

Please note that the guidelines and services previously established at the Copy Center are still in effect and can be found by visiting website: <http://www.ccsu.edu/copycenter/> and selecting the “Services or Guidelines” tab.

**Note: Personal copying is permitted.**  
Please contact the Copy Center for information.

**COPY CENTER 832-2526**

**HOURS OF OPERATION**  
**Monday-Friday 8 a.m. to 4 p.m.**

**C L O S E D F O R L U N C H**  
**1 2 : 0 0 - 1 2 : 3 0**

**Copy Center Location and  
Staff Listing**

**Davidson Hall Basement Rm. 002**

Brendan Kelly,  
Duplicating Technician II 832-2527

Please note: There is a drop-off **SLOT** located in the Copy Center door for your convenience after hours.

**PLEASE DO NOT LEAVE YOUR  
WORK IN THE EMPTY ENVELOPE  
BOX BELOW THE SLOT.**

*The Copy Center welcomes the opportunity  
to compete with any print jobs currently  
being outsourced.*

Ask about our full color capabilities. The Copy Center has the capability to add *impact* to your jobs. Bring in your job and see if you can save \$\$\$\$\$\$.

Questions regarding the Copy Center On-Line program can be directed to any of the Copy Center Staff

For account information, please contact the Budget Office at 832-2502 or e-mail Budget@[ccsu.edu](mailto:Budget@ccsu.edu)

**PLEASE REMEMBER THAT THE COPY  
CENTER REQUIRES AT LEAST 3 WORK-  
ING DAYS TO COMPLETE YOUR WORK.**

# Welcome to the CCSU On-Line Copy Center



## HOW TO ACCESS THE COPY CENTER ON-LINE PROGRAM

To use the Copy Center On-Line program, you must have a “BlueNet” **AND** a Copy Center Account. To establish a BlueNet Account, contact our Help Desk at x21720 or complete the form found on website:

[http://www.ccsu.edu/its/usersupport/Forms/Online\\_System\\_Access\\_Request\\_Form.pdf](http://www.ccsu.edu/its/usersupport/Forms/Online_System_Access_Request_Form.pdf)

**It is essential that you contact department chair or secretary for permission to use the Copy Center On-Line program.** The “Authorization Form to Add New Users” can be found at website:

<http://www.ccsu.edu/copycenter/forms/On-LineUserAccess.pdf> and requires the department chair’s signature.

To access the Copy Center Home Page from Netscape or Internet Explorer type into your search engine: [www.ccsu.edu/copycenter](http://www.ccsu.edu/copycenter).

Please take a few minutes to acquaint yourself with our time requirements, policies and the latest features available at the Copy Center. **TURNAROUND TIME IS THREE DAYS.** To familiarize yourself with a specific feature, click on any of the menu options located on this page.

To begin using the Copy Center On-Line program click on “Submit Job On-Line”.

**ENTER YOUR USERNAME (BLUE NET ACCOUNT) AND PASSWORD IN THE “AUTHENTICATION” BOX.**

If access is denied, please contact your department chair or secretary to obtain permission to use this program. If you have permission to use the on-line program and access is still denied, please contact any of the Copy Center staff for assistance.

Once access is granted, the “CCSU Copy Center Print Submission Form” will appear. For future ease in accessing this site, please bookmark this site by clicking on “Favorites” and selecting “Add to Favorites”. If you are on Netscape, click on “Add bookmark”.

Your department name will appear in the “Department(s)” box. If you are associated with several departments, click on the drop-down arrow and select the correct department.

If the department does not appear, please contact the Copy Center Administrator for assistance.

Each of the “blocked” menu items provides specific option selections. Please make your selection by using the drop-down menu.

A “Special Instructions” block has been provided to alert the staff to any unique features to your job and **should not be used for billing issues or time requirements.**

**Please Note: EACH JOB/FILE  
REQUIRES ITS OWN SUBMISSION FORM.  
DO NOT COMBINE JOBS ON ONE FORM.**

Please review your selections and if correct you are now ready to process your job. Click on “Go to next step”. The screen “CCSU Copy Center Submitted Information” will

appear providing information about your job. When sending a hard (manual) copy, check the box “If you would like to drop off your documents at the Copy Center instead of uploading a file”, and click “Submit”. Please print this next page and submit with your hard copy. An e-mail will be generated providing the requestor with a job identification number.

*Please ensure that the print set up is pointing to the Default Tray [Auto Select] when submitting jobs on-line.* Failure to do so results in jobs being printed on the wrong paper (color).

When sending a document from your directory, locate the file you wish to submit. Once selected, click on the document and click on “Open”. You will notice that the file name now appears in the “Browse” block. Now, click on “Upload”. Once your hard copy or on-line job is completed by the Copy Center, you will be notified by whichever “Contact” method you had chosen. Please note that the system only supports CCSU supported email accounts and telephone extensions.

Additional jobs may be submitted by clicking on “Submit Another Job.” If finished, click on “If you want to end session, [click here](#)”.

**Alerting the Copy Center staff to time-sensitive jobs by using the “Special Instructions” box is not advisable. The Copy Center staff does not see this information until the job is opened. If you have a time sensitive job, contact the Copy Center @ 860-832-2526 to inquire if it is possible.**