

Niagara College Ricoh Store Front [RSF]

FACULTY USER GUIDE

Version 4.1

“What is Ricoh Store Front [RSF]?”

Ricoh Store Front (RSF) is a website offered by Ricoh Management Services (RMS) that allows customers to order print products online 24/7 from within the college or outside the college. RSF offers a quick and easy print ordering experience similar to other online retail stores that you may be familiar with.”

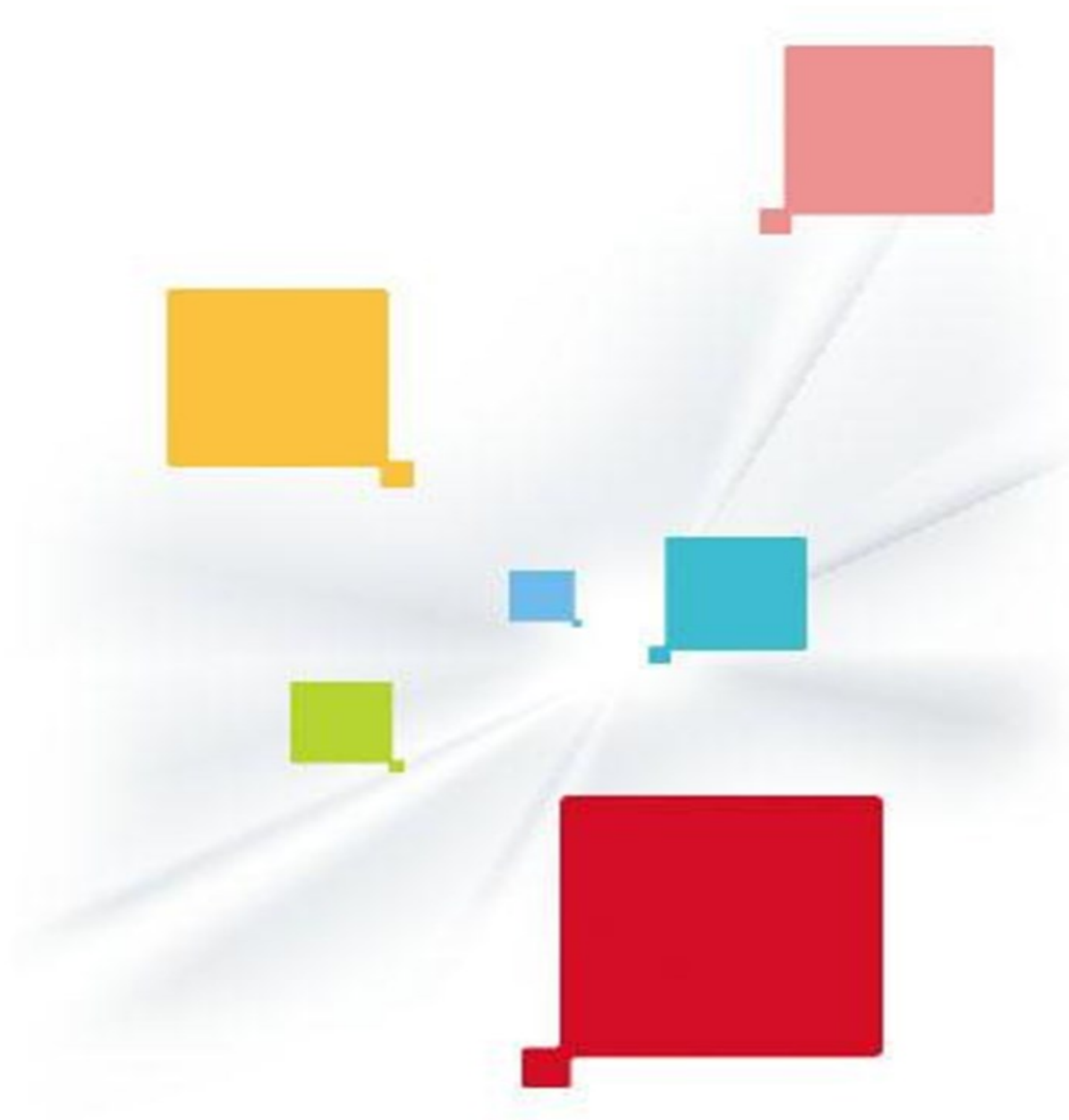


Table of Contents

How to access the RSF storefront	3
How to update your profile	6
How to place an order for Non Copyright Material	8
How to place an order for Copyrighted Material	17
How to reorder previous jobs	21
How to contact support	22

How to access the RSF storefront

Accessing the RSF

You can access the site from a web browser (such as MS Internet Explorer, Mozilla Firefox, Apple Safari, or Google Chrome).

Logging into RSF

- 1 Connect to the Internet by starting your web browser.
- 2 Enter the web address (URL) for the site in the address field at the top of the browser window. The address is: **<https://dsf.ricoh.ca/DSF/Companies/niagaracollege/storefront.aspx>**.
- 3 Under **Login** enter your User Name and Password.



Login

User Name:

Password:

[Forgot your password?](#)



Welcome to the New Ricoh Store Front, A digital submission tool for the on-campus Ricoh Print Centres

Note: Any submissions containing copyrighted material require you to complete the Copyright Permission Form when you upload your document, and your job will then be forwarded to the Library for review. Once cleared, your job will be forwarded to the Print Centre.

Note!

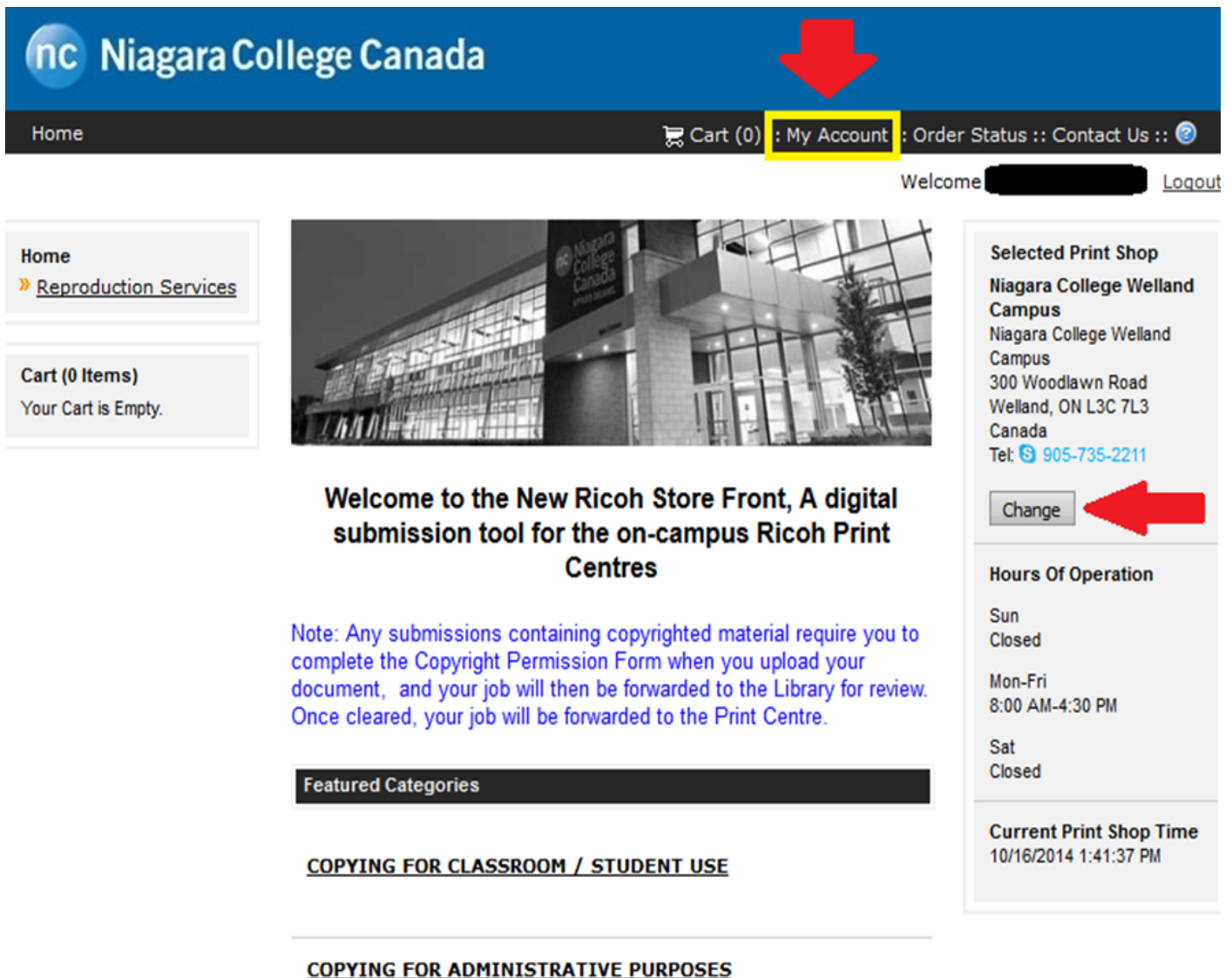
Your account will be already registered with RSF and user name and initial password will be provided by Ricoh Document Management (RDM).

Home Screen

You can access your password change from this screen by clicking on the 'My Account' link (see photo). Your 'Home' bar will remain with you as you navigate through the website so that you can return to the 'Home' screen at any time that you need to.

Change Button

If you work at both Niagara College Campus locations you can choose where your print job can be sent. You simply have to click the 'Change' button and pick your location. This will tell Ricoh where we need to print the job for you to pick up. Hours of operation are the same at each location.



nc Niagara College Canada

Home Cart (0) **My Account** Order Status :: Contact Us :: ?

Welcome [Name] Logout

Home
» [Reproduction Services](#)

Cart (0 Items)
Your Cart is Empty.

Welcome to the New Ricoh Store Front, A digital submission tool for the on-campus Ricoh Print Centres

Note: Any submissions containing copyrighted material require you to complete the Copyright Permission Form when you upload your document, and your job will then be forwarded to the Library for review. Once cleared, your job will be forwarded to the Print Centre.

Featured Categories

COPYING FOR CLASSROOM / STUDENT USE

COPYING FOR ADMINISTRATIVE PURPOSES

Selected Print Shop
Niagara College Welland Campus
Niagara College Welland Campus
300 Woodlawn Road
Welland, ON L3C 7L3
Canada
Tel: ☎ 905-735-2211

Change

Hours Of Operation
Sun
Closed
Mon-Fri
8:00 AM-4:30 PM
Sat
Closed

Current Print Shop Time
10/16/2014 1:41:37 PM

Home

» [Reproduction Services](#)

Cart (0 Items)

Your Cart is Empty.



Welcome to the New Ricoh Store Front, A digital submission tool for the on-campus Ricoh Print Centres

Selected Print Shop

Niagara College Welland Campus

Niagara College Welland Campus

300 Woodlawn Road

Welland, ON L3C 7L3

Canada

Tel: ☎ 905-735-2211

[Change](#)

Hours Of Operation

10:00 AM - 4:30 PM

Print Shop Time
014 1:48:32 PM

Change

Choose the print shop nearest to you. Use the pulldown menus below to increase or narrow the results.

Show: 10 1-2 of 2

< Prev 1 Next >

	Name ▼	Address	City	State	Zip/Postal Code
<input type="radio"/>	Niagara College NOTL Campus	135 Taylor Road	Niagara-on-the-Lake	ON	L0S 1J0
<input checked="" type="radio"/>	Niagara College Welland Campus	300 Woodlawn Road	Welland	ON	L3C 7L3

Cancel

OK

Select the Campus for print and click 'OK' to change your selection. Keep in mind that the Campus you select will remain this way until you change it in the future. If you work at both Campus please ensure that you are placing the job with the proper Campus for pick up.

****Delays will occur if the incorrect Campus is selected.****

How to update your profile

Updating your information

To update your information simply click the 'My Account' button. Your current information will be displayed for you to verify. From this screen you can also change your password. It is important to verify that you are assigned to the proper department code. If you are not, simply contact the Ricoh Site Manager and the correction can be made quickly. The 'Edit' button at the bottom right of the screen will allow you to make all the changes to your profile. To complete the changes, click the 'Save' button to return to the profile screen after updating.

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Home [Cart \(0\)](#) :: [My Account](#) :: [Order Status](#) :: [Contact Us](#) :: [?](#)

Welcome [REDACTED] [Logout](#)

My Account

- » **Profile**
- » [Files](#)
- » [My Order History](#)

Profile

Nickname: [REDACTED]

Name: [REDACTED]

User Name(Login ID): [REDACTED]

E-Mail Address: [REDACTED]@niagaracollege.ca

Security Question: [Change](#)

Company: Niagara College

Department: 80900000

Print Shop: Niagara College Welland Campus




Address: [REDACTED]
Niagara College
Niagara College - Welland Campus
300 Woodlawn Road
Welland, ON L3C 7L3
Canada

Phone Number 1: [905-735-2211](#)

Password: [Change](#)

[Edit](#)

Change Password

Password:	<input type="password" value="....."/>	
New Password:	<input type="password"/>	
Confirm New Password:	<input type="password"/>	
		
		<input type="button" value="Cancel"/> <input type="button" value="Save"/>

Changing your Password

The very first time that you login in to the Ricoh Store Front you are issued a temporary password. You will receive this password via email from Ricoh. When you login it will immediately expire and ask you to change your password. Once you have completed this step you will be ready to begin placing orders in the RSF system.

Password Recovery

Ricoh does provide an online password recovery option. If you have difficulty, find yourself locked out and unable to access the RSF system, please stop by to speak with the Ricoh On Site Staff to assist you in gaining access to your account.

*** If you are unable to log into the RSF system, your password may have expired.

To reset your password; CLICK *"Forget Password"*.

You will be prompted to enter your USERNAME, (enter your 1st initial and last name)

Click *"SUBMIT"*; Then you will be asked *"Which high school did you graduate from?"*

ANSWER is *"NC"* and click *"SUBMIT"*.

NOTE: DO NOT USE ANY OTHER ANSWER BECAUSE IT WILL NOT WORK!

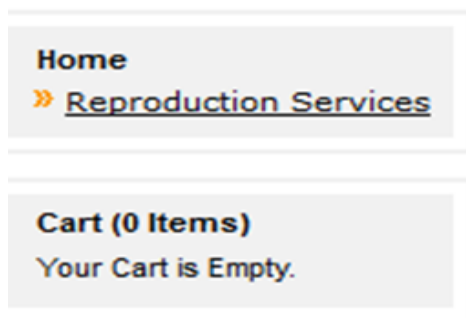
You will receive a temporary password to your email address and you will have the option of changing it when you log in again. You just have to click *"SAVE"* to save the changes.

How to place an order for Non Copyrighted Material

How to place an Order in RSF

When you login to your account in RSF you will be at the home screen. To place an order you have two options, 'Copying for Classroom' or 'Copying for Administrative Purposes'. The 'Copying for Classroom' is your general every-day type of classroom handout, quizzes, exams, etc.

The 'Copying for Administrative Purposes' would be for distribution to the professors & faculty staff. We offer memo paper and letterhead as options for this type of printing. The different paper choices are shown in the finishing screen.



Welcome to the New Ricoh Store Front submission tool for the on-campus F Centres

Note: Any submissions containing copyrighted material
complete the Copyright Permission Form when you upload
document, and your job will then be forwarded to the
Once cleared, your job will be forwarded to the Print Center

Featured Categories

 **COPYING FOR CLASSROOM / STUDENT USE**

 **COPYING FOR ADMINISTRATIVE PURPOSES**

How to place an Order in RSF

There are three options under 'Copying for Class'. Select which link best suits the type of printing that you wish to do. Once you select your printing you will be sent to the non copyright submission screen to ADD your files. When you ADD files, you will have two options, one is to directly upload your PDF file and the other option is to select 'Offline' materials, which is for hard copies that you will bring to the print centre. Chose 'type' filename pages—(if originals are double-sided you must count each side as one page) count each side of the sheet with writing as 1 page, then 'ADD' and proceed as normal.

[Home](#)
[Cart \(0\) :: My Account :: Order Status :: Contact Us ::](#)

Welcome [Logout](#)

[« Home](#)
[« Reproduction Services](#)
COPYING FOR CLASSROOM / STUDENT USE
[» CLASSROOM HANDOUTS](#)
[» COURSEPACKS](#)
[» MANUALS](#)

COPYING FOR CLASSROOM / STUDENT USE
 Not sure what you can/can't copy? Please contact campus library staff – information found here: nclibraries.niagaracollege.ca

View By:

[CLASSROOM HANDOUTS](#)

[COURSEPACKS](#)

[MANUALS](#)

Selected Print Shop
Niagara College Welland Campus
 Niagara College Welland Campus
 300 Woodlawn Road
 Welland, ON L3C 7L3
 Canada
 Tel: 905-735-2211
[Change](#)
Hours Of Operation
 Sun
 Closed
 Mon-Fri
 8:00 AM-4:30 PM
 Sat
 Closed
Current Print Shop Time
 10/16/2014 1:49:56 PM

Cart (0 Items)
 Your Cart is Empty.

[Home](#)
[Cart \(0\) :: My Account :: Order Status :: Contact Us ::](#)

Welcome [Logout](#)

Progress

1 [Add Files](#)
2 [Print Options](#)
3 [Review](#)

Job Name	Quantity	Unit Price	Subtotal
<input type="text"/>	<input type="text"/>	-	-

[Update Price](#)

NOTE: Quantity & no. of pages are required for pricing

Upload File
Offline Material

Select File: No file selected.
☐ Add to 'My Saved Files' for future use.
☒ Convert to PDF (recommended)
[Supported File Types](#)

My Saved Files

File(s) Added to This Job
 No files have been added to this job
 To add files, browse and upload a document or add files from My Saved Files.

How to place an Order in RSF

Once your document is uploaded you now will have to give your job a name, select the quantity for printing, verify your PDF file uploaded and then you can click 'Next' to proceed to the finishing screen. Only upload 1 file at a time. If there is more than one file, add them separately. *****It is always best if you save your submission in PDF format then upload it for printing. This will help to avoid any formatting errors if the document has to be converted to PDF.*****

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Home
Cart (0) :: My Account :: Order Status :: Contact Us :: ?

Welcome XXXXXXXXXX [Logout](#)

Progress

1

2

3

Job Name

Quantity

Unit Price Subtotal

[Update Price](#) \$0.23 \$0.23

NOTE: Quantity & no. of pages are required for pricing

Upload File
Offline Material

Select File:

No file selected.

☐ Add to 'My Saved Files' for future use.
☒ Convert to PDF (recommended)
[Supported File Types](#)

My Saved Files

Cloud / Websites

Your File has been added successfully and is ready to use.
File(s) Added to This Job

To reorder or remove a file, click the document's icon and then click Move Up, Move Down, or Remove. Click a file name to preview that document. Click Next when you are done configuring your files.
NOTE: Files will be printed in the order shown below.

Bench ON the Go Ricoh (2).pdf

9 Pages

Saved Date: 10/15/2014 8:40 AM

Saved Time: 8:40 AM EDT

Uploaded via WebPage

How to place an order in RSF

This is your 'finishing' screen. This is where you will select how you want the finished product to look. If you want colour or black & white printing, single sided or double sided printing, portrait or landscape, hole punching, stapling, binding, and more. *****This screen also gives you the option to have input with the special instructions box at the bottom. You can type special instructions for the job here.** If you would like your job sent to another campus via interoffice mail you must include the room number and location (i.e.—WC—S110). If you do not need collating you must specify this in the special instructions. If you have multiple jobs with different colour paper, continue shopping and add them separately.***

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Home

Cart (0) :: My Account :: Order Status :: Contact Us ::

Welcome anita schmolli! Logout

Progress

1 Add Files

2 Print Options

3 Review

Job Name
Test1

Quantity
1

[Update Price](#)

Unit Price
\$0.23

Subtotal
\$0.23

NOTE: Quantity & no. of pages are required for pricing

Print Options

Paper/Media:

White 20lb paper

Type: Paper

Size: Letter

Scale to Fit:

☐ Scale my files to fit paper (when needed)

Print In Color:

Print In Black and White

Sides:

Single Sided

Orientation:

Portrait

Front Cover:

No Front Cover

Back Cover:

No Back Cover

Finishing

Bind Type:

No Binding

Booklet Making:

No Booklet

Staple:

No Stapling

Cut Type:

No Cutting

Fold:

No Folding

Punching:

No Punching

Padding:

No Padding

Tabs:

No Tabs

Lamination Side:

No Lamination

Shrink Wrap:

No Shrink Wrap

Special Instructions

Previous

Next

How to place an order in RSF

Once you have completed your finishing selections and click 'Next' at the bottom of the page you will be brought to the Review Screen. From this screen you want to ensure that your print job has a name, the quantity is correct and your finishing options are correct. Before you can proceed to the checkout screen you **MUST** approve this print job by checking the box next to 'I Approve' at the bottom. Once you do this you can 'Add to Cart'.

[Home](#)
[Cart \(0\)](#)
[My Account](#)
[Order Status](#)
[Contact Us](#)

Welcome [ants schmitt](#)
[Logout](#)

Progress

1 [Add Files](#)
2 [Print Options](#)
3 [Review](#)

Job Name

Quantity

[Update Price](#)

Unit Price
\$0.25

Subtotal
\$0.25

NOTE: Quantity & no. of pages are required for pricing

Review

File(s)
File Name
Page(s)
Upload Method

[Bench ON the Go Bitch \(2\).pdf](#)
9
Upload Digital

Print Options
[Edit](#)

Paper/Media
White 10lb paper
Bond (20 pound)/ 75 gsm
White
Scale to Fit - No
Print in Black and White -
Single Sided
Portrait
No Front Cover
No Back Cover
No Binding
No Booklet
No Stapling
Cut in Quarters
No Folding
No Punching
No Padding
No Tabs
No Lamination
No Shrink Wrap
Picked out this into business
card size

Print in Color/Sides
Orientation
Front Cover ^
Back Cover ^
Binding ^
Booklet Making ^
Staple ^
Cutting
Fold ^
Punching ^
Padding ^
Tabs
Lamination ^
Shrink Wrap ^
Special Instructions ^
^ Not Shown In Preview


☐ I Approve (REQUIRED)
I've carefully reviewed and approve this job. The producer of this job will not be held responsible for design or
printing errors.

[Previous](#)
[Add to Cart](#)


☒ I Approve (REQUIRED)
I've carefully reviewed and approve this job. The producer of this job will not be held responsible for design or
printing errors.

[Previous](#)
[Add to Cart](#)

When you have completed adding your order to your shopping cart your job is viewed inside of your cart. This is where all of the important information for check out is located. From this screen you can see the **due date**, the print shop location, the print shop hours of operation, as well as the option to **continue shopping** or checkout. **IF YOU HAVE MORE THAN ONE DOCUMENT TO UPLOAD SELECT "CONTINUE SHOPPING"**. Once all documents are uploaded you can click "**CHECKOUT**". ***You have the opportunity to choose a due date & time at this point.*** Please keep in mind that the default is always 24 BUSINESS HOURS. *****If you submit a job on Friday, Saturday or Sunday it will not be ready for pick up until Tuesday at 08:00 AM EST**.*** ***FOR LARGE MANUALS AND NCRS PLEASE ALLOW FOR 5 WORKING DAYS FOR BINDING OF THESE JOBS.***



Niagara College Canada

[Home](#)
[Cart \(1\) :: My Account :: Order Status :: Contact Us :: ?](#)

Welcome  [Logout](#)

Shopping Cart

[Continue Shopping](#)
[Checkout](#)

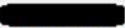
Due Date & Time 10/16/2014 9:00 AM 

Print Shop: [Niagara College NOTL Campus](#)

[Update Price](#)

Products	Quantity	Item Price	Item Total
Test1 Remove Item Name: Standard Printing	1	\$0.25	\$0.25
		Subtotal:	\$0.25
		Taxes:	\$0.03
		Total:	\$0.28

Recipients
[Add Another Recipient](#)

Recipient #1

 Niagara College Students
 5608 woodland blvd
 5608 woodland blvd
 niagara falls, ON L2G 5K7
 Canada

Hours Of Operation
 Sun Closed
 Mon-Fri 8:00 AM-4:30 PM
 Sat Closed

Method:
 Pick up at Ricoh Print Center

[Update Price](#)

[Clear Cart](#)
[Continue Shopping](#)
[Checkout](#)

Shopping Cart

[Continue Shopping](#)

[Checkout](#)

Due Date & Time: 10/16/2014 9:00 AM

Print Shop: [Niagara College NOTL Campus](#)

Choose a Requested Due Date & Time

Date							Time
October 2014							Eastern Standard Time 9:00 AM
Su	Mo	Tu	We	Th	Fr	Sa	
			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		

Ready for pick-up or shipping by
Thursday, October 16, 2014 at 9:00 AM

[Save](#)

[Update Price](#)

Products

[Test1](#)
[Remove](#)

Item Name: Standard P

Item Price Item Total

\$0.25 \$0.25

Subtotal: \$0.25
Taxes: \$0.03
Total: \$0.28

Recipients

[Add Another Recipient](#)

Recipient #1

[REDACTED]
Niagara College Students
5608 woodland blvd
5608 woodland blvd
niagara falls, ON L2G 5K7
Canada

Hours Of Operation

Sun Closed
Mon-Fri 8:00 AM-4:30 PM
Sat Closed

Method:

Pick up at Ricoh Print Center

[Update Price](#)

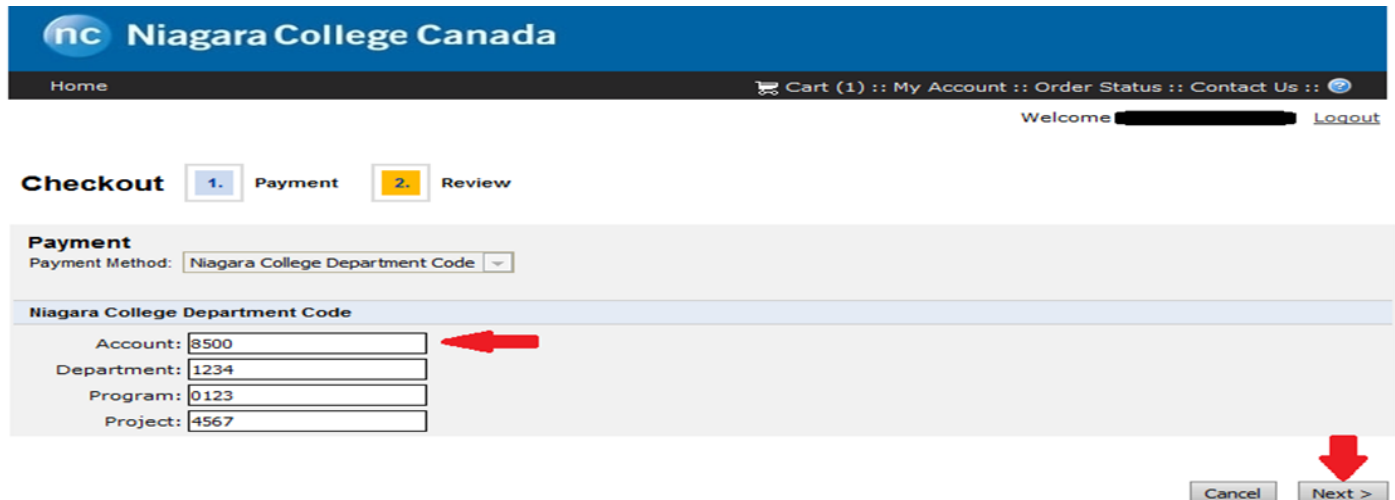
[Clear Cart](#)

[Continue Shopping](#)

[Checkout](#)

How to place an order in RSF

Once you click 'Checkout' you move to the review screen. At this point you will be asked to enter your Account, Department, Program & Project codes. This information can be obtained from your department head. For billing purposes this information in all four boxes should be filled in. If you are not sure what your Program & Project codes are you MUST contact your department Admin for this information. Click 'Next' to proceed to the final step.



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Home Cart (1) :: My Account :: Order Status :: Contact Us :: Logout

Welcome [Redacted] Logout

Checkout 1. Payment 2. Review

Payment

Payment Method: Niagara College Department Code

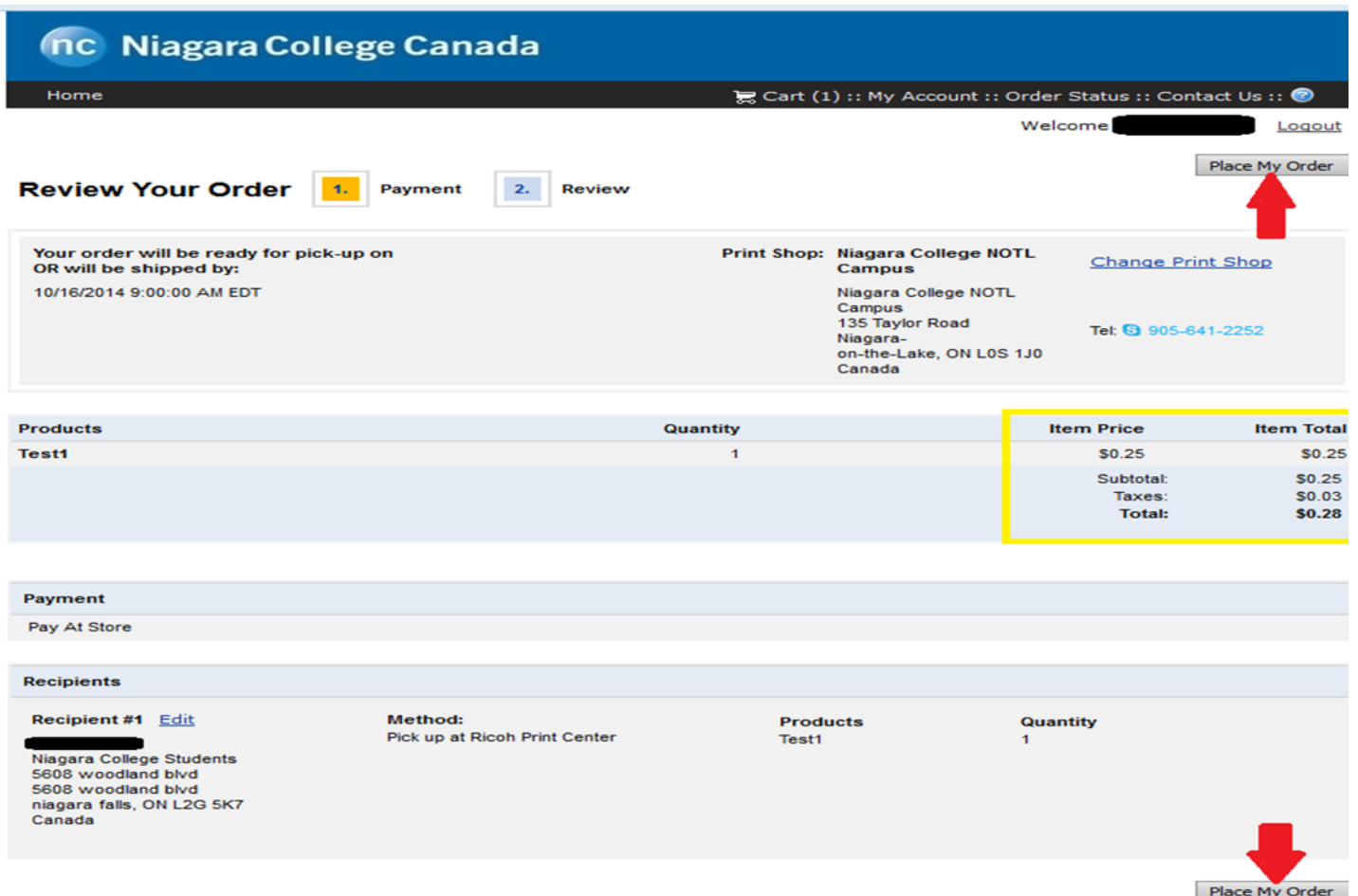
Niagara College Department Code

Account: 8500
Department: 1234
Program: 0123
Project: 4567

Cancel Next >

How to place an order in RSF

On this screen you are given all of the information for the print job. You can now submit using the 'Place My Order' button.



nc Niagara College Canada

Home Cart (1) :: My Account :: Order Status :: Contact Us :: Logout

Welcome [Redacted] Logout

Review Your Order 1. Payment 2. Review

Your order will be ready for pick-up on
OR will be shipped by:
10/16/2014 9:00:00 AM EDT

Print Shop: Niagara College NOTL Campus
Niagara College NOTL Campus
135 Taylor Road
Niagara-on-the-Lake, ON L0S 1J0 Canada
Tel: 905-641-2252

[Change Print Shop](#)

Products	Quantity	Item Price	Item Total
Test1	1	\$0.25	\$0.25
		Subtotal:	\$0.25
		Taxes:	\$0.03
		Total:	\$0.28

Payment

Pay At Store


Recipients

Recipient #1	Method:	Products	Quantity
Niagara College Students 5608 woodland blvd 5608 woodland blvd niagara falls, ON L2G 5K7 Canada	Pick up at Ricoh Print Center	Test1	1

Place My Order

How to place an order in RSF

This is your order confirmation screen. From here you can continue to shop to add additional jobs, access your account, print the confirmation of the order or logout.


Niagara College Canada

[Home](#)
[Cart \(0\)](#)
[My Account](#)
[Order Status](#)
[Contact Us](#)

Welcome
[Logout](#)

Print this page

Continue Shopping

Thank you for your order!

Order Confirmation

Order Number: 35136
Requested Due Date: 10/16/2014 9:00:00 AM EDT
Submitted on: 10/15/2014 8:48:17 AM EDT
Submitted by: anita schmoll

Order Status: User approved
As of: 10/15/2014 8:48:17 AM EDT


Print Shop: Niagara College NOTL Campus
Niagara College NOTL Campus
135 Taylor Road
Niagara-on-the-Lake, ON L0S
1J0
Canada
Tel: 905-641-2252

Products	Quantity	Item Price	Item Total
Test1 Item Name: Standard Printing (9 Pages)	1	\$0.25	\$0.25
Subtotal:			\$0.25
Taxes:			\$0.03
Total:			\$0.28

How to place an order for Copyrighted Material

How to place an order in RSF

The process is similar to the non-copyright material submission. If the material you are printing requires copy-right clearance there is a form that must be completed by you and approved through the library. All of this can be done right from the RSF system.


Niagara College Canada

[Home](#)
[Cart \(0\) :: My Account :: Order Status :: Contact Us ::](#)

Welcome [Logout](#)

[« Home](#)
[« Reproduction Services](#)
COPYING FOR ADMINISTRATIVE PURPOSES
 » [For Copyrighted Material \(print/digital works\)](#)
 » [For Other Materials](#)

Cart (0 Items)
 Your Cart is Empty.

COPYING FOR ADMINISTRATIVE PURPOSES

Not sure what you can/can't copy? Please contact Campus library staff –information found here: nclibraries.niagaracollege.ca

View By:

For Copyrighted Material (print/digital works)

For print copies of published materials where Niagara College staff **do not own** the copyright for the published work. This includes such resources as; pictures, diagrams, articles, chapters from any published (print / digital) work. No matter what you copy always cite your source.

Disclaimer - By submitting this Job you are confirming that copyright permissions have been sent or are on file in the Library and/or copying falls under fair dealing exceptions to copyright legislation.

For Other Materials

For print copies of materials such as those authored/created by Niagara College staff (e.g. meeting agendas, NC reports), government documents, or are in the public domain (enough time has passed so they are no longer under copyright). No matter what you copy always cite your source.

Not sure what you can/can't copy? Please contact Campus library staff - information found here: nclibraries.niagaracollege.ca

Disclaimer - By submitting this Job you are confirming that the materials do not require copyright permissions.

Selected Print Shop
Niagara College Welland Campus
 Niagara College Welland Campus
 300 Woodlawn Road
 Welland, ON L3C 7L3
 Canada
 Tel: ☎ 905-735-2211

[Change](#)

Hours Of Operation

Sun
Closed


Mon-Fri
8:00 AM-4:30 PM

Sat
Closed

Current Print Shop Time
 10/16/2014 1:49:17 PM

How to place an order in RSF

The process is similar to the non-copyright material submission. If the material you are printing requires copyright clearance there is a form that must be completed by you and approved through the library. All of this can be done right from the RSF system.


Niagara College Canada

[Home](#)

[Cart \(0\) :: My Account :: Order Status :: Contact Us :: ?](#)

Welcome [Logout](#)

« [Home](#)

« [Reproduction Services](#)

« [COPYING FOR CLASSROOM / STUDENT USE](#)

« [CLASSROOM HANDOUTS](#)

For Copyrighted Material (print/digital works)

Cart (0 Items)

Your Cart is Empty.


For Copyrighted Material (print/digital works)

For print copies of published materials where Niagara College staff **do not own** the copyright for the published work. This includes such resources as; pictures, diagrams, articles, chapters from any published (print / digital) work. No matter what you copy always cite your source.

Disclaimer - *By submitting this Job you are confirming that copyright permissions have been sent or are on file in the Library and/or copying falls under fair dealing exceptions to copyright legislation.*


Step 1: Complete the Copyright Permission Form in full.
Step 2: Upload your document
Step 3: Submit your job and it will be forwarded to Library. (Disregard \$9000 cost)
Step 4: Once cleared by Library staff, your job will be forwarded to Print Centre.

In this Category:



Copyright Permission Form

[Begin](#)



Copyrighted Material

[Begin](#)

Selected Print Shop

Niagara College Welland Campus
Niagara College Welland Campus
300 Woodlawn Road
Welland, ON L3C 7L3
Canada
Tel: ☎ 905-735-2211

[Change](#)

Hours Of Operation

Sun
Closed

Mon-Fri
8:00 AM-4:30 PM

Sat
Closed

Current Print Shop Time
10/16/2014 1:50:37 PM

[Home](#)
[My Cart \(0\)](#)
[My Account](#)
[Order Status](#)
[Contact Us](#)


Welcome **[Name]**
[Logout](#)

Progress
1
[Personalization](#)
2
[Review](#)

Job Name
 Copyright Permission Form
 Quantity
 1
 Unit Price
 -
 Subtotal
 -
 [Update Price](#)

NOTE: Quantity & no. of pages are required for pricing

[Product Preview](#)
[Update Preview](#)
[PDF Proof](#)



[Personalization](#)

Page 1 Of 1

Term(yr)
 Date Submitted (YYYY/MM/DD)
 Course#
 Course Instructor
 Copies requested
 Course Title
 Distributed In
 Course Package ☐
 Incidental Copying ☐
 Book/Journal Title
 Chapter/Article Title
 ISSN
 Number of Pages in Book
 ISSN
 Vol.
 No.
 Author(s)
 Publisher
 Edition
 Year
 Page number range from original source
 No. of Copyright Pages
 Permissions ☐
 A/C Repertoire ☐
 Library Union
 Print ☐
 Digital ☐
 Backcharge Acct

Bookstore
 Publisher's Permission(s) attached ☐
 Bibliographic citations ☐
 Bibliographic citations ☐
 Fair dealing ☐
 Yes ☐
 Journal Article ☐
 Textbook Supplement ☐

[Update Preview](#)

How to place an order in RSF

The Copyright Permission Form must be added to your cart. Click 'Add to Cart' to add the form to your shopping cart. The next step will be to add the materials that you wish to have printed. ***“CONTINUE SHOPPING” to add more documents to be printed.***

nc Niagara College Canada

Home
Cart (0) :: My Account :: Order Status :: Contact Us :: ?

Welcome XXXXXXXXXX [Logout](#)

Progress

1

Personalization

2

Review

Job Name	Quantity	Unit Price	Subtotal
Copyright Permission Form	1	\$9,000.00	\$9,000.00

NOTE: Quantity & no. of pages are required for pricing

File(s)

File Name [output.pdf](#)

Page(s) [1](#)

Upload Method [Upload Digital](#)

Print Options

Special Instructions

Previous
Add to Cart



How to place an order in RSF

To submit the material to be printed with the Permission Form please refer to the previous chapter on how to create a print job in the RSF system. These steps are the same. When you checkout through the Copyright Submission process there are some slight differences in the 'Shopping Cart' screen that you will notice.


*****Your job really does not cost \$9,000.00 as this is simply to draw attention to copyright permission being requested so that the print center does not proceed until the permission is granted.*****

*****Please proceed to the “Continue Shopping” to add your job for approval.*****

How to reorder previous job submissions

How to reorder a previous job in RSF

RSF keeps a history of all your job submissions. If find yourself printing the same material from term to term RSF has a shortcut that will be a time saver for you. In your order history screen there is a 'Reorder' button that appears below each job. This will allow you to resubmit the job as it was previously so that you do not have to go through the upload and finishing steps again. This is designed to offer you a speedy way to reorder the same material as you have printed in the past.


Niagara College Canada

[Home](#)
[Cart \(2\)](#) :: [My Account](#) :: [Order Status](#) :: [Contact Us](#) :: [?](#)

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My Account
[» Profile](#)
[» Files](#)
[» My Order History](#)

My Order History

Time period: One Week ▾
 Show status: All ▾
 Sort by: Order Number ▾

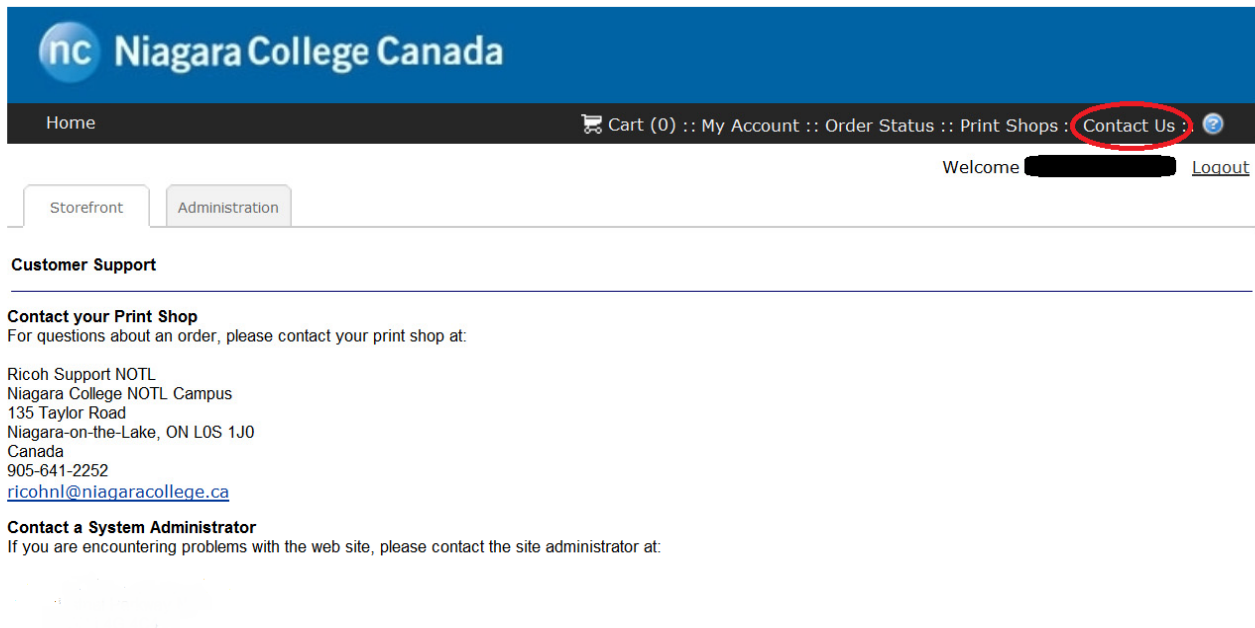
Printed Product Order Number: 1628 Order Date: 8/28/2012 12:50 PM Due Date: 8/29/2012 1:00 PM Status: Rejected	Items: . test	View Detail Reorder
Printed Product Order Number: 1635 Order Date: 8/28/2012 3:08 PM Due Date: 8/29/2012 3:00 PM Status: Shipped	Items: . test . test w/cover	View Detail Reorder

How to contact support

Getting Help

From any page you can look to the top right hand corner and find the 'Contact Us' link. Simply click on this link located in the navigation bar to access the customer support page. You can also visit either print center location to seek additional assistance.

In the case of password issues please contact the Ricoh Site Manager directly for assistance. We are here to help and make your experience easier and more user friendly.



Locations:

Welland Campus Print Center
905-735-2211 EXT. 7461
ricohwc@niagaracollege.ca

NOTL Campus Print Center
905-641-2252-EXT. 4057
ricohnl@niagaracollege.ca