

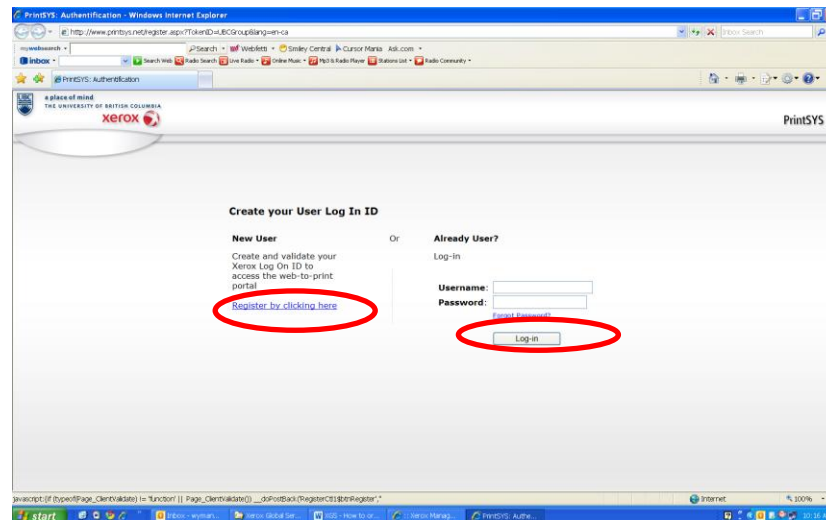
To enlarge this document click on “View” tab on your MS Word toolbar and select “Zoom”

ORDERING PRINT MATERIALS IN THE FACULTY OF EDUCATION (FROM JANUARY 4, 2011)

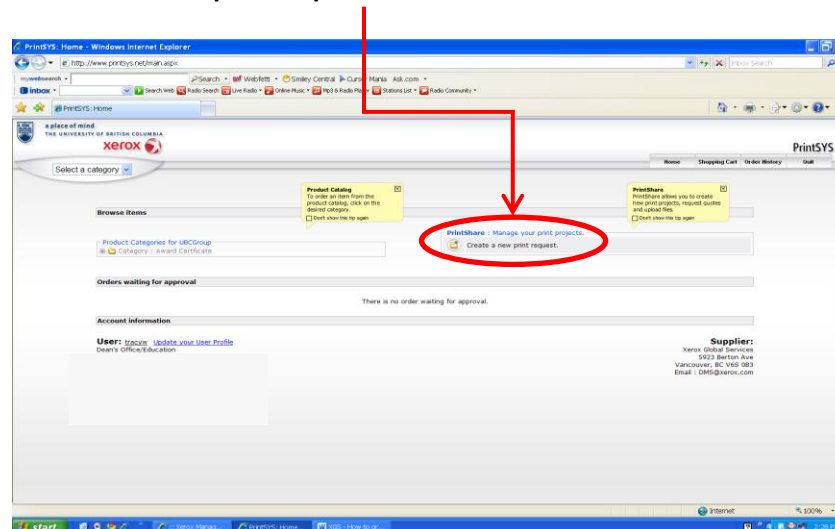
GETTING STARTED

1. Go to www.xeroxprintservicesubc.ca
2. Click on “Place an Order”
3. Register then login

Note re: your profile: when completing your profile, please include the address of the Faculty delivery area (deliveries are via Campus Mail). If you fill out the address field with your home address or an off-campus address materials will be couriered to you and courier charges will apply. See the *Delivery* page on the Faculty *Print Service* website for details: <http://educ.ubc.ca/community/print-services#node-489>.



1. Click on folder to create print request



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COMPLETE ONLINE PRINT REQUEST

Step 1 – Product Information

Fill out required fields and select all printing, sorting and finishing options as needed.

The screenshot shows the PrintShare web application interface. The main content area is titled "Step 1: Product Information" and contains a form with several sections:

- USER INFORMATION:** Includes fields for Name, Telephone, Department, Course No., Section, Speed Chart No., and Disc Account No. There are also checkboxes for "Resale Material", "Outline/Syllabus", "Handout/Running Total", "Examination/Quiz", and "Other".
- PRINTING:** Includes a "PRINTING" dropdown menu (set to "Digital") and fields for "Number of originals" (Black and white, Colour) and "Number of copies required".
- INSIDE PAGES/BODY:** Includes a "Size" dropdown menu.

Two red circles highlight the "Speed Chart No." field and the "Copyright materials" checkbox.

FIELDS & CHECK BOXES TO NOTE

You will need a speedchart number to complete your on-line order. Contact your department/unit.

Copyright Materials

Please ensure that you are following the guidelines for copyright materials. If in doubt, contact your department/unit.

Xerox does not provide Access Copyright clearance.

How to obtain Access Copyright clearance (**please see the Faculty's *Print Services* web pages for details**).

UBC Bookstore will clear **AND** forward print requests to Xerox (for custom course materials & materials not sold through the Bookstore). You will need to take a Journal Voucher to the Bookstore to initiate your request. Please see your dept for details.

Bookstore contacts: Adam Proksa or Beverly MacKenzie
customcourse@mail.bookstore.ubc.ca | Tel: 604-822-0874 | Fax: 604-822-2111

Proof Required

Select this option if you wish to preview and approve your order prior to print.

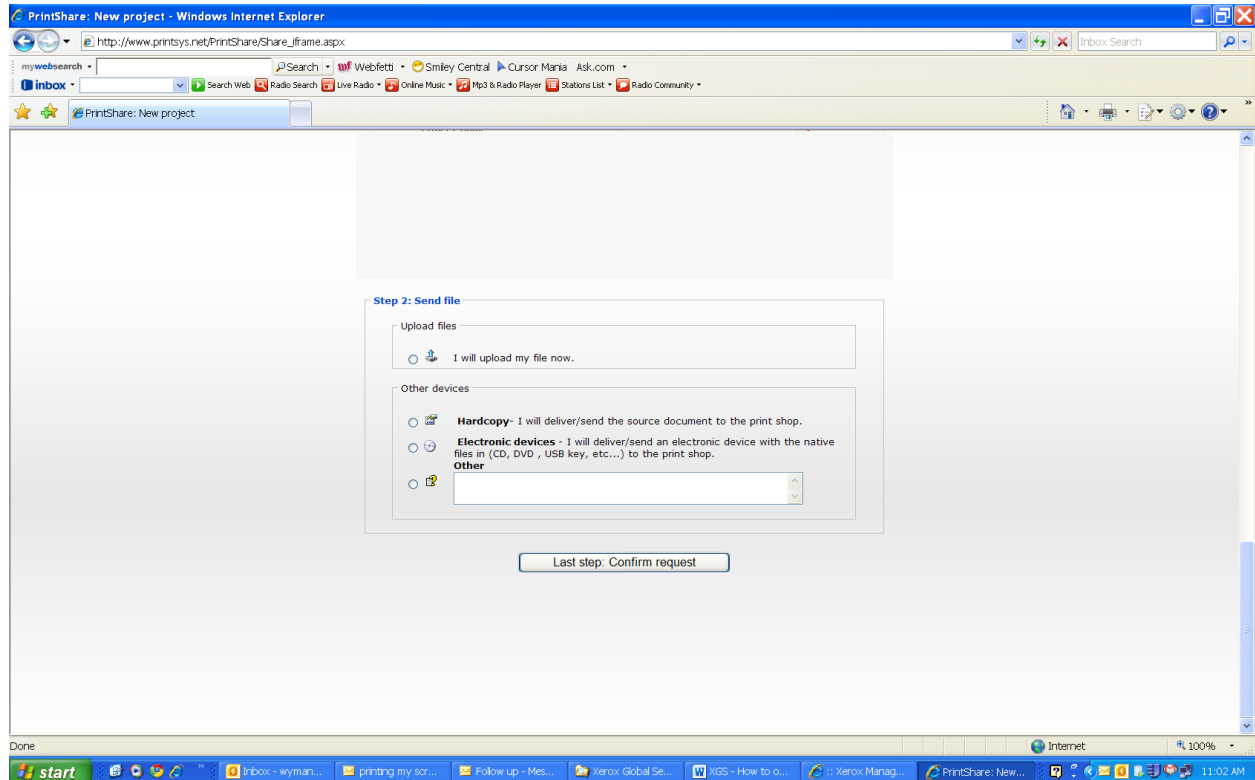
Step 2 – Send File

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Upload your files

or

Provide source documents via hardcopy or other electronic devices (e.g., CD, USB, DVD) via Campus Mail. Pickup & delivery is in Scarfe 1 (A/V Services).



Last Step - Confirm request

Once confirmed, you will receive an order number that you can use for tracking purposes and for picking up your materials at the Faculty delivery area in Scarfe 1.

The status of your order is visible once order confirmed.

XEROX CONTACTS

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