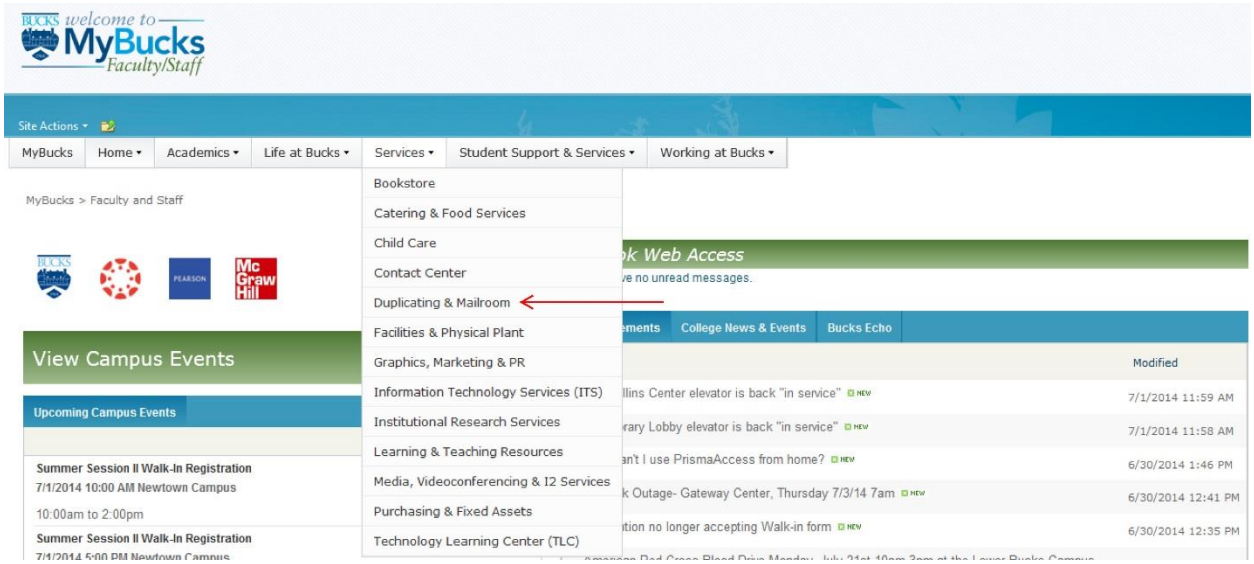
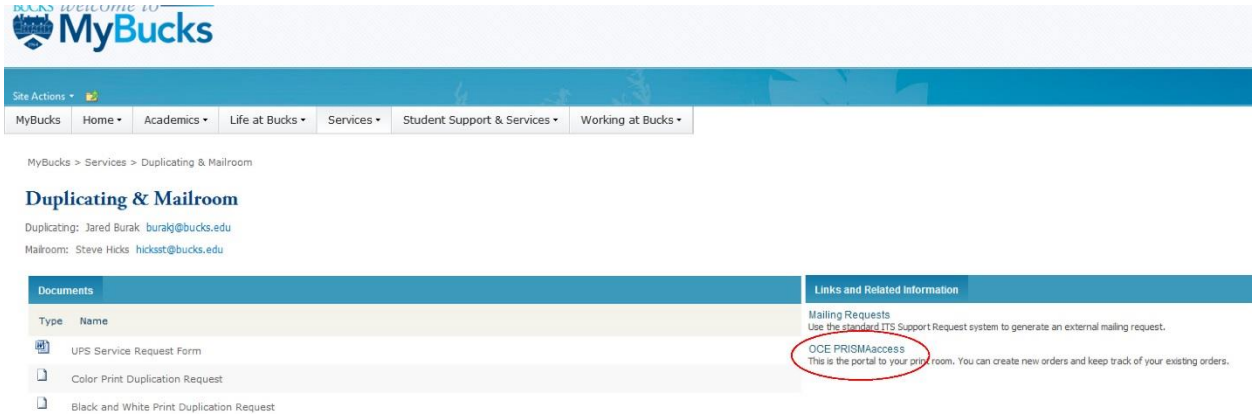
Welcome to the crash course about the Bucks County Community College Duplicating Services “OCE PrismaAccess” online print submission app.

This is the only way to submit duplication jobs to the Duplicating service center.

1. The app works best with Microsoft Internet Explorer. It can be found on the portal by clicking (or hovering over) “Services” then “Duplicating & Mailroom”.

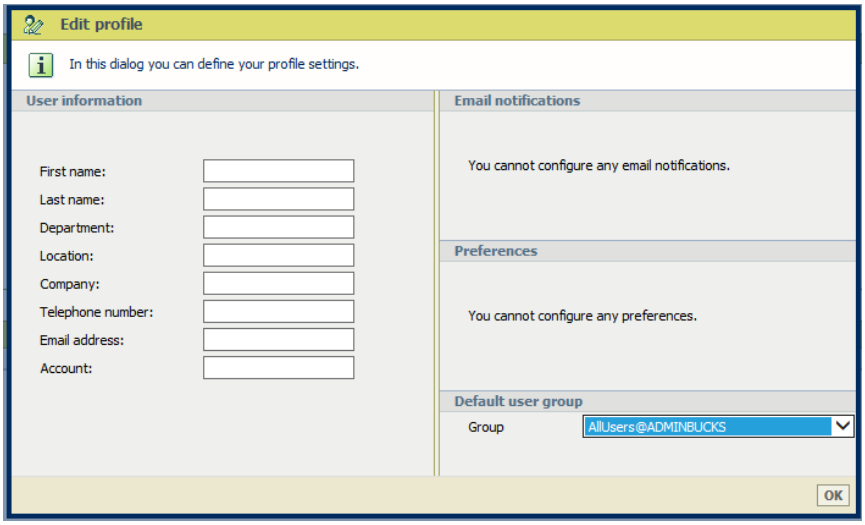


2. Then click the link for “OCE PrismaAccess”.



This will bring you to http://newdup03.adminbucks.edu/printroom. Feel free to bookmark/favorite this link, or create a link to in your favorites bar so that you don’t need to go through the portal every time.

3. You MUST complete your profile to continue. This should be the only time you'll need to fill out your basic info.

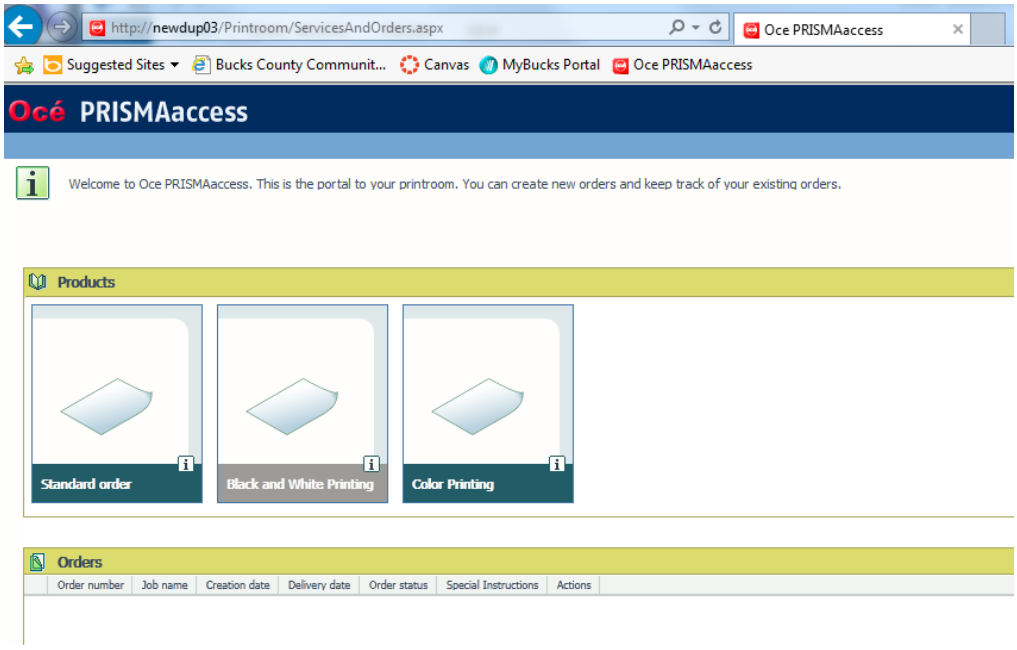


Location should be your building and room number, company can be "BCCC", Telephone number should be your extension, and Account is your department number.
Hit OK.

4. This is the screen that you will see when you click on the link from this point on. –notice that this screen shot has the link in the favorites bar, as suggested.

There are 3 options.

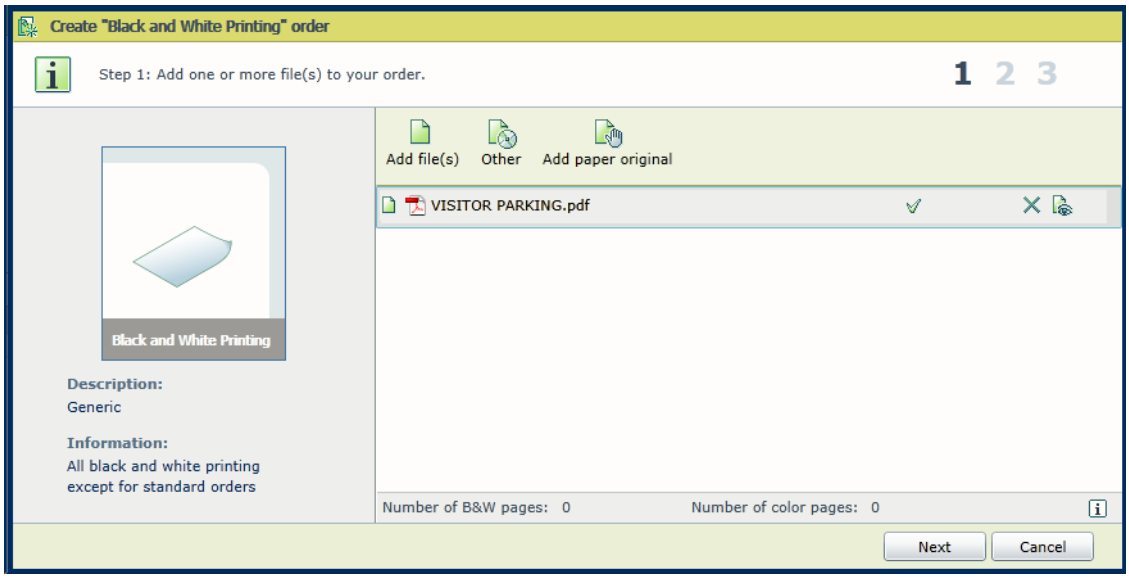
1. **Standard Order** – This is for double-sided black print on white paper with only 1 staple. Anything submitted with this will be printed this way – even if "Special Instructions" have special pages, colors, cutting, or binding. This option is the quickest way to submit jobs since you can only edit the quantity and paper orientation.
2. **B&W Printing** – This form is very similar to the 3-part paper forms you were used to. This has all of the options for B&W printing available to you. Here you can choose if you'd like different paper color and stock (media), dual staple, booklet, or tape binding (binding), as well as 3 hole punch, folding and cutting.
3. **Color Printing** – Used for color printing on white paper only. This also contains all available media, binding, cutting, and folding options. Mostly used for brochures, flyers, posters, and postcards



You will aso be able to see all of your previous orders as well as check the status of current orders. If the “Order Status” is “Finalized” this means that your job has been printed. Under the Actions column, you can “Open” the order to see the details of the print, or you can “view” the file as a PDF. You are welcome to save your PDF’s to your harddrive/flash drive. The “view” option is also how you REORDER (see FAQ for directions how to reorder a previously printed job).

5. Here is an overview of the “Black & White” printing process. First, click the black and white Printing button.

STEP 1:



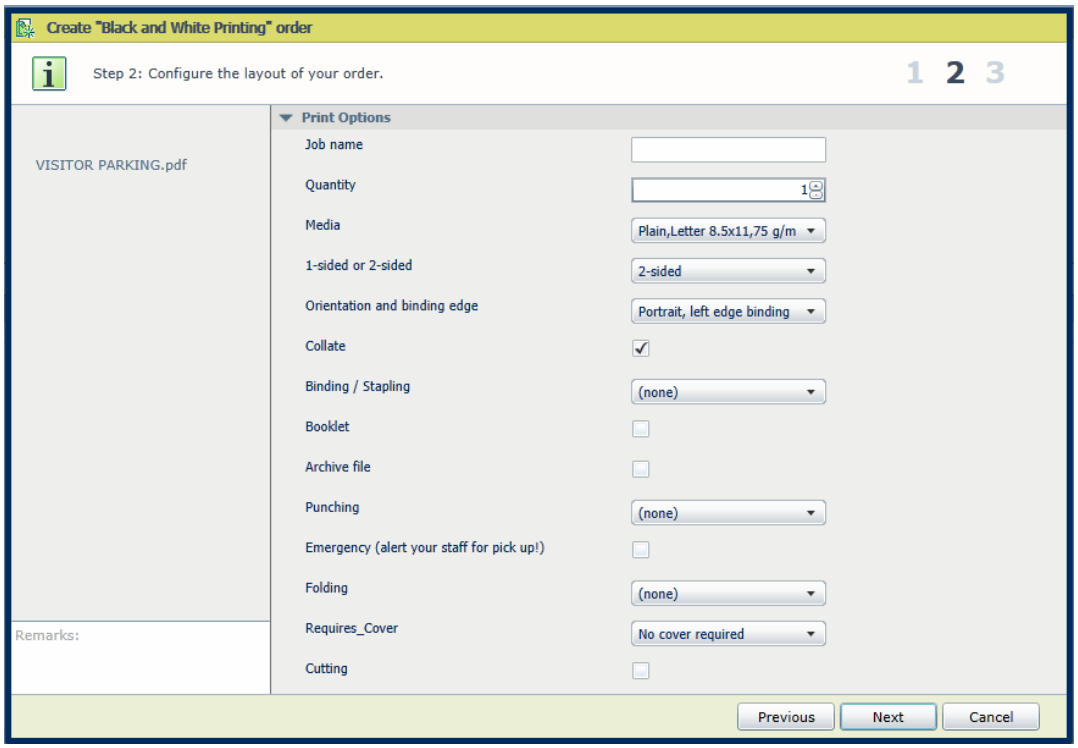
Most of the time you will select “Add file(s)”. The app currently only takes PDF files, so you will need to convert all other formats to PDF – this is easy if it’s a testgen or word/office file (See FAQ for conversion process). You can add multiple files to this window; however, THEY WILL BE PRINTED AS THE SAME JOB! So, all stapled together in the order posted. If you need to submit multiple files each to receive a staple, you’ll need to submit as separate jobs.

“Other” should only be used for attaching spreadsheets for VDP merges or submitting jobs that are currently in our duplicating archive.

“Add paper original” should be used if duplicating will be scanning a document for you. If no digital copy of the document exists, you are welcome to scan to PDF and attach a file, but we recommend that you drop off the document to duplicating since the scan equipment is most likely a higher quality than your scanner.

Once your file(s) upload click Next.

STEP 2:



Here we have all of the print options.

Job Name: No need to fill this out unless you'd like the document title to be different than the file name.

Quantity: Total number of the document needed. Please specify total quantiy if we are cutting.

Media: Default is Plain, but you can choose any type of paper we have in stock. If it's not on the list, it's not available.

1-Sided or 2-Sided: Default is 2-Sided. All of the paper stocks we use are adequate for 2-sided printing. 1-sided should only be used for special applications or tests.

Orientation and binding edge: Default is Portrait Left Edge. Change this to landscape if your document is oriented this way.

Collate: Default is on. If you'd like your document in uncollated stacks, un-check this box.

Binding / Stapling: Default is None. Here you have all of the binding options, 1 staple, 2 edge staples, and tape binding. Tape bound jobs must be at least 50 pages total (or 100 double sided) to bind. Jobs submitted as Tape Bound with less than 50 pages will be switched to dual saple. For any tape bound jobs, please check "Requires Cover" and specify front and back stock and color in "Special Instructons".

Booklet: This is for making Statement or Letter sized dual staple – saddle stitch – booklets. If this box is checked, please do not select any other Binding/Stapling options. If a different stock is needed for the cover, please check "Requires Cover" and specify front/back page stock in "Special Instructions".

Archive File: Check this box if you'd like us to save this file to our external hard drive. Do not check this if changes will be necessary for next print. We do not make changes to files.

Punching: Select "3-holes" for 3- hole punching.

Emergency: Select this option if you need this job printed the same/next day.

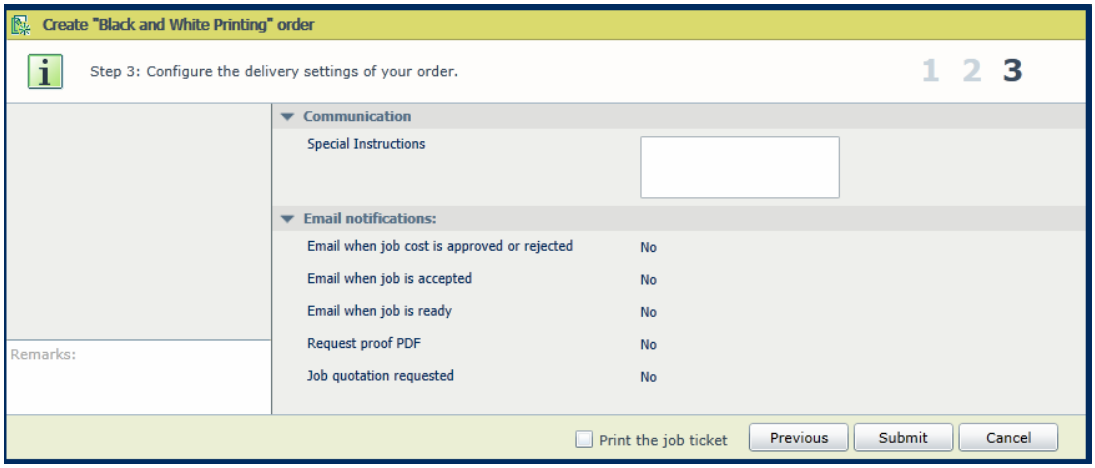
Folding: This has all of the options we offer for folding. If it's not on the list, it's not possible for the folder.

Requires Cover: if a different type of stock is needed for the front or back cover, check this.

Cutting: Check this box if you'd like us to cut to size.

Hit Next.

STEP 3.



The only option here his to add special instructions. This can be anything you'd like us to know about the print job. Here's where you'd put if you'd like it delivered via Mailroom, if it needs to go to Lower or Upper Campus, if you want us to add page numbers, etc. Call x8181 if you have any questions about what we can or can't do. You can also enter this in the remarks section, but prefer it is done in special instructions so that it's more visible on our end.

We don't have options for PDF proofs or email communications at this time.

Click Submit. That's it!

FAQ

I'm an department aide – how do I know if an instructor submitted something that needs to be picked up?

The instructor/professor is required to inform you if it's an emergency; however there's no way for you to know unless you were the one who submitted it. It may be a good idea to check at the beginning and end of the day – or call 8181 to see if anything needs to be picked up.

How do I get my Paper Original to you?

You can do it via inner-office envelope, walk it over yourself, or send it over with a student worker or aide AFTER you've entered the job order in PrismaAccess. Please paper clip each job and be clear about the document title. If the title on the front page of the document doesn't clearly match the job title you've submitted, attach a sticky note of what you are calling this document. No other print-outs are needed

How do I convert a word file to a PDF?

Go to File > Export > Create PDF/XPS.

How do I Re-order something I've already printed?

The best way is to re-submit as a new job using the same PDF you used originally. If you do not have this PDF file, you may be able to try this: Under orders in the PrismaAccess welcome screen, find the last printing and under

Actions click “view” It should open the PDF in Internet Explorer. Hover your mouse around the bottom of the screen and click on the disk shaped icon. Save this to the appropriate folder or desktop and use this file to submit a new job.

Can you edit my PDF to change Spring ’12 into Fall ’14?

No. We can’t edit any text, or move anything around in the documents. We can only print as is.

How do I submit under a different department / Grant ?

You can either “edit” your account number in the upper right side of your PrismaAccess Screen or make a note to the account number in the “Special Instructions” box.

How do I organize all of these PDF’s?

Put on some music and drag your files to a flash drive designated for each class! There are some great cloud-based solutions; but there’s no single answer about how to organize your material for the class.

I want to put the shortcut of the link in my Favorites Toolbar, but I don’t have that toolbar.

Right click anywhere on the top bar of the window and make sure “Favorites Toolbar” is selected. Click the link icon in the browser address and drag it over to the toolbar.