



## Instructions for ordering a job from the Ram Print Shop in the event of University closure

If Suffolk University announces that all non-essential personnel should not come to work, the Ram Print Shop will close. However, you can still submit jobs that need to be printed and the work will be done at a remote site and shipped to you. Please follow these instructions:

### Faculty and Staff Job Submission

You may submit jobs via email ([ramprintshop@suffolk.edu](mailto:ramprintshop@suffolk.edu)) or through the Trac system (<https://ramprintcenter.ricohtrac.com>). In both cases, make sure to include the following information:

1. Your contact information
2. The general ledger number (budget number) to be charged
3. A PDF attachment of the job you need printed
4. Specific instructions regarding the print job
5. An address to which the job should be shipped

### Student Job Submission

Students may submit jobs via email only, using the five instructions listed above. **Students should submit their Student ID number instead of a general ledger number.** The job will then be charged to the student's Ram Card.

Please note that deadlines may need to be extended during this time. Shipping charges will be added to any print job. Poster printing will be placed on hold and not performed until the University re-opens.

Please contact Sarah Lisuzzo with any questions about specific print jobs at [ramprintshop@suffolk.edu](mailto:ramprintshop@suffolk.edu).