Procedures to Route Output from Mainframe to USC Printing Services

1) A prerequisite required to have Printing Services process any output is to have an RQ number assigned. This is obtained from USC Printing Services after submitting a Printing Request Form that is available on their website http://printing.sc.edu/eforms.htm in ADOBE Acrobat Reader format.

Printing Services must also be notified by email (forms@printing.sc.edu) for any output to be processed. The email must contain: the RQ number, the requestor’s name and telephone number, the due date, and the delivery requirement(s).

If the output is being routed to any of the Remotes listed in item 2, the email must also include the JOBNAME, JOBID (mainframe job number), and NAME as it appears on the Jobcard.

If the output is being routed from OnDemand, the email must also include the JOBNAME (which will always be CICSPOD), the report ID (ex. F400168M), and the information from the ROUTING INFO field described in the example of setting up the USER PROFILE screen from OnDemand (example b listed below).

2) Output will not be printed at Remote LOCAL aka Remote 00 aka R00 after Jan. 1, 2003. The following Remote Destinations at Printing Services will be available to handle printing needs.

<table>
<thead>
<tr>
<th>Remote</th>
<th>Form</th>
<th>Mainframe Form designation</th>
</tr>
</thead>
<tbody>
<tr>
<td>R2215</td>
<td>GREENBAR SIMPLEX (1 side / landscape 8 1/2 x 11)</td>
<td>STD or 6141</td>
</tr>
<tr>
<td>R2216</td>
<td>GREENBAR DUPLEX (both sides / landscape 8 1/2 x 11)</td>
<td>STD or 6141</td>
</tr>
<tr>
<td>R2217</td>
<td>GREENBAR 3 HOLE SIMPLEX (1 side / landscape 8 1/2 x 11 3 hole punch)</td>
<td>STD or 6141</td>
</tr>
<tr>
<td>R2218</td>
<td>GREENBAR 3 HOLE DUPLEX (both sides / landscape 8 1/2 x 11 3 hole punch)</td>
<td>STD or 6141</td>
</tr>
<tr>
<td>R2219</td>
<td>GREENBAR SIMPLEX NO BIND OR STAPLE (1 side / landscape 8 1/2 x 11)</td>
<td>STD or 6141</td>
</tr>
<tr>
<td>R2220</td>
<td>3 ACROSS ADHESIVE LABELS 2 13/16 &quot; x 1&quot; 3 across x 11 down</td>
<td>6300 or 8300</td>
</tr>
<tr>
<td>R2221</td>
<td>DUPLEX GREENBAR WITH NO STAPLES AND NOT BOUND (both sides / landscape 8 1/2 x 11)</td>
<td>STD or 6141</td>
</tr>
</tbody>
</table>

**** - If produced by Decision Analyzer (DA) or SAS must be coded from 4 across layout to 3 across layout.
3) The RQ number information can be conveyed to Printing Services in the following manner

a) It can be coded on the Job Card in the field after account information.

Ex.
```
//BATCH3 JOB (C6500011,05),'I/O CONTROL - RQ ######',TIME=(,45),
```

The RQ number will show up on a banner page in the NAME field.

b) To identify the output if printing from OnDemand (mainframe version), the setup under the OnDemand profile (after SRPT is entered, the F1 key will bring up the profile) the routing info field can be used to contain the RQ number.

Example

```plaintext
OnDemand for OS/390
User Profile Maintenance

Userid.......: C0402
FastPath.....: Y
NLS Code......:

Output Defaults
Destination: R2201 Node:
Class: A
Banner Page: Y Routing Info: RQ ###### - ABOLE CSD
Formdef: Pagedef: Forms: Writer:

F3=End F4=Save F5=Delete Clear=Main
```

This will convey the RQ number on the OnDemand banner page which prints after the colored banner page.