

Copying

on-the-glass
photocopies



Use Copy Cards instead of coins to activate most student copiers (see chart).

Some of the copiers will only work with a Copy Card.

PLEASE NOTE!!

Copy credits added to your Camosun ID Card are not the same as Print credits needed to print in computer labs!



Your Camosun Student Photo ID can be turned into a Copy Card by having money put on it at the Campus Bookstore, with cash, credit or debit cards.



Lansdowne Campus		Copy Card	Coin
Fisher Foyer	Copy Centre	8.5¢	N/A
	Copy Centre *	9.5¢*	N/A
Library, main floor	Reference Area	8.5¢	10¢
	Reference Area	8.5¢	10¢
	by room 112	8.5¢	10¢
Dawson Building	by Career Resource Centre	N/A	10¢

*100% recycled, 100% chlorine free paper used in this copier

Interurban Campus		Copy Card	Coin
Campus Center Library	Copy Centre	8.5¢	10¢
	Copy Centre	8.5¢	10¢
CBA	Copy Centre	N/A	75¢
	Transparency machine	N/A	75¢
CBA	2 nd floor Atrium	8.5¢	N/A
Tech. Building	2 nd floor hallway by room 263	8.5¢	N/A

Visit the Printshops (locations on back) for very competitively-priced Colour Photocopying!

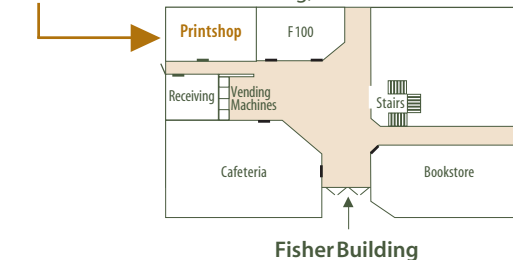
Printshop/Imaging Centre

Hours of Operation (Monday - Friday)

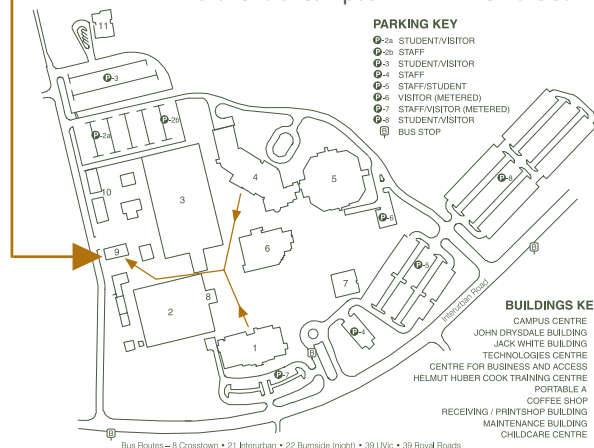
Lansdowne: 8am – 4pm Interurban: 8am – 3:30 pm

Locations

Lansdowne: Fisher Building, Room 146 **370-3061**



Interurban: Receiving/Printshop Building, north end of Campus **370-3894**



www.camosun.bc.ca/printshop/student_services.php

Student

PHOTOCOPYING & PRINTING

INFORMATION



2005



Printing

in
Computer
Labs

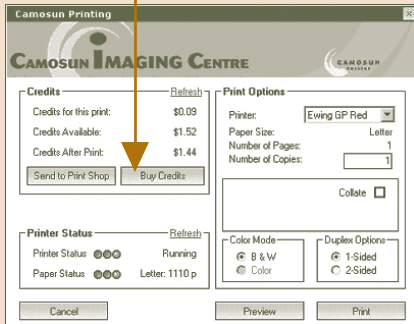
Student Print Accounts Every registered Camosun College student (except those taking non-credit Continuing Education courses) has a print account with a one time only credit to print 20 single sided, letter size, black & white prints in Camosun's Computer Labs. After 20 prints, you will pay 8.5¢ per b&w print in the labs. **To print beyond the 20 print credits, you will need to add money to your print credit account.**

How do I add Print Credits to my Account?

With a Credit Card (do-it-yourself)

You can add money (in \$1 increments, with a \$2 minimum) to your print account on-line with a Visa or Mastercard.

- Have a document open, choose file/print/OK
- Click on the 'Buy Credits' button in the Camosun Imaging Centre Print Driver.
- Enter your payment details ('cc number' means credit card number)
- Click on the "purchase" button
- BEWARE – Money added here is NON-REFUNDABLE. Do not add too much. We recommend adding \$5- \$10 at a time.
- If the transaction is not going through, wait a few minutes and try again. Heavy traffic can cause delays.
- To buy credits from home, or have your parents buy credits for you, see "How do I view my Print Account".



With Cash or Debit

It is Important that you are clear when you ask for **Print Credits versus Copy Credits—they are different!**

If you do **NOT** have a credit card (Visa, MasterCard or American Express), you can have Print credits added at the:

- Campus Bookstores
- Campus Cashiers (Lansdowne - Dawson 1st floor / Interurban - CC 2nd floor)
- Campus Libraries (after hours and cash only)

There is a \$2 minimum for purchasing print credits. The locations listed above will NOT accept credit cards to purchase Print credits—you can do that yourself from any computer lab, or via any web-connected PC.

What if my print job jams or does not print?

DO NOT PRINT AGAIN! You can be charged again!

See the Computer Lab Assistant in your area. They have access to the file and can reprint your job for you – at another printer if necessary.

How do I view my Print Account?

To see what credits have been added to your account, what documents you have printed, and to change your print account password, from home or in the lab:

1. go to: <http://www.imaging.camosun.bc.ca/print/>
2. Enter your username (your Student number— C followed by 7 digits). Be aware that this is NOT the same as your computer logon.
3. The first time you view your print account, your password will be "PASSWORD". **Please change it to a unique password immediately** by selecting "My Profile > Change Password"
4. Buy print credits (with credit card) or view previous credits by clicking on the 'Credits' Tab. To see a list of previous credits added, change the 'from' date (by clicking on the calendar icon and setting a new start date), and click on "search".
5. To view your print history, click on the "Print History" tab, change the 'from' date, and click on "search".



Please see the Posters in the Computer Labs for more PRINTING INFORMATION

Send to Printshop

► from Computer Labs

You can also use your Print Credits to purchase printing from your Campus Imaging Centre (Printshop).

Click on the "Send to Printshop" button for B&W jobs totalling more than 20 pages, and for any number of colour prints.

Please note that there is a **Document Handling Fee of 15¢ per file** for jobs sent to the Printshops, and that GST and PST will be added to the work you send there.

There is a 4-step process for sending jobs through to the Printshop. The final step is for you to OK your order. Money will be deducted from your credits when you click "next" on the screen that says "This will complete your order and process charges".



Please understand that your job will not necessarily be done right away, as hundreds of jobs per day are processed by the College Printshops. You will receive an email to your Camosun email address when the job is ready to be picked up.

► from Home

You can send work to the Printshop from home and use print credits to pay, but you must have FIRST established your personal connection to the Printshop from a Camosun Lab:

1. Change your password by following steps 1-3 in "How do I view my Print Account?"
2. While in a lab on campus, with a document open, go to file/print/ok,
3. Click on the "Send to Printshop" button once and allow the system to open up the Printshop dialogue box. This maps your account to the Printshop. Then cancel (X out of this driver).
4. At a web-connected home computer, make sure **all Pop-up blockers are turned off** in your internet browser (or anywhere else you may have one). *The driver will not download or work with a Pop-up Blocker on.*
5. Go to the following internet address: www.imaging.camosun.bc.ca

PLEASE NOTE Printshop closing hours: Interurban - 3:30pm; Lansdowne - 4pm.



6. Click on 'Download Driver' at the top of the page, and follow the wizard.

When completed, open your document, file/print and choose **Camosun Imaging Centre** as your printer from the drop down list of printers.

You will be asked for your username and password. Your username is your Student Number (C followed by 7 digits); your password is whatever you've changed it to.

When your job has been completed, you will be notified via Camosun email. All jobs are to be picked up at the PrintShop/Imaging Centre on the campus specified in your print request, during operating hours.

Please note that there is a **Document Handling Fee of 15¢ per file** for jobs sent to the Printshops, and that GST and PST will be added to the work you send there.

Expect 24 hours turnaround time during normal periods, and 48 hours during busy periods (September and December/early January).

Printshop Notes

- Jobs totalling over 20 pages are more economical to print in the printshop, whether sent from a lab or from home. Printshop will not accept b&w print jobs of less than 20 prints total (sorry).
- Additional handling fees apply to jobs brought in on disc.
- B&W prints are printed by default on 20 lb recycled-content white paper; colour prints on 28 lb bright white paper.
- Other paper colours, cardstock, transparencies and finishing (ie: spiral binding, stapling, 3-hole punch) are available at a nominal additional cost.
- Colour printing and copying is available at your campus printshop for very competitive prices.