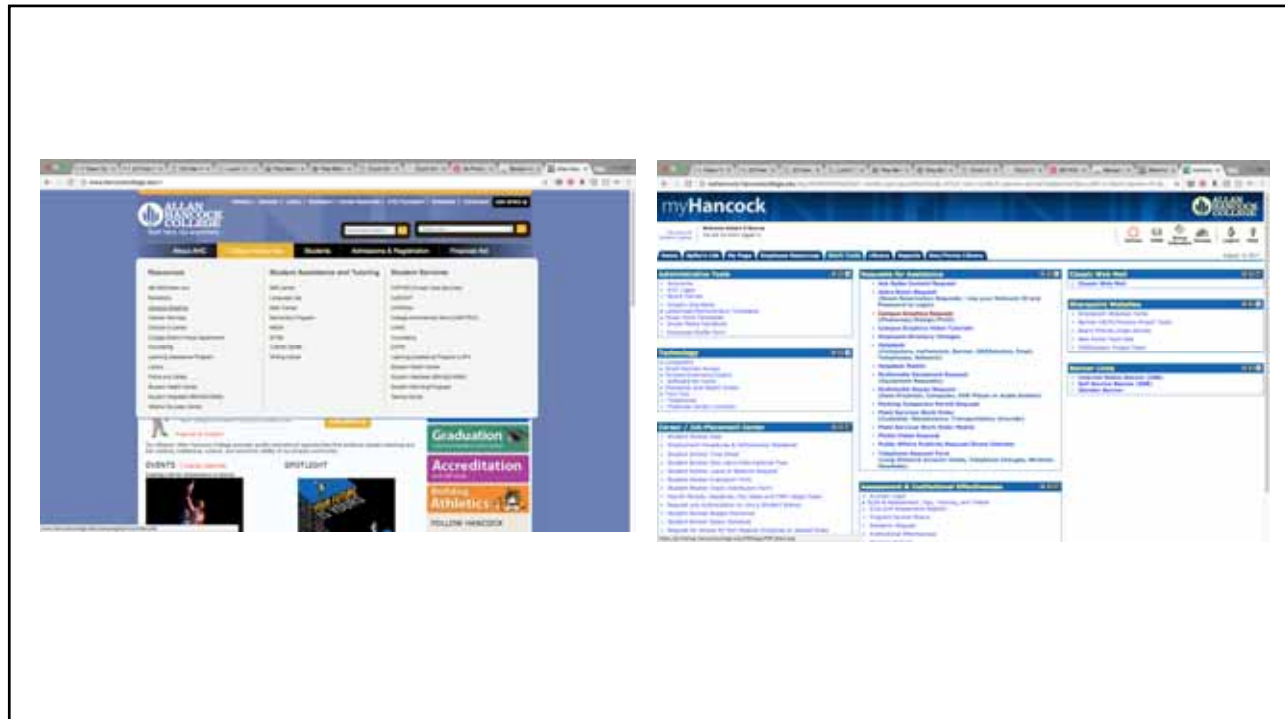


Campus graphics “quick copy” ordering

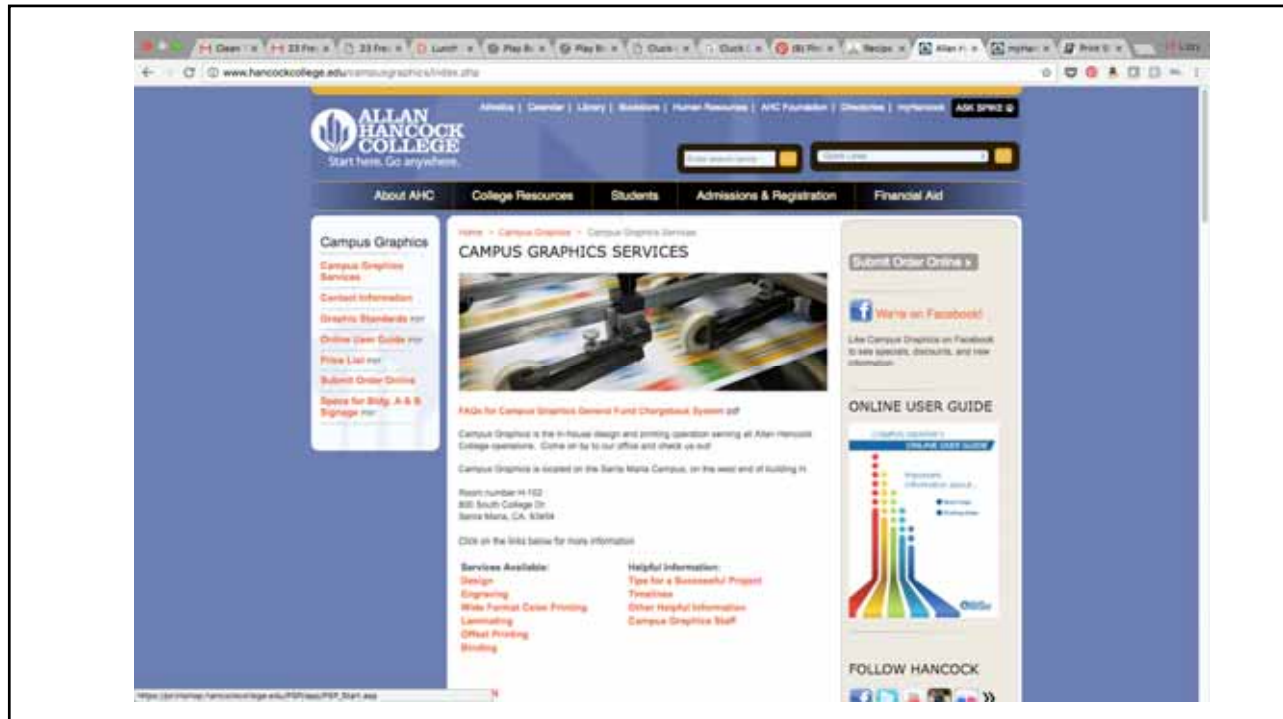
Registering on the campus graphics website

- You can get to the Campus Graphics website from both the Hancock website and the myHancock portal.



Registering on the campus graphics website

- Click on either of the Campus Graphics links. The link from the portal will bring you directly to the Campus Graphics website. The link from the main Hancock website will bring you to a Campus Graphics information page, from there click on "submit order online"



Registering on the campus graphics website

- Click on "Register" in the top right corner of the Campus Graphics website and then fill out the registration form.
 - For the site field put in your Dean (Faculty) or VP (Staff)
 - For the mailstop area put the location of your mailbox and specify which campus and building it is located at. (For example: Language and Communication Dept. Santa Maria Campus, BLDG C)

ALLAN HANCOCK COLLEGE
Campus Graphics

Dear Campus Graphics user,
Please note: Prices and policies have changed. Please see the attached FAQ to answer any questions you may have.
<http://www.hancockcollege.edu/campusgraphics/documents/FAQs%20For%20Campus%20Graphic%20General%20Fund%20Charg>

Thank you!

CAMPUS GRAPHICS PHOTOCOPY POLICY
Campus Graphics produces instructional photocopy work at no charge for non-categorical work up to 500 black and white printed sheets (single sided or double sided) or 50 full color printed sheets (25 double sided) per job. For copies above these free amounts, please discuss options with the supervisor, Campus Graphics (ext. 3847). These options include creating student course packs for distribution through the college bookstore, department funding, or online links to the material via the website or Blackboard.

CAMPUS GRAPHICS SERVICES:
<http://www.hancockcollege.edu/campusgraphics/faq>

HOW DO I ORDER ONLINE?
QUICK COPY ORDER FORM
(Order New Order (top of screen), choose [Quick Copy](#) when you have originals that are ready for duplication without design services and for orders less than 500 total copies (i.e. 500 sheets asked, 500 two sided, 20 copies of a 25 page single sided document, etc.)
For customers who wish to drop off hard copies for duplication: 1) Fill out the Quick Copy Order form online 2) Print out order form and attach to originals 3) Drop off originals at print shop in Quick Copy basket or hand them to a Campus Graphics team member. Customers may also send their orders through InterCampus mail to Bendigo Services 26 Ashby St. Bendigo, VIC 3550 Australia. For additional 2 page policy, see the Print & Deliver page on the main site.

All fields are required.

Enter Your Contact Information

First Name

Middle Initial

Last Name

Email Address [Show Help](#)

Phone Number [Show Help](#)

Site [Show Help](#)

Site Mail Stop or Area

Site Address Line 1 [Show Help](#)

Site Address Line 2

Site City

Site State

Site Postal Code

Site Country


Create Your Login

User Name

Password

Confirm Password

Verify

Type the text [Privacy & Terms](#)

Select an Action

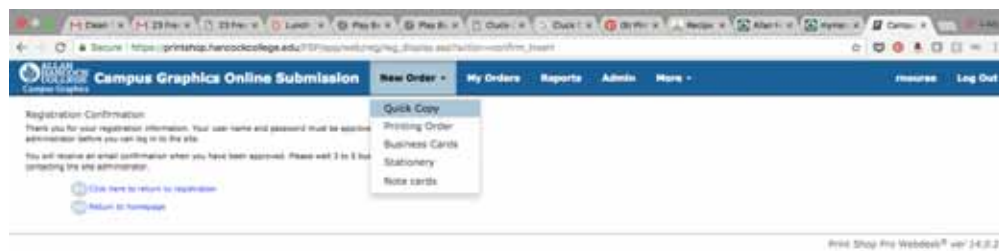
Registering on the campus graphics website

- After filling out the registration form click register. The site administrator will assign a budget code to your account based on the site you selected.
- Once a budget code has been assigned to your account it will be ready for ordering. If you have any issues logging in please contact Robert Nourse at ext. 3249 or rnourse@hancockcollege.edu

Overseeing Department	VP/Dean/Sub Dept.	Program Code	Object Code	Campus Graphics Pin Code
Academic Affairs	VP Ralley	60100100	4540	1001
Academic Affairs	Dean Mahon	60100700	4340	1002
Academic Affairs	Dean Lau	60100300	4340	1003
Academic Affairs	Dean Ramirez Gelpi	60100200	4340	1004
Academic Affairs	Dean Curry	60100600	4340	1005
Academic Affairs	Dean Rantz	60100400	4340	1006
Academic Affairs	Assoc Dean Ensing PE/Kline	83900000	4340	1007
Academic Affairs	Assoc Dean Ensing Athletics	69610000	4340	1008
Academic Affairs	Assoc Dean Booher	10060000	4340	1009
Operations	VP	66240000	4540	2001
Operations	Plant Services	65110000	4540	2002
Operations	Campus Police	67775000	4540	2003
Administrative Services	N/A	67210600	4540	3001
President	President's Office	66200000	4540	4001
President	President's Office (BOT)	66100000	4540	4002
President	Human Resources	67300100	4540	4003
President	Public Affairs	67111000	4540	4004
President	College Advancement	67160000	4540	4005
President	Campus Graphics	67760000	4540	4006
President	Information Technology	67873000	4540	4007
Student Services	VP Ornelas	64510000	4540	5001
Student Services	Dean Parisi	64530000	4540	5002
Student Services	Dean Teniente	64540000	4540	5003
Institutional Effectiveness	VP Murphy	66201000	4540	6001

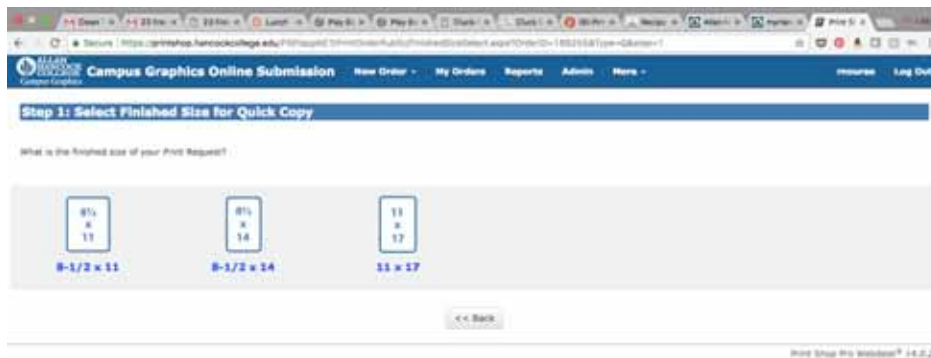
Submitting a quick copy order

- Log in to your account from the Campus Graphics Website and click on New Order located at the top left of the page. Select "Quick Copy" from the drop down menu.



Submitting a quick copy order

- Select the size of the paper you wish to have your order copied on



Submitting a quick copy order

- Fill out the fields of quick copy order form.
- “Number of originals” is the number of pages in the document that you are copying. If you are submitting a hard copy with printing on both sides each side counts as an original. It is very important that the correct number of originals is put into this field. Failure to do this will result in a job being bounced back and or cancelled.

The screenshot shows a web browser window displaying the 'Campus Graphics Online Submission' interface. The page title is 'Step 2: Quick Copy Information'. The user is logged in as 'Robert Bourne', the President of Campus Graphics. The form includes the following fields and options:

- Job Name:** Quick Copy - 8-1/2 x 11
- Contact:** Robert Bourne
- Phone:** 603.2249
- Job:** President - Campus Graphics
- Submit Site Information:** A blue button.
- Site Name:** A text input field.
- # of Copies:** A text input field with a 'What is this?' link.
- Make Paper:**
 - Format:** Radio buttons for '1 Sided' and '2 Sided' (selected).
 - # of Margins:** A text input field with a 'What is this?' link.
 - Ink Color:** Radio buttons for 'Black' (selected), 'Color', and 'Both'.
 - Sheet Style:** A dropdown menu set to 'Both' with a 'What is this?' link.
 - Stock Weight:** A text input field set to '20#', with a 'What is this?' link.
 - Paper Color:** A grid of color swatches including Blue, Green, Yellow, Cyan, Magenta, Red, Orange, Grey, White, and Black.

Submitting a quick copy order

- After filling out the first page of the order form click "continue" to go to the binding options. On this page you can select stapling, cutting, and or 3 hole punching.
- You may also add any special instructions on this page

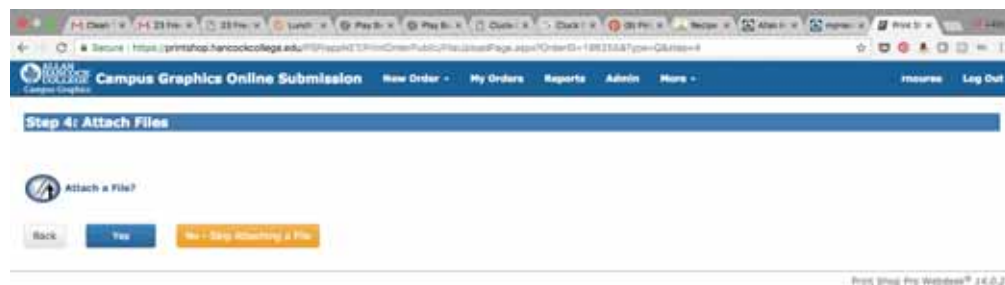
The screenshot displays the 'Step 3: Finishing' page of the Campus Graphics Online Submission system. The page is organized into several sections, each with a 'Name' and a 'Change' link:

- Binding:** Shows two options: 'E' (Stitch 1 Top) and 'E' (Stitch 2 Side).
- Siding:** Shows two options: 'E' (Stitch 1 Top) and 'E' (Stitch 2 Side).
- Book Position:** Shows two options: 'E' (Stitch 1 Top) and 'E' (Stitch 2 Side).
- Collating:** Shows two options: 'No Collating' and 'Collate' (selected).
- Special Instructions:** A text input field for additional notes.

At the bottom of the page, there are 'Back' and 'Continue' buttons. The footer indicates 'Print Shop Plus WebShop® 14.0.2'.

Submitting a quick copy order

- After selecting the binding options click continue to attach a digital file to your order. If you are submitting a hard copy for copying click "No-skip attaching a file."



Submitting a quick copy order

- After uploading your digital file (or skipping the upload) you will be brought to the final page of the order form. On this page you will select a due date, shipping preference, and provide any additional billing info if needed.
- Ship to Site means the order will be picked up by your department and put in your mailbox. Hold for pick up means that you wish to pick up your order at the printshop. Note: orders with “hold for pick up” selected can only be picked up by the person who placed the order.
- Click Finish to complete your order submission. If you are submitting a hard copy please print out a job ticket, attach it to your document and then drop it off at the printshop. If you uploaded a digital file you do not need to print a job ticket.

The screenshot displays the 'Step 5: Billing and Delivery' page of the Campus Graphics Online Submission system. The page includes the following information:

- Order Summary:**
 - Job Name: Test
 - Type: Quick Copy - 8 1/2 x 11
 - # of Copies: 20
 - Total: \$20.40 (\$1.02 Each)
- Billing Information:**
 - Bill To: Academic - Central Offices
 - AHC Program Code: 475000 - 4999
 - Input your Program Code (if different from code above) and User PIN: [Empty field]
- Shipping Information:**
 - Requested Due Date: 8/18/2017
 - Delivery: Hold For Pick Up, Ship To Address
 - Bill: Select Number

The screenshot shows a web browser window with the URL <https://printshop.hancockcollege.edu/PrintOrderPublic/ShippingInformation.aspx?OrderID=1962255&Type=Graphic>. The page title is "Campus Graphics Online Submission" and includes navigation links for "New Order", "My Orders", "Reports", "Admin", and "More". There are also "Home" and "Log Out" links. The main content area is titled "Shipping Information" and contains the following fields:

- Requested Ship Date: 8/22/2017
- Delivery: Hold For Pick Up, Ship To Address
- Title: Robert Kounis
- Mail Stop or Area: [Empty]
- Shipping Address: Bldg 1122
- Address2: [Empty]
- City: Santa Rosa
- State (Abbreviation): CA
- Postal Code: 95414-000
- Country: [Empty]

At the bottom of the form are buttons for "Back", "Save As Quote", "Cancel Order", and "Finish". A footer note reads "Print Shop Pro WebShop® 14.0.2".

The screenshot shows the "Order Process Complete" page on the same website. The URL is <https://printshop.hancockcollege.edu/PrintOrderPublic/OrderSubmitted.aspx?OrderID=1962255&Type=Graphic>. The page title is "Order Process Complete". A green banner at the top states "Your order has been submitted. Thank you!". Below this, the order details are listed:

- Print Order #: 196255, with links for "View Order Summary" and "Print Job Ticket".
- Job Name: Text
- Current Status: Submitted

A message follows: "Thank you for your order. Please Click Print Ticket and send it to Campus Graphics with the necessary artwork." Below the message is a button labeled "Add Another Print Order to this Project". The footer note "Print Shop Pro WebShop® 14.0.2" is also present.

billing

- After your job is completed and picked up you will receive an email showing the total cost of the job.



Mon 8/14/2017 12:48 PM

Robert S Nourse

Hello Robert, your Job#187354 has been picked up!

To Robert S Nourse

Hello Robert, your Job#187354

TEST

has been picked up! And will be sent for chargeback to the following account # and amount:

10000000

\$20.09

Thank you for using Campus Graphics.

Have a great day!