

CamosunPrint is getting a Face Lift!

This document will explain the main changes

Logon Page Current View

CAMOSUN PRINT Welcome

College ID# Password

[Forgot your password? Click here for help.](#)

OFF CAMPUS USERS:
Please click here to download the CamosunPrint "SurePDF" print driver. Refer to the User Guide for instructions.

Welcome to CamosunPrint
Your gateway to fast, cost-effect printing...
Send your print jobs electronically to either printshop 24 hours a day!

Business Card Order Form
[How to order Business Cards](#)

Quick Start Guide
Modified April 6 2011

User Guide for Ordering Supplies.

How to Print Images with CamosunPrint

Graphic Design Request
Revised Feb.15.2012

Important Notices
GRAPHICS JOBS:
NEW submit ALL graphic DESIGN jobs to the Graphics Services using the NEW FORM link on the right side of this webpage.
COURSE PACKS:
Do NOT submit using CamosunPrint yet
Please continue to use the "old" method and forms.

WHATS NEW MAC USERS:
SurePDF DRIVER: there is a new driver available for MAC users.
Click on the "Off Campus Users..." link to open the download page.
TRAINING:
Drop by either printshop for a quick How To, or email to arrange custom training.

Hours of Operation
Job Pickup hours for Lansdowne: Mon to Fri 8 - 4
Job Pickup hours for Interurban: Mon to Fri 8 - 3:30

Need Help?
Contact the Printshop main desk: local 3061
Or email to printshop@camosun.bc.ca

Logon page NEW View

CAMOSUN PRINT Welcome

College ID# Password

[Forgot your password? Click here for help.](#)

Welcome !

Important Notices
COMING SOON!
This is how the new login page will look when upgraded.
The function will be much same, but there are a few improvements.
The major changes are in looks, and wording.
Watch the What's New section of the current CamPrint login page for more details and dates.

Job Pickup Hours
Lansdowne: Mon to Fri 8 - 4
Interurban: Mon to Fri 8 - 3:30

Login
If you already have a CamosunPrint account, please log in below.
If you need assistance call the PrintShop at local 3061 or email printshop@camosun.bc.ca

College ID#
Password

[Forgot your password? Click here for help.](#)

CamosunPrint User Guides
Click on one of the document titles below to open the associated guide...
What's Changed with New Interface
How to Order Supplies.
How to Print Images

Other Services- not submitted directly through CamosunPrint
Use a link below to open the appropriate submission form:
[Graphic Design Request](#)
Revised Dec 6 2011
[Business Card Order Form](#)
Revised Feb.2012

Off Campus Users
(any Non-College computers will also need the SurePDFdriver installed)
Using the correct Print Driver ensures that your document prints accurately...
[Click Here to Download the SurePDF Driver](#)

Using a Camosun Computer?
If you do not see CamosunPrint in your list of printers, or if you get an error message when you try to use it, please submit a work order to the [HelpDesk](#) and request that the SurePDF driver be installed or reinstalled.

The same basic information just arranged differently and has new colours!

First Time Use for New WebSite

When you log into the new version the first time you may see a **Missing Contact Information** form.

We now have **Required** fields. You will need to complete the form by filling in any field with a * before you can proceed further.

Click **Continue** after you have finished filling in your information.

You should only see this form once!

CAMOSUN PRINT Provide Missing Contact Information

Additional contact information is required to access CamosunPrint. Fields with an * are required.

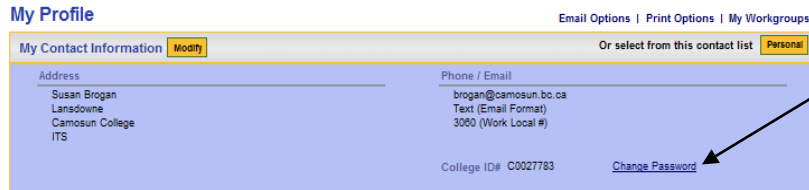
Address

First name * Susan
Last name * Brogan
Job title
Campus *
School / Division * Camosun College
Department
Office - (bldg and room#)

Phone / Email

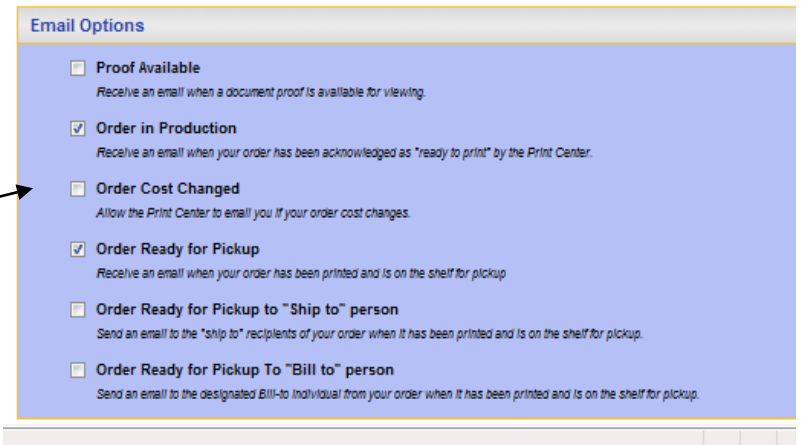
Email * brogan@camosun.bc.ca
Email Format HTML Text
Work Local # * 3060
Mobile #
URL

The **My Profile** page has similar *content* and has some new features. The main changes are as follows:



The **Change Password** link has moved and is now a link to a pop up form.

Email Options is new. You can select which type of confirmation email you receive when you place orders.



HOME PAGE

In the **Old Version** the ordering home page is called **Fulfillment Home**. In the **New Version**, the ordering home page is called **Home**.



The **NEW** version has separate "sites" for Lansdowne and Interurban users. Each person will have a "**default**" site based on their office. **If you work between the two campuses you will need to let us know which one you want as your "default"**.

The "site" can be changed within each order as needed.



Each **site** is set up with different colours. The Lansdowne site will have a green background and Interurban is yellow. **If you want to change your default site you will need to contact the Printshop and request the change.**

Send jobs from your desktop using CamosunPrint as a printer

The process is the same as the old version but you will get additional options after you log into CamosunPrint. These options will allow you to deal with the shopping cart.

The options you see will depend on the status of your shopping cart.

(Refer to page 14 of the User Guide for detailed explanations of these options)



Checkout

When you click on the Checkout button you will be taken into the **PDF Job Ready™ Unsubmitted Items Order form**.

Unsubmitted Items Order Form - The new order form is called **Unsubmitted Items in Cart**. It is the same as the **Place an Order (unsubmitted)** form except for the following changes:

In the new version the order page will have a drop down box for the user to choose which campus they want the job printed at. **You only need to change this option if you want to pick up THIS particular order at the other campus.** (refer to page 15 of the User Guide for a detailed explanation of the unsubmitted items form.)

Unsubmitted Items in Cart

Your default printshop is LANSDOWNE campus, if you need to pick up your printing at Interurban campus please change the Pickup Site at the top right of the form.



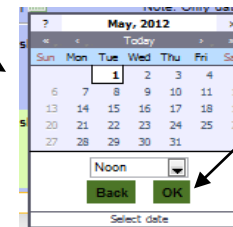
In the **new version** you no longer have to enter the Campus Name, just overwrite the default text with a descriptive name for the order. For example:



Due Date/Time - this section has also changed slightly.

The **Default Due Date and Time** is 2 days, but the time is now combined with the date instead of in a separate box.

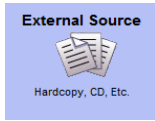
Click the calendar icon if you need to change the Due Date & Time. Choose a new date from the calendar and click the down arrow to change the time.



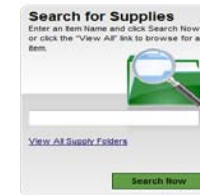
Click **OK** to accept the change or **Back** to close the calendar without changing.

Other Order Placing Methods - from CamosunPrint Home Page

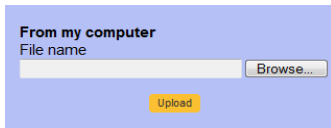
External Source is now called **Hard Copy Orders**



From Shared Archives is now called **Search for Supplies**



From My Computer is now called **Upload a PDF**



From My Archives is now called **Order from My CamPrint Files**



Shopping Cart

The newest feature is the **shopping cart**. You can see right away if you have an outstanding order by looking at the number of items listed in the *shopping cart*: If you click on this link you will be taken into the order detail page.



NOTE: Unlike the old version, if you try to start a **new order** when you have existing **unsubmitted items in your cart**, you will **add an "item"** to the existing order form instead of actually creating a brand new order. If you want to create a new "separate" order you will need to submit the existing one, or cancel/save it before you begin a new order. You can't push around two shopping carts at the same time!

If you click the shopping cart link when you do not have any unsubmitted items; you will be taken to the HOME page and will see the following message.



A more detailed description of the shopping cart is on page15 of the Version 9 User Guide