

JALC Faculty/Staff: Using Printnet 07/06/20

Open your internet browser.

Type in: <https://www.copynetsolutions.com/JLC>

Or go to: Sharepoint, <https://jalcollege.sharepoint.com>
Click **Links and Tools**, then **Printnet** (bottom left)

Or go to: www.jalc.edu, click on MyJALC, under Bookmarks, click Printnet

NEW USERS

JOHN A. LOGAN SIGN IN PAGE – **Login with your JALC credentials**

PRINTNET HOME PAGE – Choose **Register as a New User**

Choose the **Division, Faculty/Staff, Department, Your Department.**

Choose **Password**. Enter Your **Phone # and Email Address**. **Physical Address** is **700 Logan College Dr, Carterville, IL 62918**. Do not use personal home address please!

EXISTING USERS

JOHN A. LOGAN SIGN IN PAGE – **Login with your JALC credentials**

PRINTNET HOME PAGE – **Login**

SUBMITTING A JOB

Job Details: Name your Job (use a different name for each submission)

- **1 file per submission if you want double sided**
- **Multiple files per submission if you want 1 sided**

Quantity: How many copies of this file do you need?

Files: Upload a new file or choose from previously uploaded files.

If uploading a new file, it must be downloaded to your phone or computer first!

Request Date/Time: There is a 5 minute to 1 business day turnaround.

Print and Paper Options: Do you want your prints to be 1 sided or 2 sided?

Bindery and Covers: Staple, 3-hole punch, cutting, etc.

Delivery/Shipping: N/A at this time

Special Instructions: Tell us extra details about your job here.

Finally, choose **the blue Submit button**.

You will receive an **email notification** when your job is successfully submitted. You will receive a **2nd email notification** when your job is completed and ready for pick up.

Should you need assistance, or have questions, please call **Campus Support Services** at Ext. **8280, 8603, 8381**, or email amybafford@jalc.edu.

Thank you for using Printnet!