RISOGRAPH
DIGITAL DUPLICATOR
INSTRUCTIONS

M CAD
SERVICE BUREAU

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 PRINT READY layered file**
   a. File **must be in greyscale** - make sure tonal range is accurate
   b. Include color mock up
   c. Each layer/color must be able to be isolated
   d. Name each layer with preferred color
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 *please compress folder 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. **With Adobe Acrobat, fill all appropriate fields in order form, include as much detail as possible**
7. **Email the completed order form, with any attachments, to sbureau@mcad.edu**

- *File must be saved at print size, we do not scale, add borders, or make other alterations to your work*
- *We will cancel your order if we are missing information, if your file is incorrect, or otherwise unprintable*
- We may have questions, or run into issues while printing, *please keep an eye on your MCAD email*, we will contact you there if we need any additional information, or need you to resubmit the order
- 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/rack outside of the SB
- You will receive an email when the job is complete
- See Knowledgebase and sample booklets for Paper Types we have available
- You may use your own paper (we may ask to see a sample before approving it to print) 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)
- **We encourage you to set up an appointment to discuss your project**

FOR BEST RESULTS: DOWNLOAD AND OPEN ORDER FORM WITH ADOBE ACROBAT

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

Name:

MCAD Username:

Charge to:

(department, personal, group, etc)

If this project is for a class assignment

Course Name:

Instructor:

NEEDED BY

Date:

Time:

PLEASE NOTE: FILE(S) MUST BE PRINT READY.
WE WILL NOT ALTER YOUR ARTWORK IN ANY WAY.   WE DO NOT SCALE.   WE DO NOT DO LAYOUT/DESIGN.

File/Folder Name:

Number of Pages/Files:

Image Size *(dimensions in inches)*:

Number of Copies *(10 minimum)*:

Paper Type:

☐ Duplex

☐ Scale to fit

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			

NOTES AND ADDITIONAL INFORMATION
If you have additional layers, or if you would like multiple paper types, you may list them here

Please pay attention to our turnaround times. 1 day of drying time per color. Minimum 2 business days.
All bulk requests should be scheduled in advance, turnaround times can be up to 5 business days.

TOTAL SHEETS	TOTAL PRINTS	MASTERS	TOTAL COST	PAID?
			$	