



PACIFIC OFFICE AUTOMATION **CAMPUS SERVICES**

To begin your order please have a seat at the computer and log on with your MEID & PASSWORD.

Once logged in please open an internet browser of your choice.

Next, type the following into the address bar:

<https://mcccd.myprintdesk.net/DSF>

When the site comes up enter your “MEID” & “PASSWORD” in the appropriate boxes and “Sign in”.

You will now be given seven choices to choose from:

1. **SIMPLE Black & White on White Paper Only Printing**

White Paper Only, Staple Option, 3 Hole Option ONLY

For more advanced options use BW Printing product.

2. **Black & White Printing**

Order this item if you have ELECTRONIC files to upload for Black and White PRINTING.

3. **Black & White Copies**

Order this item if you have PAPER or HARDCOPY ORIGINAL(S) PLEASE PUT THE CREATED JOB TICKET WITH ORIGINAL DOCS. FOR PICKUP ON NEXT MAILRUN.

4. **Color Printing**

Order this item if you have ELECTRONIC files to upload for Black and White PRINTING.

5. **Color Copies**

Order this item if you have PAPER or HARDCOPY ORIGINAL(S) PLEASE PUT THE CREATED JOB TICKET WITH ORIGINAL DOCS. FOR PICKUP ON NEXT MAILRUN.

6. **Copyright Release Form**

7. **Forms & Notepad Printing**

Please keep in mind the following:

Printing: Done from a file provided electronically, such as .PDF or .TXT or even a “Flash Drive”.

Copy: Done from a hard copy either delivered to us by you or via inter-campus mail.



PACIFIC OFFICE AUTOMATION CAMPUS SERVICES

Click the “Order” button for your selection. On the left side of the screen you will see several options to choose from (The red * symbol indicates a mandatory entry)

1. Files: Select this to upload the files you want printed. Note - If this is a copy request this option will not be available.
2. Job Name: This is required to complete you order process. Name your job whatever you like, but using the file name is the best option.
3. Quantity: Enter the number of copies you need. (How many sets?)
4. Pages: This field auto populates from uploaded file.
5. Print Options: Click the arrow next to titles for additional options.
 - a. Media – Your choice of using the default selection or choosing from a wide variety of different colors and/or card stock.
 - b. Single Sided or Double Sided
 - c. Orientation
 - d. Staple
 - e. Punch
 - f. Test / Confidential - Usually refers to shrink wrap (currently not available)
 - g. Call to Discuss – Select this if you need to contact the Copy Center regarding your order.
6. Advanced Options:
 - a. Binding, Coil, Comb, Tape
 - b. Front Cover Options
 - c. Back Cover Options
 - d. Folding
 - e. Slip sheets
 - f. Lamination
 - g. Shrink Wrap
 - h. Special Pages
 - i. Special Instructions - Use this as an alternative to “Call to Discuss”

After all selections are completed, click “Add to Cart” at the bottom right of the page.

A pop up will appear saying. “

I have carefully reviewed and approve this job. The producer of this job will not be held responsible for design or spelling errors.”

To continue, click “I Agree”



PACIFIC OFFICE AUTOMATION **CAMPUS SERVICES**

Next Page, verify your order

1. Due Date, there is a 24hr turn around on all jobs that are processed through printing.
 - a. Copy jobs on the other hand if you need sooner you must bring them to the copy center AFTER YOU HAVE FILLED OUT THE COPY REQUEST FORM online.
2. Select Print Shop located at the upper right should be defaulted to “Phoenix College”

Press “Proceed To Checkout”

1. Here the biggest item to note is “SHIPMENT”. If you select nothing it is defaulted to “A-Z” by department. You can also choose “Customer Pick/up” here as well. Choose the appropriate department / mail drop off location for where you want your jobs to go when completed.
2. Press save to lock in you shipment choice.

Press “Proceed To Payment”

1. Here all you need to do is Press “Place My Order”
2. If you have more jobs you want to submit Press “Continue Shopping” to return back to main page to add more.

When you have selected “Place My Order” you will receive an “Order Confirmation” page. Take note of you Order number, also if you scroll down there is an option to print the page for your records.

If you have any question on this process please contact a Pacific Office Team Member at the Copy Center either by calling us at (602) 285-7462 or by email at: pc-copy-center@phoenixcollege.edu.

Thank you we are always here to help!!
Don Stone (don.stone@pheonixcollege.edu)



PACIFIC OFFICE AUTOMATION
CAMPUS SERVICES