Online Print Submission Platform User Guide:

Student Edition

Index:

APOGEE
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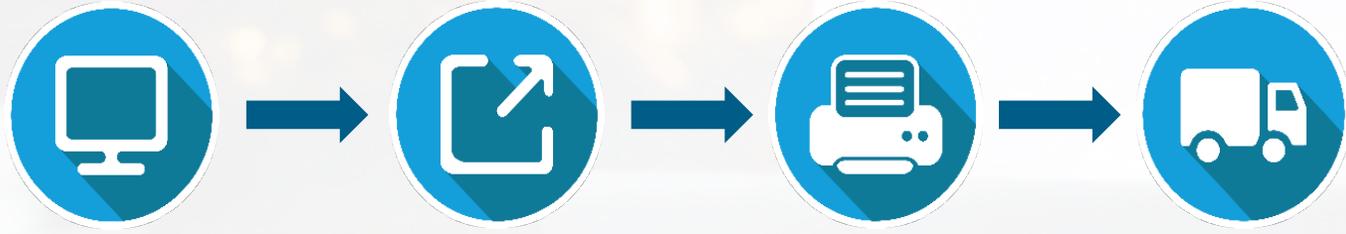
login → upload → print → deliver

Easy to use Online Print Portal

🔵 Your online print portal provides a secure portal to produce, manage and track all your printing needs

🔵 The portal provides users with unique logins to a secure and personalised online portal where you can submit print jobs of any shape or size.

Welcome to University of Kent Online Print Submission Portal

To use the online print submission portal:

1. Ensure you are connected to the University of Kent VPN.
2. Locate the **GlobalProtect VPN** icon in the taskbar.
3. Click the icon using your mouse or trackpad.
4. Press **Connect**.
5. Open your web browser and **go to** :
https://myprint.kent.ac.uk/job-ticketing/customer/rooms/1.
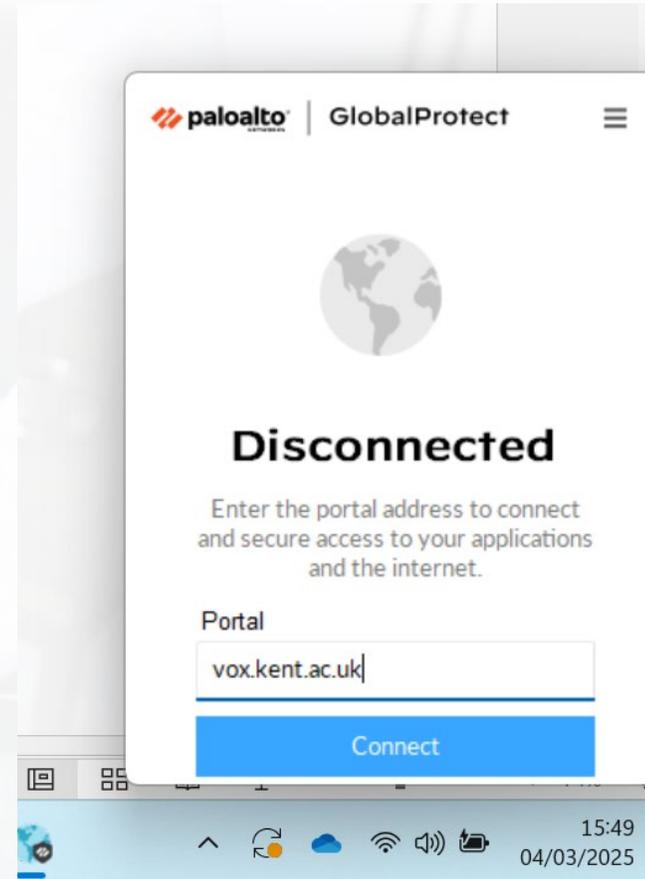
Select from the products available

Placing an order

PDF files only

For assistance in creating a PDF go to Page 17

New 1. BOOKLETS

Files

Drag & drop file here

Attach file

Details

Title

Pages

Booklet

Quantity:

Estimated cost
£0.00

Print Costs — A4 Colour, Basic 80gsm — £0.00
Subtotal — 0 copies @ £0 each — £0.00
Finishing — Card, Any Colour — £0.00
Dispatch Costs — £0 per address — £0.00
Total — £0.00

1. Drag and drop your PDF print file

2. Give it a title

3. Enter the quantity you require

Finish Size and Print — A4 Colour >
Cover — Card >
Inside Cover — Printed >
Cover Colour — Any Colour >
Inner Pages — Basic 80gsm >
Folded and Stapled — Yes
Finishing — Yes
Double sided — Yes

Estimated cost
£0.00

Print Costs — A4 Colour, Basic 80gsm — £0.00
Subtotal — 0 copies @ £0 each — £0.00
Finishing — Card, Any Colour — £0.00
Dispatch Costs — £0 per address — £0.00
Total — £0.00

1. Select your print options

2. Enter your finishing Options *(if needed)*

Delivery & Instructions

Delivery option — Please select the delivery address >

If you would like this order sent directly to Student's or Staff Member's please up-load an Excel or CSV file which includes student's name and addresses

Department

Due date — Please select >

Additional instructions

Due date
August 2024
Su Mo Tu We Th Fr Sa
28 29 30 31 1 2 3
4 5 6 7 8 9 10
11 12 13 14 15 16 17
18 19 20 21 22 23 24
25 26 27 28 29 30 31

Cancel   Submit

1. Enter the delivery date

2. Select the address

3. Type in your Department / Room location

4. Add any additional instructions *(if needed)*

Step by step Example ,most products will follow similar steps to these.

Step 1: select your product

Select the product you need and start order

Step 2: Attach your PDF file

Option One: Click **Attach file** button. Then find the file you wish to print and click **Open**

Files

Drag & drop file here

Attach file
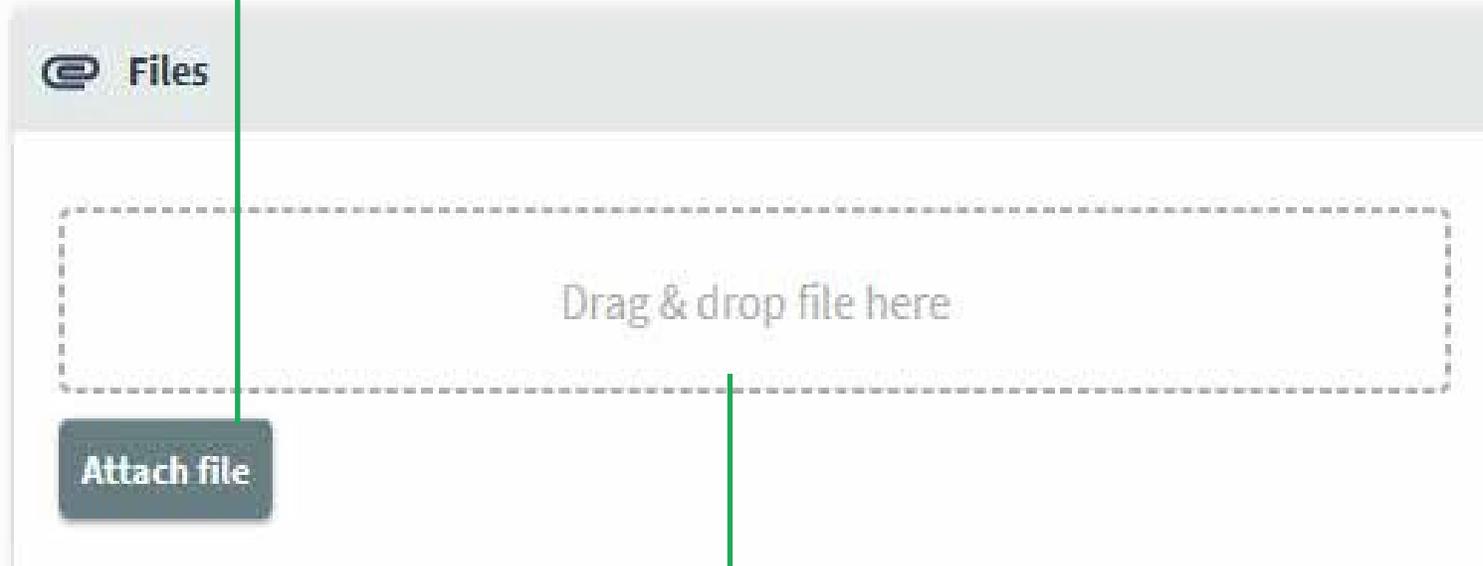
Option Two: Drag & drop. Find the file you wish to print from Windows Explorer on your PC, click and hold your mouse button on the file and drag it over the Drag & drop files here box and release the mouse button.

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Step 3: Give your print job a title

Type the Title of the order here

Details

Title

Pages   1   0

↳ A4 Basic Folder - Template.pdf   1   0

The system will work out how many colour / black & white pages your document has and display them here.

PLEASE NOTE: MICROSOFT OFFICE DOCUMENTS CAN NOT BE CALCULATED. PLEASE SAVE YOUR WORK AS A PDF AND RESUBMIT.

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Step 4: Job ticket

The image on the right is the job ticket for Booklets and other products, depending on your selection in step one. Each option (1 through 7) represents a component of the booklet or product. You can change each component by clicking on the option in the green box and selecting a new component from the drop-down box that appears

1. **Quantity**- type how many copies of the product you need. For example '500'

2. **Finish Size and Print** - This refers to the size of the booklet when it's closed and whether it's printed in colour or black & white. For an A4 colour booklet choose .A4 Colour'. or for an A5 size booklet printed only in Black & White choose 'A5 Black'

3. **Cover** - Choose if you would like the cover of the booklet to be printed on Card or Paper.

4. **Inside Cover** - Choose whether you want to print on the inside of the cover or leave it blank.

5. **Cover Colour** - Choose the colour of the paper or card you for the cover of the booklet

.

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Booklet

Quantity:

_____ 1.

Finish Size and Print   [A4 Colour] >   2.

Cover   [Card] >   3.

Inside Cover   [Printed] >   4.

Cover Colour   [Any Colour] >   5.

Inner Pages   [Regular 100gsm] >   6.

Folded and Stapled   [Yes] 🔒

Finishing   [Yes] 🔒   7.

Double sided   [Yes] 🔒

Step 5: Accounting & Delivery Options

Each job will be charged to your personal account and each order will be delivered through university of Kent internal printroom

Select which site you require your prints to be delivered.

(S) Accounting

Charge to   Select account...   >

🚚 Delivery & Instructions

Delivery option   Internal Mail   >

NO CHARGE - size/weight restrictions, allow 1-2 days

Address

Due date   Please select   >

Additional instructions

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Step 6: Check the price of the order

On the right-hand side of the job ticket is the Estimated Cost display.
This will update the cost of the job with each change you make on
the job ticket.

Estimated cost

£6.25 ——————————— Total Cost for this order

Qty = 200 Print Cost = 0.02975 Total Cost =
6.249999999999999 New Total Cost = 6.25

Print Costs A4 Colour, Regular 100gsm	**£0.03**
Subtotal 200 copies @ £0.02975 each	**£5.95**
Finishing Card, Any Colour Card	**£0.30**
Total	**£6.25**

Breakdown costs for this order

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Step 7: Submit the order

Once you have checked over the job ticket and are happy with the price, you can press the 'Submit' button in the green box at the bottom right of the job ticket. The order will then be sent to the print room, ready for printing. If you want to cancel the order, press the 'Cancel' button. This will delete any changes to the ticket, and no charge will be made.

Cancel   Submit
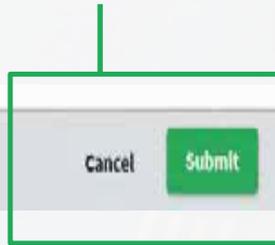
Binding Styles

•**Perfect Bound** - No staples and a card cover that wraps around the entire book.
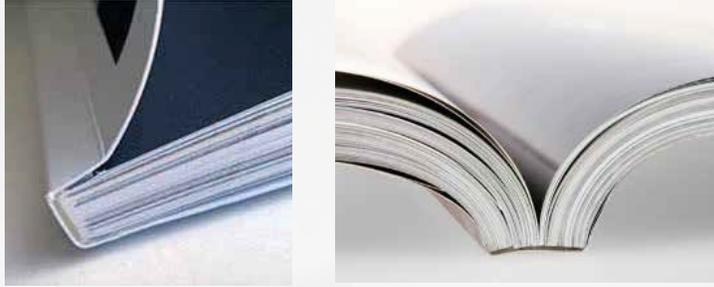
•**Coil** - Plastic Coil that is sealed on both ends and has the ability to open flat and fold back around itself.

•**Fastback** - A thermal bind that glues a black linen strip around the spine of the book. Choose from card, paper and clear plastic covers.

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Binding Styles

•**Book Bound** - Hard back book with textured covers.

Folding styles for leaflets

Half Fold: Like a greeting card. Folded in one place down the center of the print.

Z Fold: Folded in two positions, creating three equal parts that fold in opposite directions, forming a Z shape.

Tri Fold: Folded in two positions, creating three equal parts that fold inwards on each other.
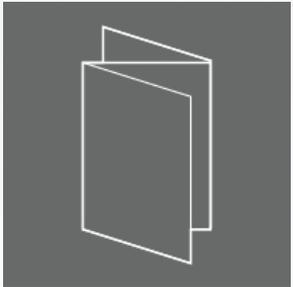
Gate Fold: Folded in two positions, creating one larger part and two smaller parts that fold in towards the center.
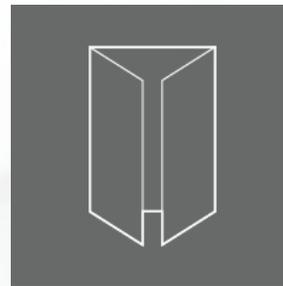
Notifications / Communication

Thu 29/08/2024 09:21

Your BOOKLETS order has been submitted to Activate Learning Print Room

To   User

ℹ️ If there are problems with how this message is displayed, click here to view it in a web browser.

PaperCut MF

Hi User

Your BOOKLETS order has been submitted.

[View Order]

Important Notice: Liverpool John Moores University was established as a Higher Education Corporation

Thu 29/08/2024 09:21

Your BOOKLETS order has been submitted to Activate Learning Print Room

To   User

ℹ️ If there are problems with how this message is displayed, click here to view it in a web browser.

PaperCut MF

Hi User

LSEC Print Room has left you a message

This is a test message

Activate Learning Print Room   [Reply]

Important Notice: Liverpool John Moores University was established as a Higher Education Corporation

💬 Comments

Type a comment

[Post]

Activate Learning Print Room   (AD)

This is a test message

£3.48

Print Costs A4 Colour, Basic 80gsm	**£0.05**
Subtotal 10 copies @ £0.047350750000000004 each	**£0.47**
Finishing Card, Any Colour	**£3.00**
Dispatch Costs £0 per address	**£0.00**
Total	**£3.48**

[Close]

Creating a PDF
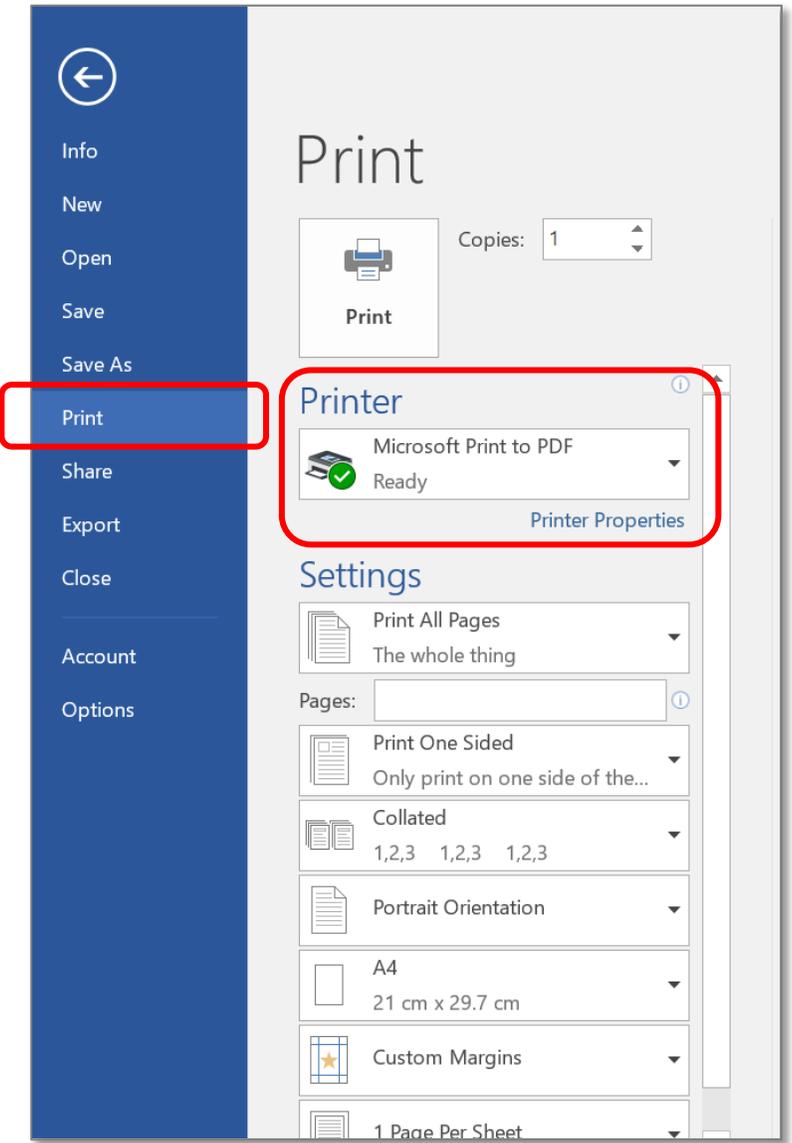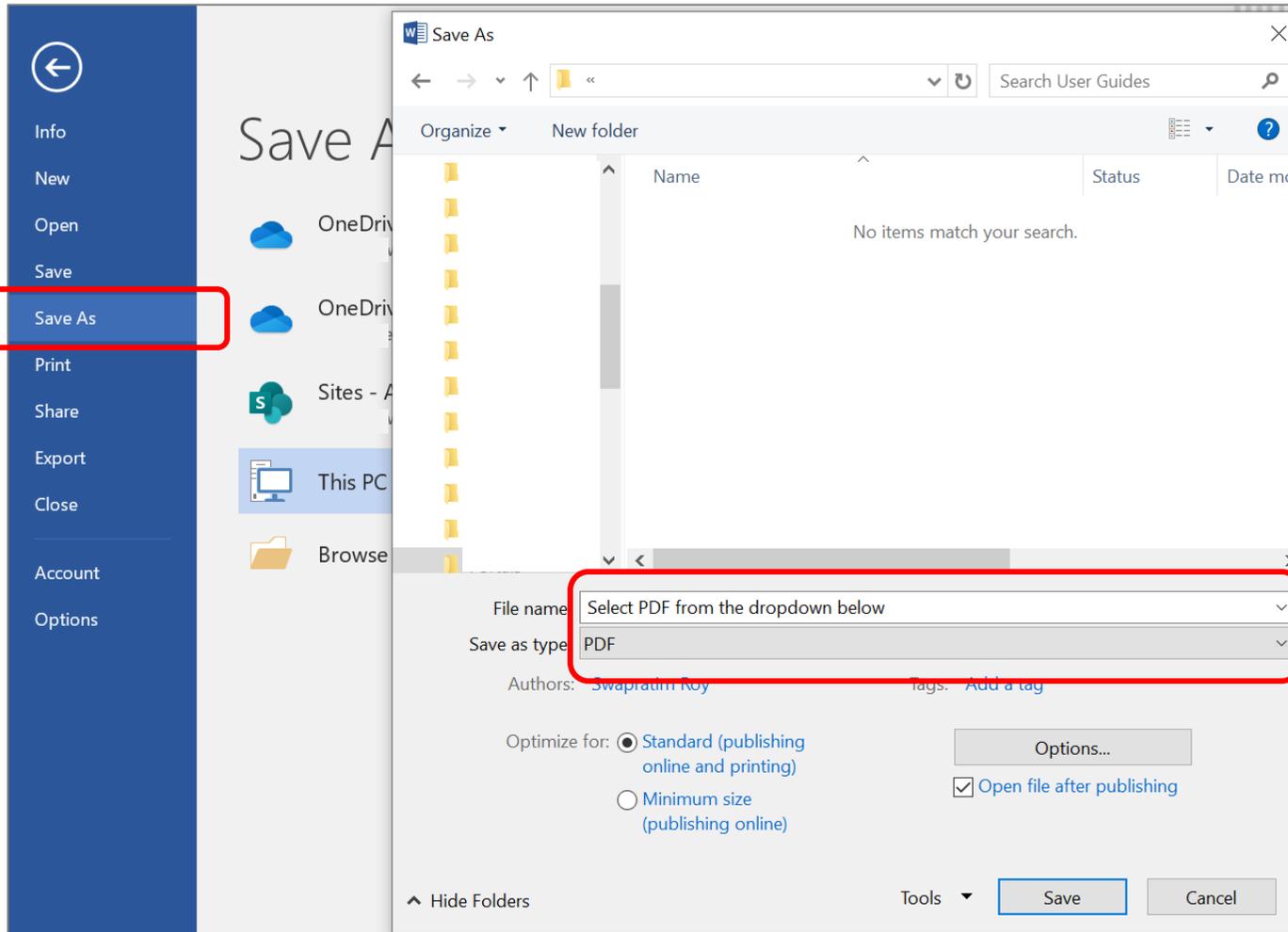
Paying for printing

Buy print credits online
Most students (undergraduates, taught postgraduates and research postgraduates without a Staff IT Account), need to buy print credits to pay for printing and photocopying. Scanning is free.

Postgraduate researchers with a Staff IT Account can use it to print so printing costs go to your division; ask your supervisor if they can offer you print credits.

to add credit to your account epay.kent.ac.uk/printcredits/
• Or buy print credits on campus: pay by credit/debit card or KentOne card at the Templeman Library Welcome Desk
•Check your balance - if off campus use the VPN first
•Unused credits can't be refunded

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