

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 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: If this project is for a class assignment
MCAD Username: Course Name:
Charge to: Instructor:
(department, personal, group, etc)

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:
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.

Table with 5 columns: TOTAL SHEETS, TOTAL PRINTS, MASTERS, TOTAL COST, PAID?
TOTAL COST column contains a dollar sign (\$).