Augsburg
UNIVERSITY ®

AUGNET SERVICES

WebMail ⊡
My Calendar ⊡
Navigate (Appointments & Resources)
Records Registration & Finances
Directory Search
Moodle ⊡
Zoom ⊡
Account Utilities ⟫
Administrative Tasks ⟫
Unit4 Agresso Web ⊡
Facilities Request
2 Copy Request
Textbook Selection
Employee Toolkit
Time Entry

Augsburg Central Services / User Guide

Login – Faculty and Staff
1. Login to Inside Augsburg (**https://inside.augsburg.edu/**)
2. Under Administrative Tasks select Copy Request.

Login – Students
1. Visit the Copy Center Copy Services page and click on Copy Request System
(https://sites.augsburg.edu/centralservices/copy-center-costs/)

- For printing or site questions please contact (612.330.1054) or copyctr@augsburg.edu
- For login issues/questions please contact the Augsburg HelpDesk

Main Page
At Login, the main home page will appear.

AUGSBURG | Central Services
UNIVERSITY. 612-330-1054 | copycntr@augsburg.edu

WE ARE CALLED.
AUGGIES.

Print	Print Advanced	Copy Jobs
Simple Printing / limited finishing	Advanced finishing options	Bring in your originals
Upload	Upload	Create a Ticket

Booklet	General Order	Service
Saddle and GBC Booklets	Paper, Envelopes, Letterhead	Open a service ticket
Upload	Order	Open

Main Page Job Ticket Buttons

Each job ticket button is set up for the type of job or product required.

Print

Select Print – for digital printing of PDF files for page sizes 8.5x11, 8.5x14, or 11x17. Files can be uploaded or chosen from "Existing Documents". Files should not be a custom size or have security protection.

Print Advanced

Select Print – advanced for digital printing of PDF files for page sizes 8.5x11, 8.5x14, or 11x17 with more options such as padding, laminating, cutting and advanced options. Files can be uploaded or chosen from "Existing Documents". Files should not be a custom size or have security protection.

Copy Job

Select Copy Jobs – to fill out job ticket and bring in your own original to be duplicated. Here you can select the amount of originals, copies, and how you want the job processed.
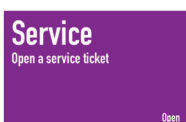
Booklet

Select Booklet – for digital printing of PDF files that requires saddle stitch binding. Finished size of these booklets are 8.5x11. Files can be uploaded or chosen from "Existing Documents".

General Order

Select General Order – to order supplies such as reams of paper, letterhead, and evelopes.
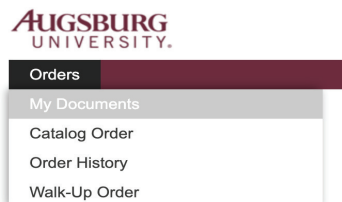
Service

Select Service – to open a service request for service, toner, or paper. Please make sure to enter location and machine's serial number

Orders Menu

Orders Menu can also be used to access job and functions the same as home page buttons.

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| Orders |
| My Documents |
| Catalog Order |
| Order History |
| Walk-Up Order |

Upload Document

Once you select the appropriate job ticket on the main page, you will be able to upload a new PDF document or choose an existing document. * PDF's should not be a custom size or have Security protection

Here you can upload new **PDF** documents and also edit or delete (if allowed) old documents.

PLEASE NOTE:
Documents MUST be standard sizes: 8-1/2x11, 8-1/2x14 or 11x17.
Other sizes may not print correctly!
Download File re-sizing instructions for more information.

Upload Document	Existing Documents

Upload File: [Select A File]
Convert To PDF: ☑
Order Document: ☑

[Upload]

Existing Documents

Used to View, Reorder or Delete documents that were previously orded

Image	Title	Date	Action
1	01	07/08/2024	View|Order|Delete
1	1 thru 4 Test Print Document for Imposition Letter	07/03/2024	View|Order|Delete
	Basic Worldox Installation Notes – updated 2013-02-07	06/19/2024	View|Order|Delete
	Color Test File_PDF	06/19/2024	View|Order|Delete

Showing 1 to 4 of 4 entries   Previous 1 Next

Job Ticket

Once a document is uploaded or selected, a job ticket will appear. Fill out the ticket using the drop down options and select next. Remember choose number of copies you need in the top box next to "Copies"

Print Job Details

Print Job Id 0
Document 1 thru 4 Test Print Document for Imposition Letter
Document Page Count 4
Copies [0]

Settings

Paper Type	No Paper
Duplex	1-Sided
Print Color	Print B&W
Staple	No Staple
Stamping	No-I am not posting on campus.

Print Job Note

《 ‹ › 》

Multiple Job Orders
To add multiple jobs to the same order, before select "Submit", select the "Augsburg University" on the top left hand side.

Select – the Augsburg logo to go back to the main screen to add another job or item to your order

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Orders

Home > Shopping Basket > Order Details

After you select another job or item, you will see multiple orders in your shopping basket.

Order Details

Print Jobs

Print Job Id	Document	Copies	Total Price	Action
792709	1 thru 4 Test Print Document for Imposition Letter	1	$0.16	Edit | Create Summary Page | Remove
792713	01	1	$0.04	Edit | Create Summary Page | Remove

Home > Shopping Basket > Order Details

Order Details

Print Jobs

Print Job Id	Document	Copies	Total Price	Action
790834	1 thru 4 Test Print Document for Imposition Letter	1	$0.24	Edit | Create Summary Page | Remove

Company

1
Delivery Location: Loffler
Full Name: Joe Anderson
Phone Number: 9522805180
Email Address: joe.anderson@loffler.co
Required

All items will be picked up in the print center or sent to your site via intercampus mail.

2 Deliver Method: --select--

3 Actual Date Needed: 08/08/2024

Cost Center (select pull-down): Pay At Central Services - Pay At Central Services
Payment Type: Cost Center (select pull-down)
Fund Number:
Project Code:

Note:

4 [Submit] [Print Cover Page]

1. Delivery Information– Delivery Location, Full Name, Phone Number, and Email Address
are required fields. Delivery defaults should be pulled from user profile but can be changed
Default is to remember the first address used (more information in **Managing Profile** section)
Existing Addresses – Previously entered addresses will be saved and can be used with other order

2.Delivery Method – Pick up at the Print Center and InterOffice Mail. Both options require a 2 day turn around if received before 12/Noon.

3. Actual Date Needed – date will move per delivery method or user can select calendar date

4.Submit – select to order place order

Access Profile by selecting username at the top right

Managing Your Profile

Under Manage Profile, user can select the Default Address to be used at check out. Below are the options available under the users profile

Managing Your Profile – options

1. **NoDefault** – no address used – fields are left blank. Also blank at check out except building
2. **Oldest** – current default – first or oldest address used
3. **Newest** – newest or most current address is used
4. **Selected** – by selecting the address to be your default. Need to have used address in the entries

Home > Manage Profile

Manage Profile

Here you can Manage your Profile

Click an action link below

Change Password
Shopping Basket (0)
Default Address | NoDefault ⌄

Addresses

Show 10 ⌄ entries   Search: [   ]

	Company	Name	Address 1	Address 2	Address 3	City	State	Zip	Phone	Email	Default	Action
☐	Building #3	Test User 01									☐	✏️⊖
☐	Augsburg Copy Center	Test User 02							9522805180		☐	✏️⊖
☐											☐	✏️⊖

Showing 1 to 3 of 3 entries   Previous 1 Next

[Delete Addresses]

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