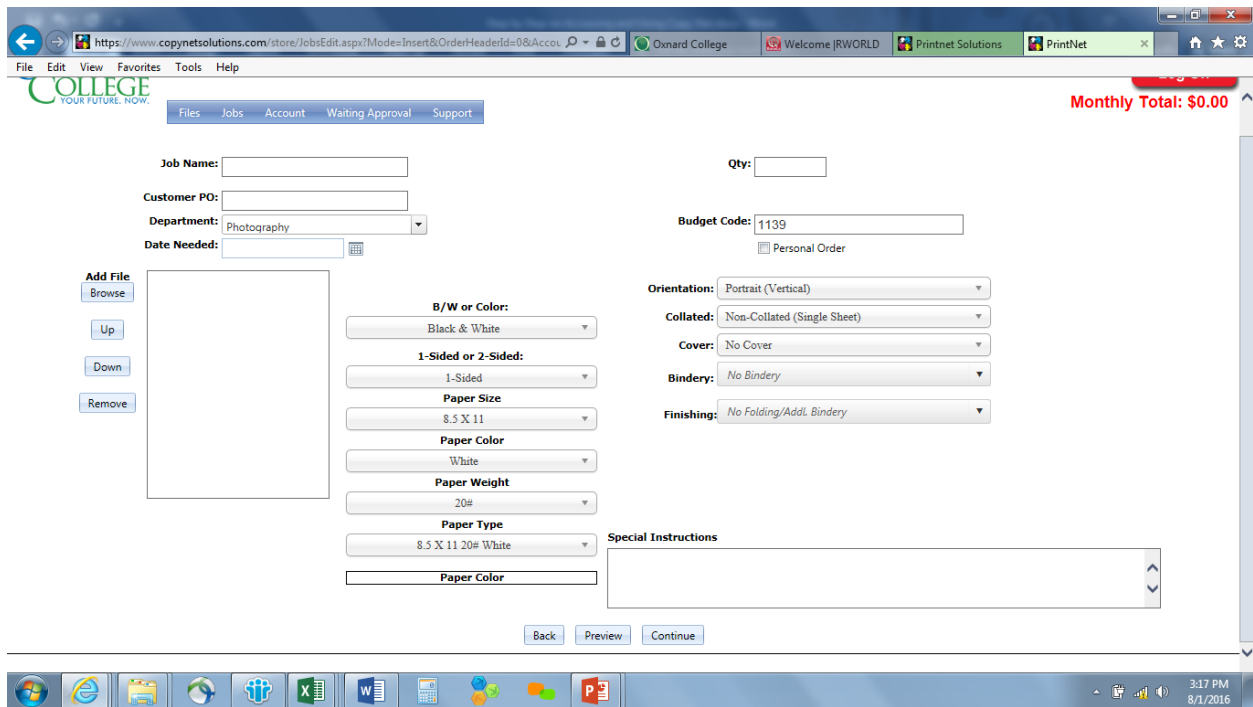
No records to display.

[New Print Order](#) [Preview Job](#) [Copy](#) [Delete](#)



Once you are into the site, you should see this screen. If you do not see this screen, click jobs at the top left.

Select New Print Order once you see this screen.



You should see after selecting New Print Order this following screen.

Before you can hit continue at the bottom of the screen, you will need the following items filled in.

- Job Name
- Quantity
- Department Code, if you are unsure of your Department Code, you can choose it from the drop down list and it will populate the budget code.
- Date Needed
- The added file.
- If you want it added to a PO/GRANT, please put these instructions in the Special Instructions box.

https://www.copynetsolutions.com/store/ReviewOrder.aspx?AccountDocumentsId=111210&Orc Printnet Solutions PrintNet

File Edit View Favorites Tools Help

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Files Jobs Account Support Staff Mike Churilla

Log Off

Order Review

Job Name: test
 Quantity: 1
 UOM:
 Cover:
 Bindery:

File Name: Job Tickets Oxnard College.pdf
 Color: Black and White
 Sided: Single
 Order: UN-Collated
 Layout: Portrait
 Paper Size: 8.5 X 11
 Paper 8.5 X 11 20# White
 Types:
 Add
 Bindery:

First: Mike Last: Churilla
 Company: Staff
 Address: 7075 Campus Road
 City: Moorpark State: CA
 Zip: 93041 Email: mchurilla1016@aol.com

Black and White Copy Pricing:		
1 Black and White impressions at 0.0030	0.0030	
Color Copy Pricing:		
0 Color impressions at 0.0000	0.0000	
Paper Pricing:		
1 of 8.5 X 11 20# White	0.0067	
Total Unit Price:	0.0097	

Back Submit

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Once everything is added to your order, please hit continue and you will see this screen.

This screen will be the review screen to make sure everything is added that you wanted to add to your order before it is submitted.

After the review and once it is all ready to go, hit submit and then it is sent to the Copy Center for production.