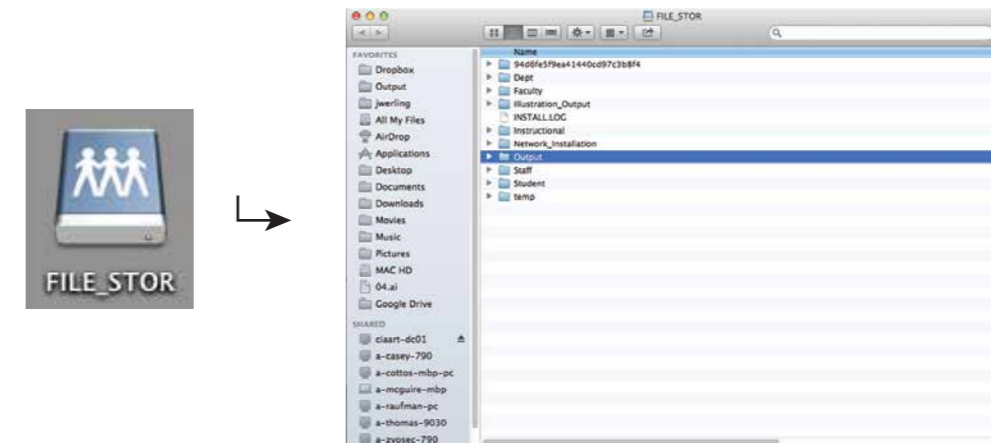


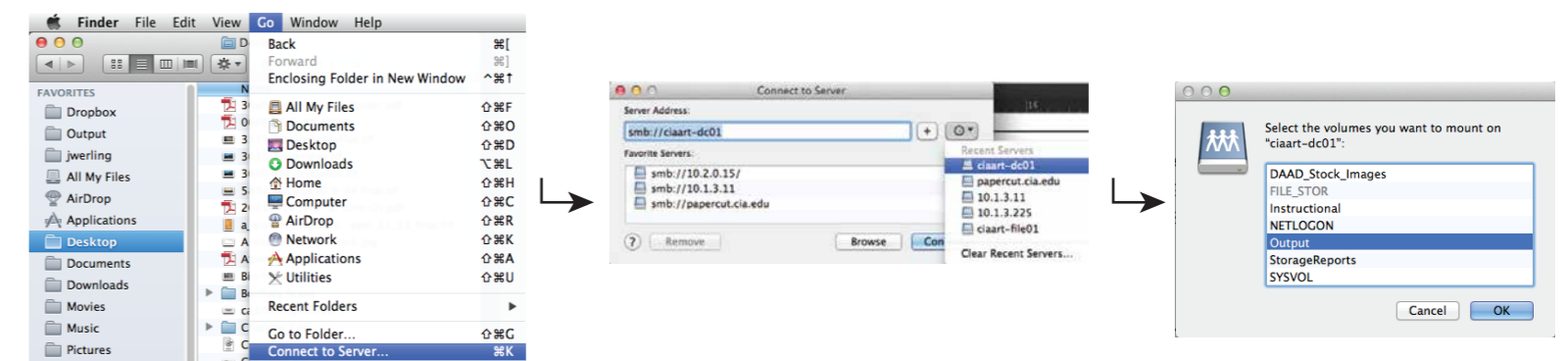
Job Submission: Network File Drop

The following data sheet explains how to drop files onto the network to be printed in the DOC. There is a 30MB limit when submitting jobs online. If file(s) exceed that limit, they can be saved on the network and referenced in the online order.

Step 1: Navigate to the “OUTPUT” folder in the “FILE_STOR” network drive. Upon login, your CIA networked machine should automatically connect to the network and a “FILE_STOR” shared drive icon should appear on the desktop. Find this drive on your desktop or in your finder (if this does not occur and there is no FILE_STOR icon, follow step 1a and then complete the rest of step 1). Then, double click to open up the network drive and open the “Output” folder.



Step 1a: Connect to network drive. From the Go dropdown menu select “Connect to Server...”.



Step 2: Save your file to your “Output” folder. If you do not have a folder in Output you can make a new folder by clicking on the button with a gear icon and rename it. Finally, drag and drop the file you are having printed into folder you created on the network.

