

If you are new to CamosunPrint and would like some help with the process, please call 370-3061 and request assistance – **we're glad to help you.**

**Three ways to submit orders to CamosunPrint:**

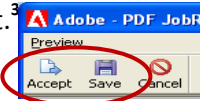
## A. Use CamosunPrint as a printer

CamosunPrint must be installed on your PC. This is done for you at Camosun, but you can install on your home computer from <http://camosunprint.camosun.ca/>

**1. Open the file** that you want to have printed at the Printshop.

- Use the **Office Button** and choose **Print** or use the shortcut keys **Ctrl P**.<sup>1</sup>
- In the **Print Options Dialog box**, **change** the printer to **CamosunPrint** and click **OK**.<sup>2</sup>

Depending on the size of the document, it may take a few seconds for anything to happen.

- The **Adobe PDF JobReady™** screen will appear, and your document will show up in **PDF format** for you to proofread. Check through the document to make sure your line and page breaks look correct.<sup>3</sup>
- Accept** or **Cancel** the proof using the buttons at the top right corner of the page. 
- The **CamosunPrint Login page** will open. The order process will automatically continue once you are **logged in**.
- Depending on the status of your shopping cart, and if you have any saved orders; you may see options to add it to an **Existing Cart** order, start a **new cart** order or add it to a **Saved Order**. (refer to the full version of the User Guide (page 18) for full explanation of the various options.)
- When you have chosen an option click **Checkout** to submit the order.
- When you choose to **Checkout**, you be taken to the **Unsubmitted Items in Cart page**.<sup>4</sup>  
Refer to the instructions on page 3 to complete the order.

<sup>1</sup> **ALERT: Do NOT use the Quick Print icons or options because this will send the job directly to your default printer. You need to open the Print Options dialog box so you can choose the CamosunPrint printer from the list.**

<sup>2</sup> **Note:** If CamosunPrint is not listed as a printer, contact the Help Desk (ph 3064) to have it installed.  
If you are **not printing the whole document**, you need to set up the **page range** at this screen before you click OK. All other print options will be set up within CamosunPrint.

<sup>3</sup> **Note:** If you are viewing an **Excel Spreadsheet** and the proof is sideways on the screen (Landscape), you can use the **Ctrl, Shift** and **+** Keys to flip it around to read it.

<sup>4</sup> **Note:** The Unsubmitted Items in Cart page will be a common sight no matter which method you use to upload your files for printing. Some of the fields are slightly different for the various upload methods but the basic format is the same.

## B. - Upload a PDF and Create a Print Order

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If the file you want to send for printing is already a PDF you can upload it into CamosunPrint.

### 1. Open the CamosunPrint website <http://camosunprint.camosun.ca/>

and Log in. You will land on the Home page.

- a) Click on the **Browse** button in the **Upload a PDF** section and navigate to the PDF file and choose Open. (Use the *Upload Multiple Files* link if you want to add more than one file)
- b) Once you have the correct file(s) showing in the Upload a PDF box on the home page, click the Upload Now button.
- c) If the file was accepted, you should see the Unsubmitted Items in Cart page.
  - If you do not see this page, check at the top of the home page for error messages.

***⚡ ALERT: Check your Shopping Cart before you begin.***

SHOPPING CART [ 1 ]

***If there are items in the cart you will need to either save or submit the outstanding order.***

***If you upload a new item without clearing the cart, it will add your new item into the current cart.***

This is a good option for files that do not change and are often re-ordered. By storing the file in your online CamosunPrint folder you will only need to set up the print option once.

## C. - Order Print jobs for Paper Originals, Files on Flash Drives or CD/DVDs

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If you have a paper copy (called "hard copy") or the file you need to print is on a Flash Drive or CD/DVD, you can still use CamosunPrint to create an order. You will need to know the total number of pages in your document for these kinds of orders.

### 1. Open the CamosunPrint website <http://camosunprint.camosun.ca/> and Log in.

You will land on the **Home page**.

- a) In the Hard Copy Orders area; click on **Go to Order Form**
- b) Tell us how many pages your file/document is in the **# of Pages (originals)** box, and then click on the coloured background so the system can refresh and use that number for calculating costs<sup>1</sup>.
- d) Fill in the rest of the **Unsubmitted Items in Cart** page as you would for a regular file.
- e) Submit the order and fill out a green order chit (or a sticky note will do) with the CamosunPrint order **number** and details. Attach the green chit or sticky to the media; then drop it off at the selected Printshop. For more detailed instructions on this subject please refer to page 27 of the main User Guide.


<sup>1</sup> ***⚡ ALERT: This refresh will sometimes take a full 2 seconds.***

***If you are lower down in a multi-item order, this will take you back to your top/first item. You will need to scroll back down to the item you were working on to continue with your selections.***

## 2. With all three order methods you will be taken to the:

### Unsubmitted Items in Cart Page see last page for visual instructions of this process

This is the new name for the **Place an Order (unsubmitted)** page. Select print and bindery options just the same as in the previous version – there are just bigger icons for the Preset Buttons.

- a) Overwrite the order # and date information and enter a **descriptive Order Name**.
- b) We need you to identify **which campus** you will be **picking up** the print job from.  Make sure this option is set to the site you need<sup>1</sup>.
- c) Select Printing and Binding Options
- Use a preset if desired.<sup>2</sup>
  - AND/OR click on the **orange “Options” tabs** to add or change other printing options as needed<sup>3</sup>.
- d) The default Due Date is 2 working days (14 working hours) from order date. You can change the due date by clicking on the Calendar icon and choosing a new date and time.
- e) Enter a Quantity in **“# of finished copies.”**
- f) **Billing** - You MUST choose an **Account Code** to bill the job to. If you do not see the required account in your list you will have to contact the Printshop to have it added.
- PRIVATE jobs can be paid for using the **“CASH – INVOICED at PICKUP”** account.
- g) Click the **Submit** button when you are ready to send the job for printing.
- If you made any errors you will get a message in red at the top of the page. Fix the problem(s) and click Submit again.
  - *Please make note of the order # to quote should you need to make any changes or enquire about your order. You can print the receipt to use when you “pick up” if you want.*  
Once print jobs have been completed, they will be placed on the shelves at the selected Printshop.

#### NOTES:

- <sup>1</sup>Every user has a “default” pickup site in their profile based on their office location. If you move to a different campus, or would like to change your default for any reason; contact the Printshop.
- <sup>2</sup>If you are printing a color document, you **MUST** use one of the color presets as your starting point then add other options as desired. This will ensure proper paper type is chosen for color prints.
- <sup>3</sup>If this print job is an **exam or quiz**, please use the **Security** option check box, found in the Security & Other Services tab.
- Depending on the email options you chose when you set up your profile, you may receive an email when the production staff has accepted your print job for processing, and another email upon completion of the job

# CamosunPrint Basic Setup

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Go to <http://camosunprint.camosun.bc.ca>

(this must go into the URL text box, NOT the Google search box)

## Log in to CamosunPrint

**Your User Name: Camosun ID** (case sensitive: use a capital C and add all 7 digits)

**Your *initial* password:** The last 3 numbers from your Colleague ID and the first three letters of your last name, with a capital for the first letter only.

**Sample:** (if your last name is Jones and your ID is C0005555 your password would be 555Jon)

## You may be asked to provide some contact information

The new version of CamosunPrint has been configured with **required** fields for your profile. The first time you log into the new interface you may be asked to provide some contact information.

Three things that are not required, but you may want to do to make it easier to use CamosunPrint:

Click on **My Profile** in the black menu bar, top right.

1. Change your Password
  - a. In the **My Contact** Information section, click on the **Change Password** link.
  - b. Enter the current, new and confirm passwords into the appropriate boxes.  
(make your password the same as your computer logon to avoid having yet another code to remember!)
  - c. Click **Change Password** when you have finished.
2. Check your Email Options
  - a. Scroll to the bottom part of the profile screen to the Email Options section.
  - b. Choose which email confirmations you wish to receive. By default, everyone will have the **Order in Production** and **Order Ready for Pickup** options chosen. You can change this if you wish.
3. Pick your default Retention date for your orders – how long your documents will stay in the system for use in re-orders – use the dropdown list
4. Scroll to the bottom of the page and click Save.

Return to the Home Page by clicking on **Home** at the top left of the screen in the back menu bar.

## Printshop Contact Information

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If you need help using CamosunPrint OR need to make a change to an already submitted order, contact us:

### CamosunPrint Help

- local 3061 or ☎ 250-370-3061
- [PrintShop@camosun.bc.ca](mailto:PrintShop@camosun.bc.ca)

### Change a submitted order (please have your order # handy)

- Interurban: local 3894 ☎ 250-370-3894  
Lansdowne: local 3061 ☎ 250-370-3061
- Interurban [PrintInt@camosun.ca](mailto:PrintInt@camosun.ca)
- Lansdowne [PrintLans@camosun.ca](mailto:PrintLans@camosun.ca)

*A link to the detailed User Guide PDF is provided on the login page of the CamosunPrint website.  
See following page for visual instructions for Items Order page (Unsubmitted Items in Cart).*

## Visual guide to Order Page

**a) Overwrite with a descriptive title**

**b) Select campus (where you will pick up the print job)<sup>1</sup>**

**c) Select Printing and Binding Options**

- Use a preset if desired. AND/OR<sup>2</sup>
- click on the orange "Options" tabs to add or change other printing options as needed.<sup>3</sup>

**d) The default Due Date is 2 working days (14 working hours) from order date. Change the due date by clicking on the Calendar icon and choosing a new date and time.**

**e) Enter a Quantity in "# of finished"**

**f) click the Approve box to approve the**

**g) Choose an Account code to bill job to.**

If you do not see the required account in your list you will have to contact

**h) Click the Submit button when your order is**

### NOTES:

- <sup>1</sup>Every user has a "default" pickup site in their profile based on their office location. If you move to a different campus, or would like to change your default for any reason; contact the Printshop.
- <sup>2</sup>If you are printing a color document, you MUST use one of the color presets as your starting point then add other options as desired. This will ensure proper paper type is chosen for color prints.
- <sup>3</sup>If this print job is an **exam or quiz**, please use the **Security** option check box, found in the Security & Other Services tab.
- Depending on the email options you chose when you set up your profile, you may receive an email when the production staff has accepted your print job for processing, and another email upon completion of the job