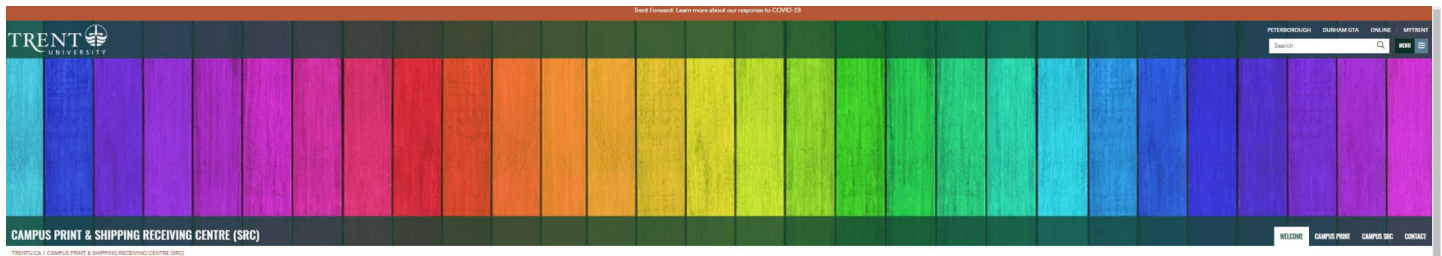campus print

more than just a page

on line ordering guide
2021

Printshop Website

Campus Print & Campus SRC

Please note, Campus Print and Campus SRC will be closed Thanksgiving Monday October 11.

For Reading Week, October 25-29, we will be closed for production maintenance. Print jobs will not be processed during this time. If you have an urgent job, please ensure it is submitted by end of day Friday October 22.

Please do not hesitate to contact us by phone or email with questions; this information is located on our Contact Page

Campus Print provides a variety of services to both the Campus and the Peterborough area. We are dedicated to providing innovative expertise in printing, finishing, mailing and domestic courier services for Trent University's faculty, students and staff, as well as, our community clients. We pride ourselves on tracking industry trends to ensure we stay at the forefront of state-of-art technology and forward-thinking solutions. The department advocates for the University's best interests, protecting confidential materials and upholding its visual identity integrity. We provide high quality, detail-oriented services whether delivering one package or producing a complex multi-component project. Campus Print is the source for printing, finishing, promotional items, mailing or courier services; by working with our department, our customers can rest assured, that we are working with their best interests in mind. Campus Print now offers Promotional Products! We are ready to support your printing, signage and promotional and customized product needs.
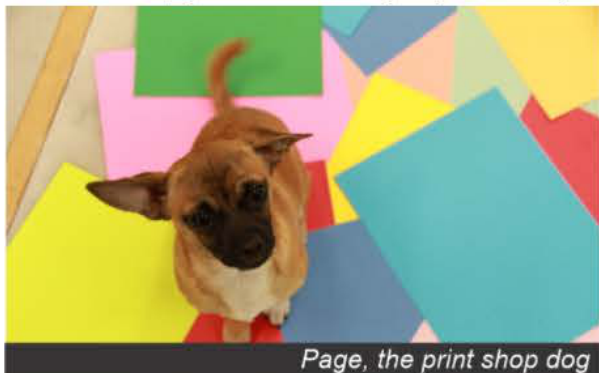
Open Monday - Friday 8:30 a.m. - 4:00 p.m.

Follow us on facebook: @campusprinttrent

Visit us on instagram: @campus_print_trent

To see more of Page, the print shop dog, visit her on instagram page: pageprintshop

Follow her and be kept up-to-date on the Print Shop and promotions being offered.

PROMOTIONAL MARKETPLACE

STUDENTS & EXTERNAL PRINT ORDERING PORTAL

FACULTY & STAFF PRINT ORDERING PORTAL

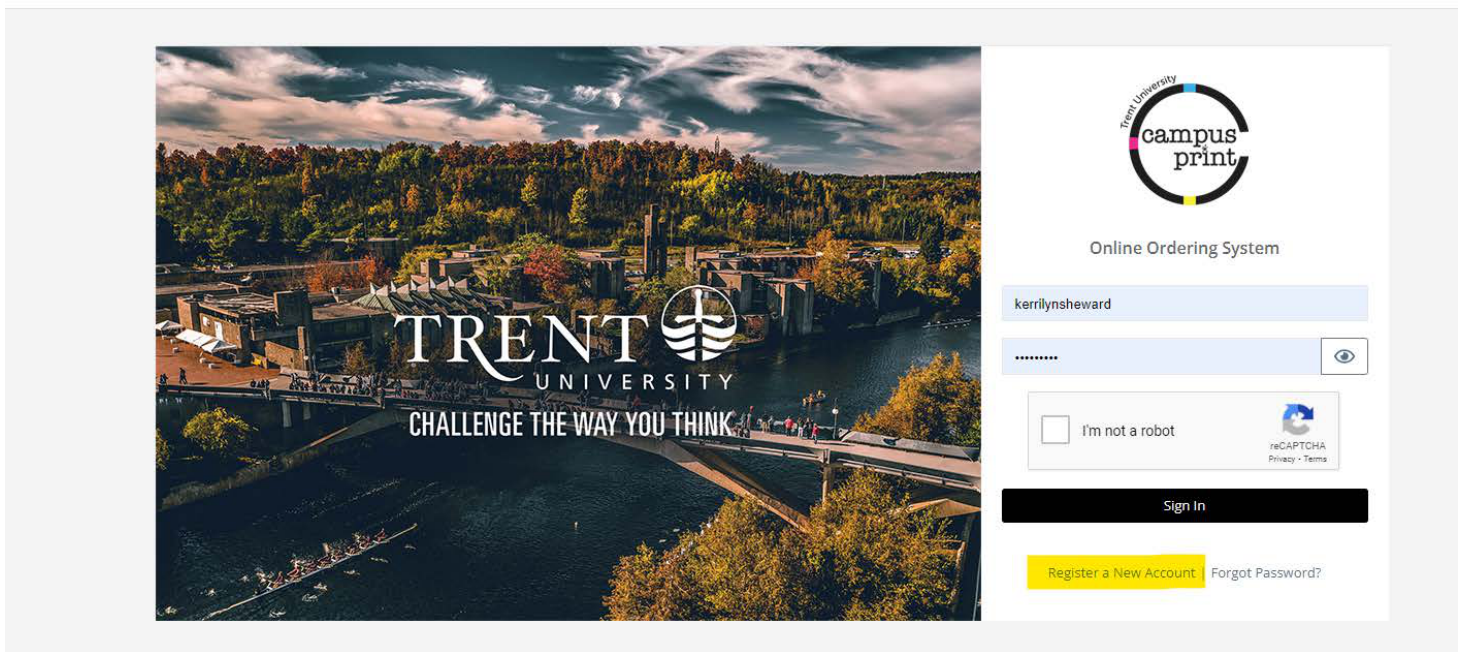**PRINTING PRICE LIST**

RELATED LINKS

Housing

Purchasing

To get to the online ordering registration screen, go to www.trentu.ca/print-post
The above screen will appear.
For Faculty and Staff, click on FACULTY & STAFF PRINT ORDERING PORTAL

Log in Screen

- Once you have clicked on the button that takes you to the ordering interface, this is the screen you will see.
- If you have not set up your account, you will click Register a New Account now' or if you have already registered, you will enter your user name and password to log in.
- **_You may want to bookmark this page in your web browser. This is the screen you will need to use to log into your online ordering account each time you order_**

Register a New Account Screen

This is the first half of the screen that appears when creating your account.

 Your will enter the following: • Email address •   User Name   •   Password

For the Department Administrative Assistants, you have a choice. You can set an account for the department and an account for you individually. It is a matter of preference.

Account Creation Screen #2

Enter the following:

- First Name • Last Name • Title
- Company (enter Trent here or department here)
- Address 1 (enter location at Trent)
- Address 2

- City
- Province
- Country
- Postal Code
- Telephone number • Fax number (if applicable)

2. Click *I'm not a robot*

3. Click the **SUBMIT** button

This screen will appear.

Be sure to look in your inbox and junk folder for the confirmation email.

Contact the print shop if you do not receive the confirmation email and we will assist.

Sign In

- Enter the user name and password you created earlier
- Click *'I'm not a robot'*
- Click **Sign In**
- Yay! We are ready to order.

Order Page

This is the ordering screen. There are a few selections on this page.

- **Academic Calendar**
- **Supplies**
- **Scantrons**
- **Print Job Submissions**
- **Masks**
- **Business Cards**
- **Letterhead**

Some departments require scantrons for their exams. Scantrons come in 3 different formats: 80 questions, 100 questions and 150 questions. To select the format the professor requires, click on the appropriate box.

Scantron Ordering

- For this sample,100 question was selected (see above).
- A preview of the form can be viewed on the left.
- Enter the amount of forms to be ordered in the box beside Quantity and then add to cart.
- The Shopping Cart screen will appear with the order on a line in the cart. (see below)
- At this time, you can either proceed to check out or continue shopping - for our purposes, we will continue shopping.

Supply Ordering

- The online ordering system accommodates supply orders such as paper and envelopes.
- To order supplies, click on the Supplies button
- A list of the few supplies will come up. Printer and photocopier paper is sold by the box whereas coloured paper etc., is sold by the ream. Initially we will only be selling letter size on line, if you require larger sizes, please email us at printshop@trentu.ca
- Select the supply item and it will take you to a similar screen as scantron order. It is in this window you will choose the quantity of supplies.

- After seeing your items in your shopping cart you will press proceed. You will be directed to a screen that will look similar to the above screen.
- ***Please note: Photocopy paper for Photocopier fleet is not charged to the account, we record it for inventory purposes. Paper is included with the photocopier contract - that is why it is listed as $0.00***
- Once ready to finish order, you will enter any special comments in the box in the Additional Information Section. Special comments could include a separate place to forward the professor Scantrons to, and a different location for the paper to go to or a place to specify what colour of paper.
- ***Most common practice will be to send supply orders on their own, as their object code is usually different than printing.***
- Enter the Account Number in the box below and press proceed.

Order a Print Job!
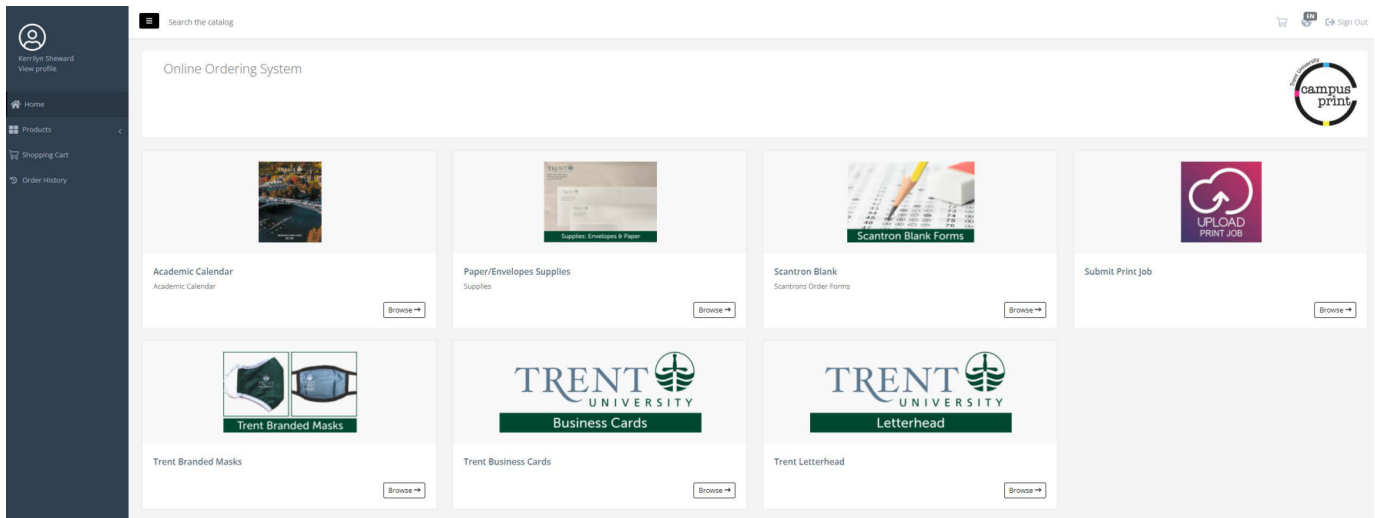
- This screen seems familiar because it is the home screen for all three ordering types.
- This time, we will go over ordering your print job. Print jobs include syllabi, theses, exams. flyers, course calendars, posters, business cards and more. Ideally, everything that you email or send to the print shop now, should be sent through this print online system,
- ***To place a print order, click on the UPLOAD PRINT JOB button***

Document Submission
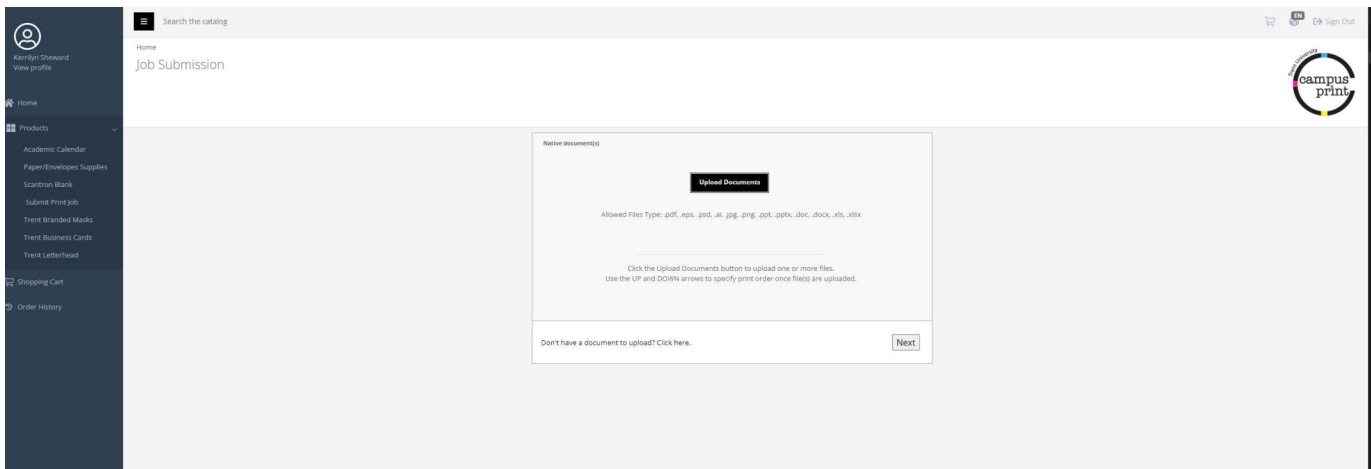
The time has arrived! Uploading your document!

- If you have an electronic file (see list below Upload Documents), press the Upload Document box
- If are bringing your document on a jump stick or a CD, or a hard copy, press the underlined "Don't have a document to upload? Click here."

Document Selection
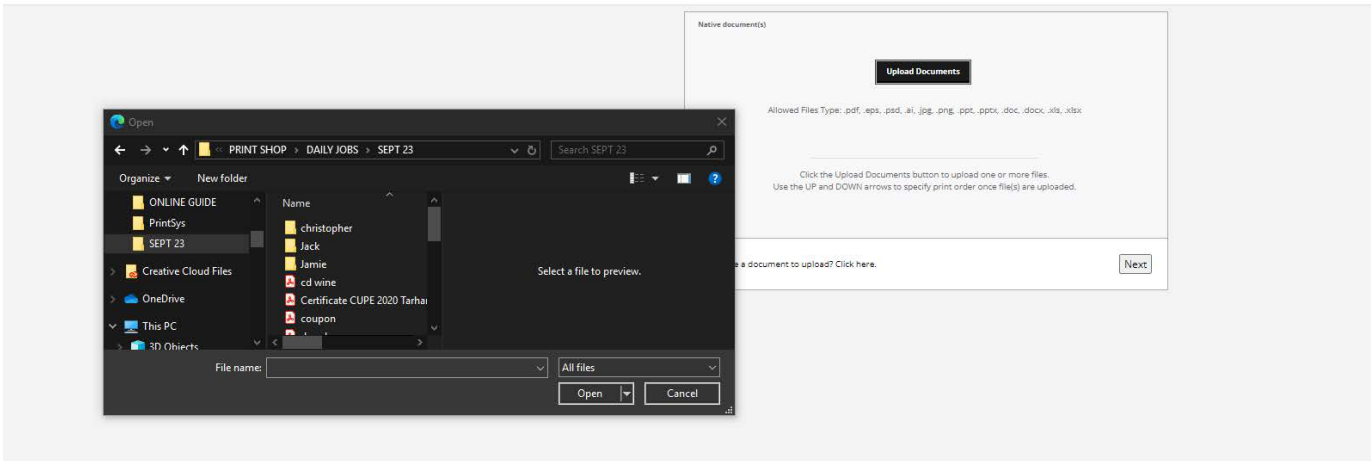
- If you are uploading a document, the above screen will appear.
- Go to the location on your computer where your document is stored and select the document.
- Select the file (find file and click on it) .
- The file will appear in the box beside File name:
- Once file name appears in the box, press the Open button (below All Files (*.*) line)

Once document is uploaded, a thumbnail image and the name of the document will appear on the screen (see above)

Order Form (Details)

- This is the screen where you will specify the **type of printing, quantity, finishing** etc.
- Your name, telephone and company information will come up automatically from your account set up information.

- **Department**: if you click the down arrow, it will give you options of different departments. You must indicate a date required and a project name. A project name can be the number you assign the Print job. Some departmental administrative assistants will have a distinct numbering system they use.

- Under Product select, on most occasions it will be Standard, but it can be Wide Format (large signs, banners etc.) or Pad printing (notepads, etc.)

- If you have a job you just need binding, laminating or folding - check this box. This will only apply to jobs that are delivered for us to print or when ordering envelopes or printer paper.

Order form

It is now time to detail what you would like done with the job, how many copies, what type of stock, etc. Beside each of the choices are downward arrows … if you click on arrow, it will give you more choices.

- **Print type:** This is whether it is black and white printing or colour.
- **Format:** What size is your document?
- Number of pages: How many pages in your document? For most circumstances, the software will count how many pages and place it in this box.
- **Duplex:** Check this box if you would like them double sided. It is usually head to head, we will review the document to make sure the orientation is correct. Head to head is for regular 2 sided document, head to toe means the document will flip end to end.
- **Sorting:** Collated will be the standard choice. Choose uncollated only if you want the pages to not be in sets.

Order Form (Paper)
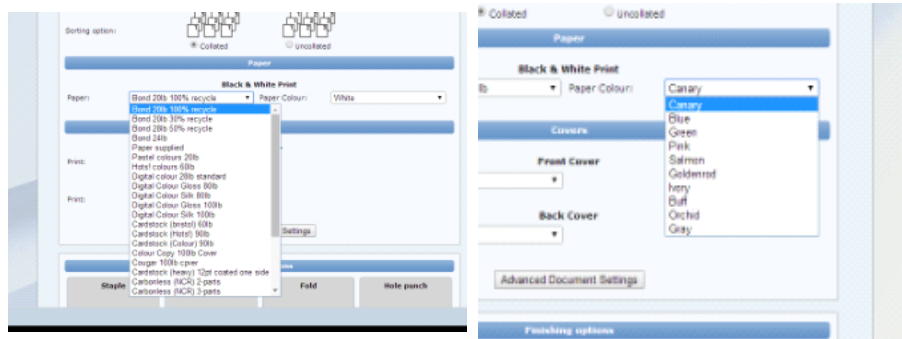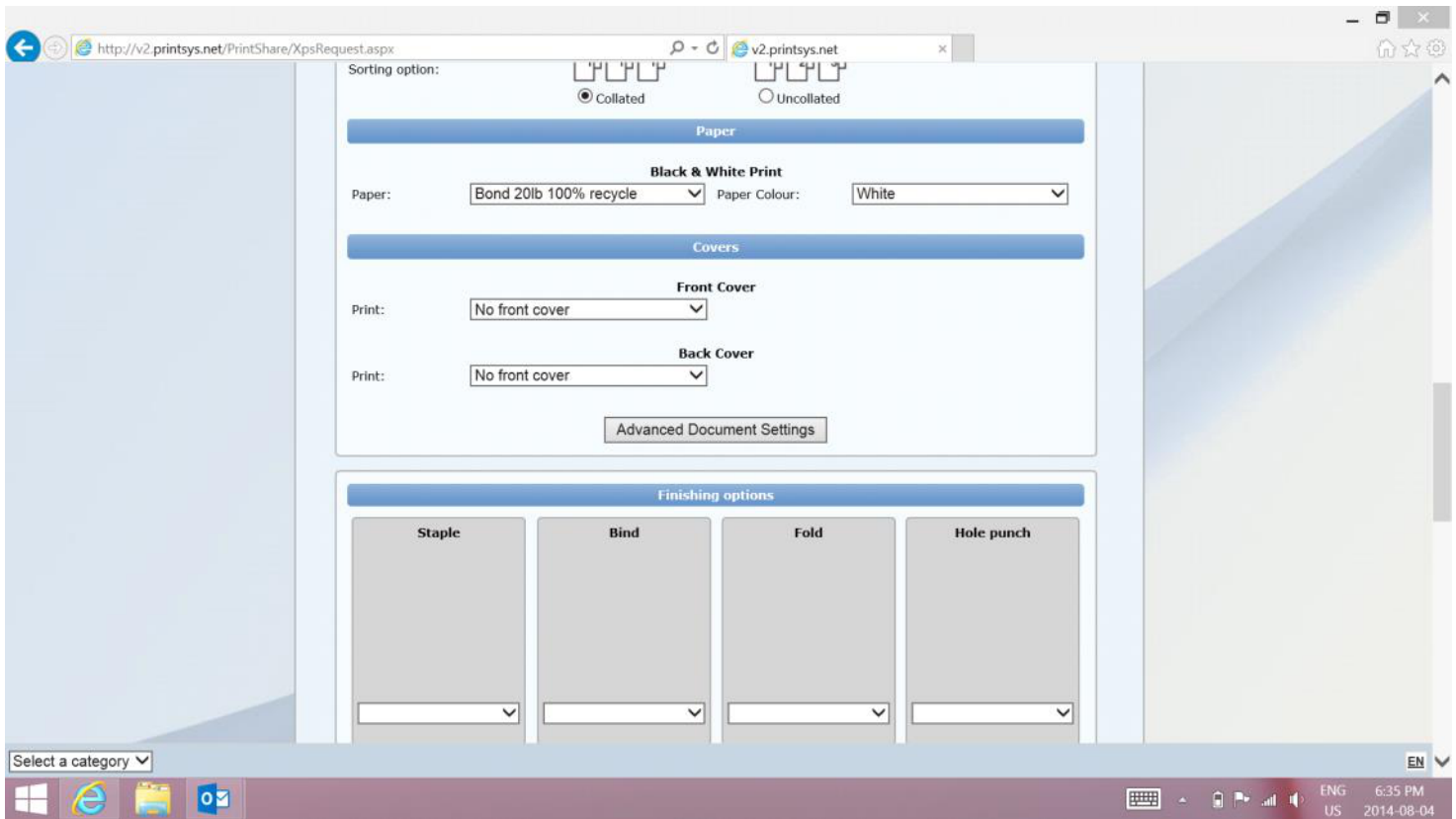
- **Paper Selection:** Whether it is a choice for colour or black and white printing, there are different selections of paper.
- At the end of this guide is a glossary of terms regarding paper to help you decide what type of paper you would like.
- Papers vary in pricing, so paper choice can either increase or reduce costs.

Order Form (Finishing)
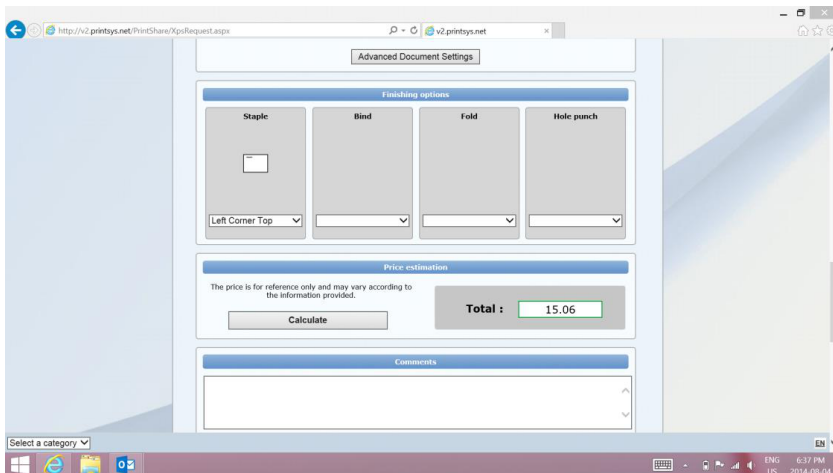
- Finishing options are selected in this area. *As with all selections, you can use the down arrow (chevron) to make your choices.*
- **Staple:** one or two staples and position of them. If you have a booklet choose two staples and add booklet to comment section below.
- **Binding:** cerlox or plastic coil choice - white or black.
- **Fold:** 2, 3(brochure) fold, 3z fold
- **Hole Punch:** 2, 3, 5 or 7 hole
- Once finished making these choices, press the calculate button. This is an ESTIMATE only. There may be revisions in the price both reduction or increase according to the final production of the job.

Approve Document
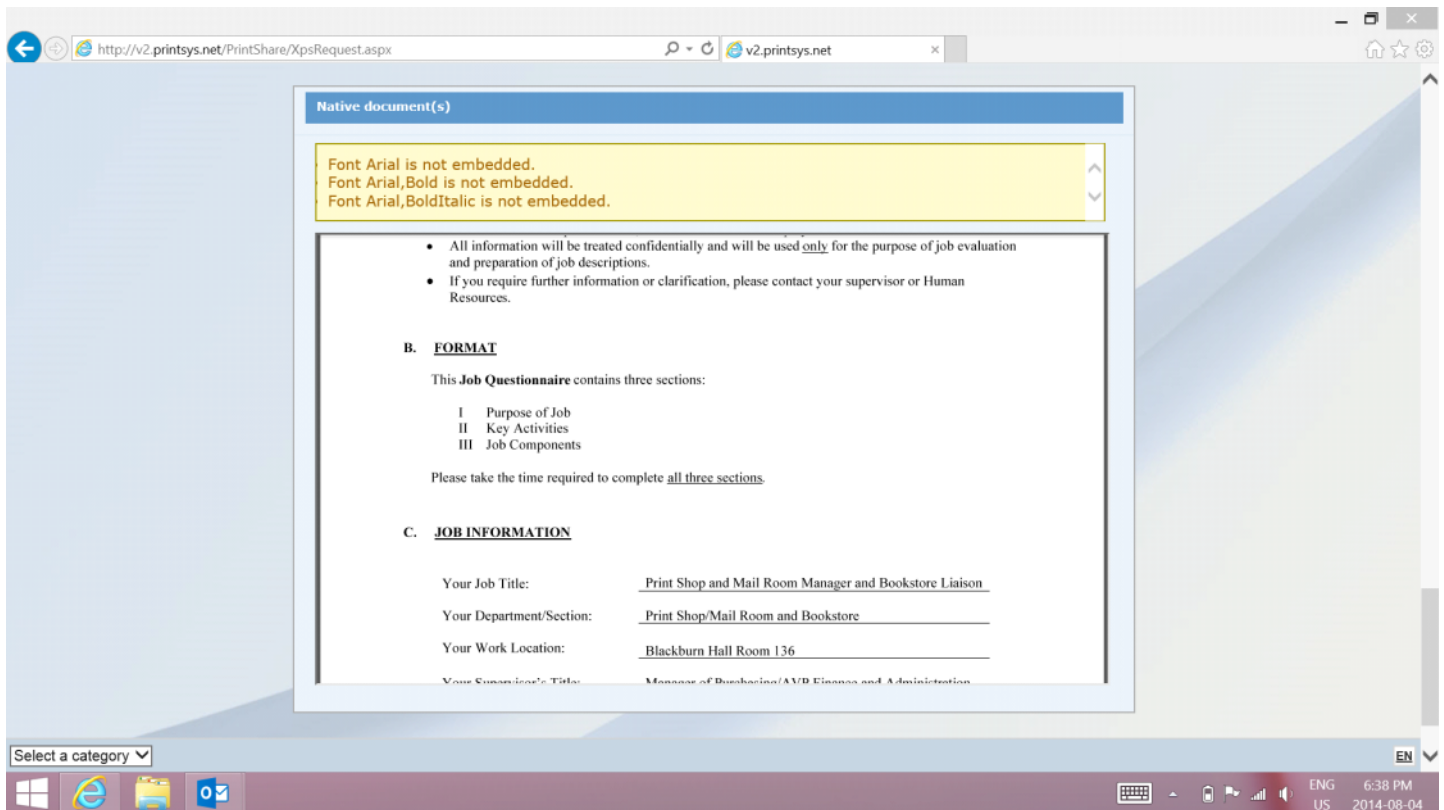
- Continue to scroll down the screen and you will see your document in a small screen. It may let you know that some fonts are not embedded and that some pictures might be low resolution. It is doing a pre-flight regarding the document. In most cases (especially syllabi, etc.) it is not a concern. If you are doing posters or graphic filled presentations, you would like your graphics to be at least 150 DPI.
- If everything is approved and ready, press the confirm button below the document screen.

Shopping Cart

- This is your Shopping cart.
- You will see your order in the box (see above).
- At this point you can either click 'proceed' and check out OR return to shopping and upload some more documents to send.
- It is at this screen that you can return 'Home' where you can upload more jobs to send. This is handy if you have numerous jobs for one professor and want to send them as one job.
- It is up to you whether you would like to send each job as its' own separate transaction or not - it makes no difference to us at the printshop
- If you press proceed you will be checked out and your jobs will be sent. If you do not proceed when all of your jobs are upl oaded, they will not be sent to the printshop. **When you are ready to send your order you must click Checkout.**

Check Out (Send Order)

- This is one of the final steps in the process.
- You will see your job in the shopping cart line. It will show you the price and the amount ordered. *Please note, no tax is applied on internal jobs only. If you are ordering as an external client or it is a personal job, you will need to go through the EXTERNAL PORTAL on the website. This portion of the online ordering system will charge taxes and shipping if applicable.*
- Under the Shopping Cart, you will see a box that says "Additional Information". There is a section called **Special request(s) or comment(s).**
- In this section you can specify if an order or part of the order is to go to a specific staff/faculty member and their location. For example, School of Ed will order syllabi to be delivered directly to the Faculty. See example above.
- Once any comments are completed, the account number must be entered. If you do not enter the account number, the order will not be sent. A warning message will pop up (see above).
- Enter the account number and click proceed.

Complete!

Your order is sent! A message pops up with the order #.
This order number is unique to your order and you will be able to track the progress with this number.
An invoice is created ... Please note, the invoice is an estimate as there may be changes in the pricing due to revisions etc. At the end of the month, the print shop will forward a statement to the department of orders, if requested.
Click on 'View printable receipt' if you would to see the invoice and print it if you would like it for your records.

Invoice Sample

print shop

Trent University
1600 W Bank Dr
Peterborough, ON K9J 7B8
Tel: 705-748-1403
Email: kerrilynsheward@trentu.ca

Order ID: 1022
Status: Approved / In production

August-11-14
8:32:33 PM

Account Number : 10-12346-58024

INVOICING:	DELIVERY:
Trent U Demo	Trent U Demo
ON	ON

ORDER DETAILS:

#	Item	Description	Qty	PDF	Price
1	**Print Request :** Project	PrintShare : 123	100		$6.80

Special request(s) or comment(s):
Deliver to Kerrilyn at Printshop

Sub total:	$6.80
Total:	$6.80

This is not an invoice.

PrintSYS

Order History

- A little more! This ordering software also helps to keep track of orders. They can be searched by:
- Order number
- Item type
  - Print Request
  - Scantrons
  - Supplies
- Date Range
- Status
  - Waiting for Approval (Red Dot)
  - Approved/In Production (Yellow Dot)
  - Production Completed (Green Dot)
  - Order Cancelled (Gray Dot)

- By using order history, you can search the status of your order. As your order goes through production, the dots will change colour according to what its status. You will be able to check and see if your order has been completed. You can also reprint or save your receipts.

Glossary

Media Types	
Matte vinyl	Matte vinyl
Gloss Vinyl	Gloss Vinyl
Coated Paper	Coated Paper
Banner 13 0z	Banner 13 0z
Banner with Hardware	Banner with Hardware
Sign mounted on Coroplast	Sign mounted on Coroplast
Sign mounted on Foamcore	Sign mounted on Foamcore
Bond 20lb 100% recycle	Standard quality paper 100% recycled
Bond 20lb 30% recycle	Standard quality paper 30% recycled
Bond 24lb	Mid quality paper 50 % recycled
Bond 28lb 50% recycle	Better quality paper 50 % recycled
Paper supplied	Paper you provide
Pastel colours 20lb	Coloured paper in Pastel tones
Hots! colours 60lb	Coloured paper in Vibrant 'Hot' tones
Digital colour 28lb standard	High (Best) quality white paper
Digital Colour Gloss 80lb	Poster paper soft gloss text weight
Digital Colour Silk 80lb	Poster paper matte text weight
Digital Colour Silk 100lb	Poster paper matte cover weight
Digital Colour Gloss 100lb	Poster paper soft gloss cover weight
Cardstock (bristol) 60lb	Coverstock white
Cardstock (Hots!) 90lb	Cardstock Vibrant 'Hot' Colour
Cardstock (Colour) 90lb	Cardstock Pastel Colours
Colour Copy 100lb Cover	Cardstock Bright White for Colour Printing
Cougar 100lb cpver	Cardstock White for Colour Printing
Cardstock (heavy) 12pt coated both sides	Cardstock (heavy) Coated both sides
Cardstock (heavy) 12pt coated one side	Cardstock (heavy) Coated one side
Carbonless (NCR) 2-parts	Carbonless (NCR) 2-part (white-yellow)
Carbonless (NCR) 3-parts	Carbonless (NCR) 3-parts (white-yellow-pink)
Carbonless (NCR) 4-parts	Carbonless (NCR) 4-parts (w-y-p-goldenrod)
Carbonless (NCR) 5-parts	Carbonless (NCR) 5-parts (w-green-y-p-goldenrod)
Certificate paper (parchment)	Certificate paper (parchment)
Labels Mactac White	Labels Mactac White
Labels Mactac Fluo Red	Labels Mactac Fluo Red
Transparency	Transparency
Never Tear Paper	Never Tear Paper
Other	Other

Media Sizes	
Large format	Up to 48 inches wide and 12 feet long
Paper	
8.5 x 11	Letter
8.5 x 14	Legal
11 x 17	Tabloid
12 x 18	Oversize Tabloid
13 x 19	Extra Oversize

Standard Paper Colours	
White 100% Recycle	*If you don't see the colour you would like*
White 30% Recycle	*call and check with the print shop and*
White 50% Recycle	*we can assist you in getting the colour you need.*
Canary	Purple Hots
Blue	Fuschia Hots
Green	Orange Hots
Pink	Red Hots
Salmon	Blue Hots
Goldenrod	Green Hots
Ivory	Lemon Hots
Buff	Lime Hots
Orchid	Periwinkle Hots
Gray	
Tan	

To recap:

- You can now order online your supplies.
- If you are responsible for a photocopier in our fleet, you can order paper online and won't be charged.
- Both printer paper and photocopy paper are sold by the case.
- Coloured paper and cardstock are sold by the ream.
- Scantrons can be ordered online.
- Print jobs can be ordered online. Any special requests or requirements can be specified in the last field before entering your account code.

Notes

open m-f 8:30 am - 4:00 pm
order on-line 24/7

705.748.1403 print shop   printshop@trentu.ca
705.748.1011 x7433 mail room   src@trentu.ca
www.trentu.ca/printshop