

# RISOGRAPH

## DIGITAL DUPLICATOR

### INSTRUCTIONS



**2 business day turnaround 1-2 colors, +1 business day per additional color, bulk jobs (over 100 copies) 5+ business day turnaround. No rush jobs.**

1. Make an appointment if this is your first time using the Risograph
2. Create your layered file (use one of our templates to guide you)
  - a. File must be in greyscale to print - make sure tonal range is accurate
  - b. Include color mock up
  - c. Each layer/color must be able to be isolated to print
  - d. Name each layer with color to print
3. Name your file(s), using [appropriate file naming conventions](#)  
e.g. BKnowles\_gigposter\_11x17\_june62021.psd
4. If you have multiple files, place them in a folder (folder name = your name/username)  
*\*note\* If your folder is too large to attach to an email/upload quickly, please compress into a .zip file*
5. Upload or attach folder/file(s)
  - a. Service Bureau Dropbox Server: Finder>Go>Connect to Server>sbdropbox.mcad.edu  
Drop file into the RISO Dropbox Folder
  - b. Google Drive (turn on sharing permissions so we have access to edit)
  - c. Attach smaller files directly to your email
6. Fill out this order form, be sure to fill all appropriate fields, and include as much detail as possible.
7. Email the completed order form, with any attachments, to **sbureau@mcad.edu**

- Once we receive your file and order form, we will get started prepping your files to print
- We may have questions, or run into issues while printing, please keep an eye on your email as we will contact you there if we need any additional information
- Once your job is complete, we will charge your PaperCut account/department listed on the order form (please ask for a quote in your email order if necessary prior to printing)
- We will bag your print job and place it on the Pick Up shelf outside of the SB
- You will receive an email when the job is complete
- You may use your own paper (we may ask to see a sample before approving) just let us know in your email when you will be dropping it off, and be sure to label the package with your name.
- Please view our KnowledgeBase article for complete setup information
- Check out our many samples in the SB for inspiration
- We may change your requested print settings (e.g. you chose line/solid and the layer has grey tones)
- If you would like to set up an appointment to discuss your project, just email us and we will set that up!

**EMAIL FILE/INFO AND ORDER FORM TO: SBUREAU@MCAD.EDU**

Name:

**NEEDED BY**

MCAD Username:

Date:

Charge to:

Time:

*Upload your folder to the sbdropbox server/RISO Dropbox, or share via google drive.*

*Email this order form to sbureau@mcad.edu along with any additional information.*

*Please make an appointment if you need more guidance, or would like to explain your project further.*

Folder Name:

Page Count:

Page Size:

Quantity:

Paper Type(s):

Large Halftone 43lpi 

Small Halftone 71lpi 

Tiny Halftone 106lpi 

Photo Grain 

Line/Solid 

Color

Print Setting

Notes

Layer 1

Layer 2

Layer 3

Layer 4

Layer 5

*Additional layers may be added in notes section*

NOTES

Scale to fit riso margins?

*Please pay attention to our standard turnaround times. Plan for a minimum of 1 day drying time for each color, min. 2 business days.*

**TOTAL SHEETS**

**TOTAL PRINTS**

**MASTERS**

**TOTAL COST**

**PAID?**

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