



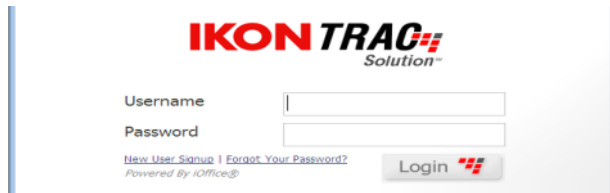
CHANDLER/GILBERT COMMUNITY COLLEGE COPY MODULE USER GUIDE

We are pleased to offer **IKON TRAC Solution**, a web-based system that allows you to submit your job requests and monitor their status from your desk. Provided in this brochure are instructions for job submission.

COPY MODULE FEATURES

When using the IKON TRAC Solution Copy Module there are several things you can do:

- You can easily submit copy jobs, electronically sending all the details as well as the documents to be copied.
- You can quickly track and manage your job through the production process and see real-time project status.
- If you re-run the same job regularly, you can conveniently pull it from the Job History and resubmit it.



SYSTEM LOGIN

- Your TRAC Internet address: <https://chandler-gilbertcc.ricohtrac.com/>
- Enter your Username (first initial and last name) and password. You will be required to change your password with your first login. If you are on the phone list, you SHOULD already be in the system with a Username.
- If you do not have a Username, click the New User Signup link below the Login button. Enter your information into the form, including name, password, and email. For your username, select your first initial and your last name.
- Click Signup then contact the IKON Copy Center to activate your username.
- Your Username will not be available until the IKON Copy Center activates it, and remember that you will still be required to change your password on your first log in.

UNDERSTANDING THE DESKTOP VIEW

The Desktop View provides a list of all IKON services available to you at your site. Examples include: *Desktop, Directory, Mail, Copy, Tools, etc.*

Access the functions of each service area in two ways:

- You can either select the corresponding tab across the top header bar, or
- You can click on the function listed on the Site Map on the left side of your screen.