

Copy Center Direct: *Instructions for Uploading Files*

Welcome to the new and improved Copy Center Direct! Go online to: www.elcamino.edu/administration/facstaff/facstaff.asp. Select the **Copy Center Direct** link.

In the right-hand box, Log in using your current El Camino College username and password. *Please disable any pop-up blockers in order for the Copy Center Direct window to appear correctly.* There is also a link available on the Portal under 'ECC Links.'

You will need an electronic version of the file you want copied. The preferred file type to be uploaded is a PDF, but we also accept Microsoft Word, Excel, and Power Point files, as well as JPEG, GIF, tiff, PSD and EPS files.

When you first log into Copy Center Direct, please set up your User Profile.

In the upper right corner, select "My Profile". Click the "Modify" button next to **My Contact Information**. Please fill in your Division/Office/Department, and building and room number, if applicable, and at least one Phone #. Click SAVE.

You may set your **Default Delivery Method** by choosing from the drop down menu: 'Hold for pick up' or 'Campus Mail'

You may also choose to set your **Default Billing Information** to include a PO Number if you use the college's chargeback system.

Click SAVE after each edit.

Instructions for submitting orders through Copy Center Direct:



1. First window, Printing Made Easy: Select "Upload A File" and begin the ordering process by uploading the file you would like copied. Click "Go"

2. In the second window, Cart: You may name your order. Ex. Spring2015 Art1a Syllabus

3. Enter the Quantity of copies you would like to order.

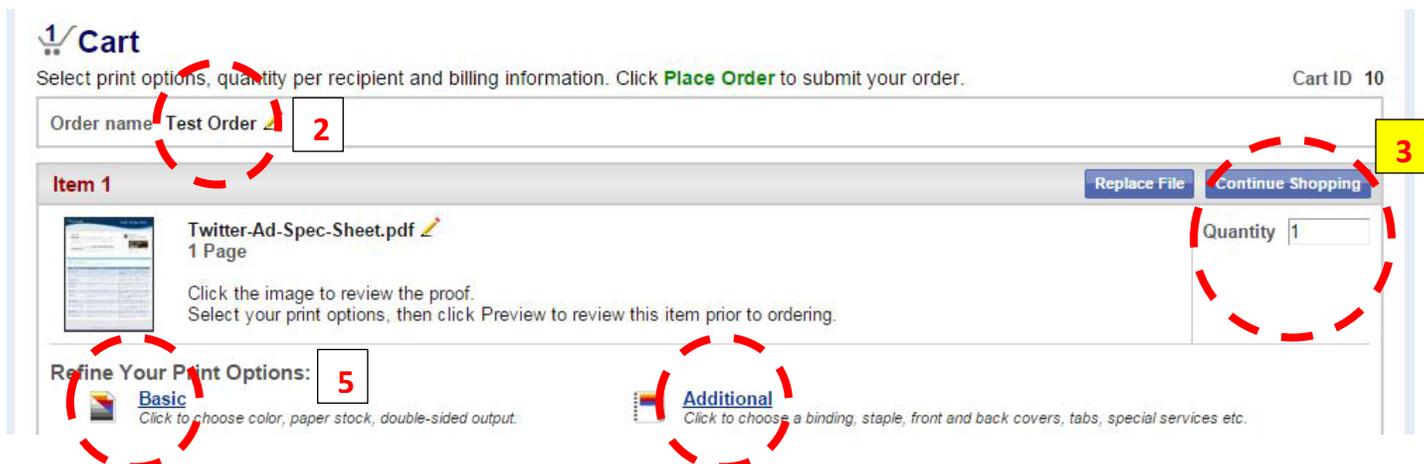
4. Choose from one of the 1-Click Print Options for basic black & white copy requests.

5. Or you may choose to Refine Your Print Options:

a. Select Basic, and choose the Output (black & white or color), Plex (single-sided (Simplex) or double-sided (Duplex), and Paper Stock

b. You may enter additional Instructions if you like; or click "Save" to continue

c. You may now select Additional, to choose collating, stapling and folding options



6. Next, choose your Shipping Information. You may select 'Hold for pick up' or 'Campus Mail'. You may include a date needed by; and additional shipping information as needed.

Shipping Information Add Address

I would like my order shipped by: **Tuesday, December 23, 2014 2PM** *Note: Only dates and times when the print center is open may be selected.*

Heather Parnock
Bookstore Room 241
Publications Supervisor
El Camino College
Public Relations & Marketing
California
United States

Select a Shipping Method:
 Pick up during business hours

Delivery Estimate:
Wednesday, December 24, 2014

[Enter shipping instructions for this recipient](#)

Ordered Items	Quantity
1 Twitter-Ad-Spec-Sheet.pdf	5

Review your order carefully on the **Cart** page before submitting it to the Copy Center.

Note: Once you place the order, you cannot modify or cancel it.

If you need to change an order that you have placed, contact the Copy Center at ext. 6521.

1. **Final Step** (bottom of the screen): Choose Place Your Order or Continue Shopping (add additional orders/files to your cart).
2. To upload more orders, simply click on the El Camino College logo, top left, to go back to the "Upload A File" window.
3. If you choose to Continue Shopping you return to the beginning of the ordering process, and you may upload more jobs to the same Cart; or you may **log out** by clicking the button in the upper right corner of the window.
4. You may review your placed orders by clicking on Orders. *Please note under Status –"Received" does not mean that your job is being processed. It means your order has successfully been submitted through the online ordering system.*

Please contact the Copy Center with any questions or concerns.

The new Copy Center Direct is still under construction and additional options and a catalog of repeat orders/files will be available in spring 2015.

Sidney Smith

Production Coordinator

Copy Center: Bookstore Building, Room 128

Public Relations & Marketing Department

310-660-3593, ext. 6521

sosmith@elcamino.edu

COPY CENTER HOURS

Monday-Thursday 7:30 a.m. – 6:30 p.m. and Fridays 7:30 a.m. – 4:30 p.m.

Closed Fridays during summer sessions