



RICE | BUSINESS
Jones Graduate School of Business



Document Center Users Guide

Welcome to the JGSB Document Center

Introduction

The Document Center was created to provide high speed digital scanning and printing services for the Jones Graduate School of Business. Our high volume monochrome and color digital production presses allow us to provide a quick, professional and cost effective method of printing services here on campus. We strive to have a customer-oriented operation that aims for excellence in quality and service. We are committed to providing effective and efficient printing services to all faculty, staff and affiliated departments of the entire Rice community.

Staff

Kyle La Rue - Document Center Supervisor

Location

The Document Center is located on the 4th floor of McNair Hall in room 410.

Hours of Operation/Contact Information

Monday – Friday 8:00AM – 6:00PM

Saturday Closed

Sunday Closed

Phone: Kyle La Rue - 713-348-3172

klarue@rice.edu

E-mail:



Document Center Policies

Normal turnaround time for a work request is 2 business days. Work requests for copies of book chapters require additional scan time due to extra steps needed to create a useable original. Please notify Document Center staff of any incoming “rush” requests as early as time permits. Requests received very late in the afternoon (after 4:00PM) will be processed on the following workday unless prior arrangements are made. Any request for after hours print production must be approved in advance.

The Document Center regularly receives requests for printing from one department which will be billed to another department. In the event that a customer is forwarding a file to be printed on behalf of another department, it is Document Center policy to have prior approval from the department who is actually being billed before the job is prepared for printing. If a department fails to give the Document Center proper billing information prior to completion of printing, the department that originally requests the printing services will be billed.

Quotes are given upon request.

Equipment

The JGSB Document Center uses state of the art Ricoh digital printer that offer high speed/ high quality digital printing, easy file submission, editing and file storage. We have Ricoh monochrome press (Ricoh 907ex) which print at 107ppm and 90ppm respectively. In addition, we also have the Xerox Versant 280 for your color printing needs which prints at 80ppm. The Ricoh 907ex also has an in-line booklet maker that folds/staples/trims booklet, brochures, catalogs and more.



Xerox 280



Ricoh 907ex

Work Request Submission Procedures

Work requests can be submitted to the Document Center in two ways. If you have a hard copy of your documents to be printed, you can bring the documents to the Document Center and fill out a work request form. You will then submit the form along with your hard copies. The easiest and best way to submit a work request to the Document Center is to send a digital file of your documents via our websubmission tool. Submitting requests via websubmission is simple.

1. Click the link - : <http://doccenter.rice.edu/default.aspx>
2. Enter your Rice NetID information.
3. Enter information for all required fields.
4. Attach your documents for print.
5. Submit your request by clicking "Upload Now".

That's it!!

When sending digital files we ask that the file(s) be in pdf, word, excel or powerpoint formats. Though we aren't limited to printing only these types of files, these files are what the Document Center finds easier to set up and color match if your files are to be printed in color. Proofs of documents being processed are available upon request from customer. Once approval is given, the Document Center staff will then proceed to fulfill the customer's order. Upon job completion, an email or phone call will go out to the customer who submitted the job to inform them of job completion.

Work Request Form

JGSM COPY CENTER
Work Request Form

Today's date: _____ * Date / Time due: _____ **

Requested by: _____ Est. _____ Room number: _____

Job Name: _____ **Rush? YES / NO** Time Submitted: _____

Course Number # _____

Faculty: _____

Number of Originals: _____ Number of Copies: _____

Circle Copy Options: **BLACK & WHITE** or **LASER JET COLOR COPY**

STOCK SIZE: 8.5x11 8.5x14 11x17

STOCK COLOR: Colored YES/NO Would you like this document digitally Archived?

YES / NO **Ringbind**

YES / NO **Two Sided**

YES / NO **3 Hole Paper**

YES/NO **Perforated for easy paper**

YES / NO **Transparencies.....Number of sets: _____**

YES / NO **Tape Bound Books.....Binding Type Color Black / White**

YES / NO **Front & Back Covers.....Cover Stock Color: _____**

YES / NO **Tabs.....Plain / 3-hole Drilled**

Special Instructions: _____

* **Bold fields are required** ** **Normal turnaround time is 48 hours.**

Phone circle one	Field	Org	Department	Copy Text Book Chapter(s) - Page(s)
A-1	15300	Main Account	Chap. Pg. to Pg.	
A-1	12910	Administration	Chap. Pg. to Pg.	
A1	15020	CPG	Chap. Pg. to Pg.	
A1	15040	DD	Chap. Pg. to Pg.	
A1	15060	EMBA/Graduate	Chap. Pg. to Pg.	
A1	15080	GRS/Programs	Chap. Pg. to Pg.	
A1	15100	Alumni	Chap. Pg. to Pg.	
A1	15120	General Relations	Chap. Pg. to Pg.	
0700	15140	Special Programs	Chap. Pg. to Pg.	
0700	15160	Business Alliance	Chap. Pg. to Pg.	

Completed by: _____ Picked up by: _____

White - Copy Center Yellow - Copy Center Pink - Requestor

Billing Procedures

Once a job has been submitted, proofed, approved and reproduced the billing process is then initiated. Some customers may want to be billed immediately following completion of their request. Others may want to be billed at different times (i.e. weekly, bi-weekly monthly, quarterly, etc.). It is up to the customer to inform the Document Center staff when they choose to be billed. If there is no designation made at time of order completion the Document Center will bill each job as it is completed. One thing to keep in mind is that the Document Center gives special discounts to customers that print in large volumes. Contact the Document Center Supervisor for details.

Copyright Permissions

If your course materials or submitted files contain copyright protected material of any kind (graphs, photos, text, etc.), it is the customers responsibility to obtain documented permission from the author or publisher of the material before the Document Center will process the request. If you are in need of help with acquiring permission to print or post material that is protected, please contact the Document Center/Copyright Assistant, Kyle LaRue (klarue@rice.edu or 713-348-3172), here in McNair Hall for assistance. Please be aware that copyright permission must be obtained each time a request is submitted to the Document Center for copyright protected information, regardless of previous use.

For more information concerning Rice University Copyright Policies, please got to the following web site link;

<https://policy.rice.edu/334>

Feedback

Feedback is important to the JGSB Document Center in order to maintain customer satisfaction. If you have a complaint, praise for a job well done or suggestions on how we can improve our operation, please send them to klarue@rice.edu.