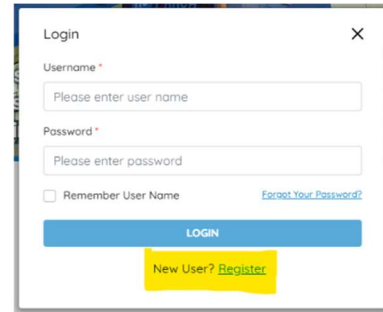
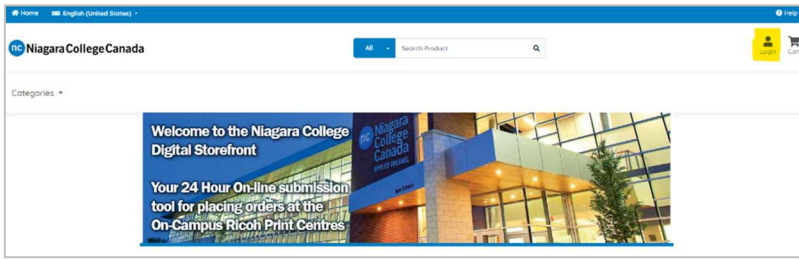


Student Walk Through Guide

Once you scan the QR Code or go to the BIT address, this is the screen you will see. If you are a new user, meaning you have never printed with us before, you must click on **REGISTER** first.



To create an account, you need to fill in the sections with a RED asterick

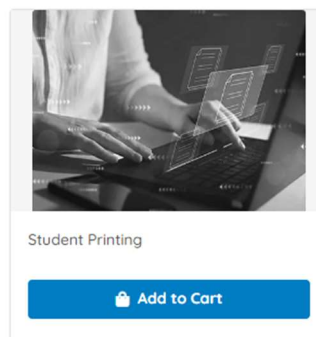
The screenshot shows the 'Create an Account' form. It is divided into two main sections: 'ACCOUNT INFORMATION' and 'PERSONAL INFORMATION'. Under 'ACCOUNT INFORMATION', there are fields for 'Username *', 'Password *', 'Re-enter Password *', 'Secret Question *', and 'Security Answer *'. Under 'PERSONAL INFORMATION', there are fields for 'First Name *', 'Last Name *', and 'Email *'. The asterisks indicate required fields.The screenshot shows the 'CONTACT INFORMATION' form. It has fields for 'Address Line 1 *', 'Address Line 2', and 'Address Line 3'. There are also fields for 'Country', 'Zip/Postal Code *', and 'City *'. A dropdown menu for 'State/Province/Region *' is present. Below these fields, there is a CAPTCHA area with the text 'Enter the code shown below' and a 'J D 8 G X' code. There is a 'Choose Facility *' dropdown and a note 'Please click here to choose/change your facility'. At the bottom, there is a 'Submit' button and a 'Cancel' button.

Choose the campus print center closest to you, click **SUBMIT** and then **GET STARTED**.

The screenshot shows the 'Print Shop' selection screen. It has a title bar with a close button. Below the title bar, there is a 'Sort By' dropdown menu set to 'Name'. There is a search bar with a magnifying glass icon. Below the search bar, there are two radio button options for selecting a print center. The first option is 'NIAGARA COLLEGE NOTL' with details: '135 Taylor Road, Niagara-on-the-Lake, ON, L0S 1J0, 905-641-2252'. The second option is 'NIAGARA COLLEGE WELLAND CAMPUS' with details: '100 Niagara College Boulevard, Welland, ON, L3C 7L3, 905-735-2211'. Both options show 'Sun Closed', 'Mon-Fri 8:00 AM-4:30 PM', 'Sat Closed', and 'Current Print Shop Time 1/2/2024 8:46:06 AM'. A 'Cancel' button is at the bottom.

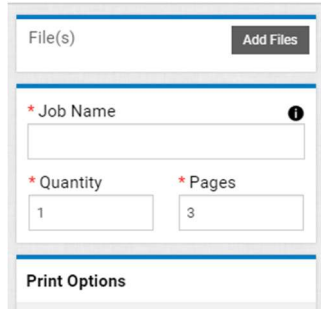
When you are ready to place an order, click on **ADD TO CART**

Featured Products



Job Name: this can be anything; your name, the name of your document, favourite colour – doesn't matter.

Quantity: how many *COPIES* of the document do you need printed.



The screenshot shows a form with the following fields: "File(s)" with an "Add Files" button; "* Job Name" with an information icon; "* Quantity" with a value of "1"; and "* Pages" with a value of "3". Below these fields is a section titled "Print Options".

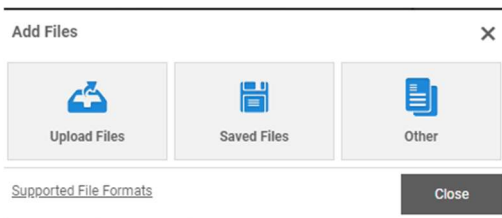
Click on **ADD FILES**

Upload File: the file is already saved on your phone or computer.

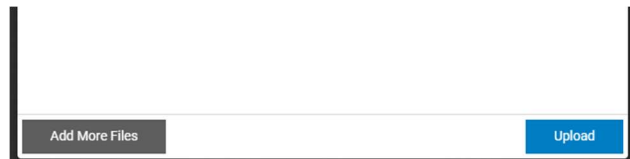
Other: you have a physical copy of the document, or it is saved on a USB drive.

Once you have selected all of the files that need to be printed, click **UPLOAD** and then **DONE**.

NOTE: If you are still having issues loading your file and are using Safari, try a different web browser.

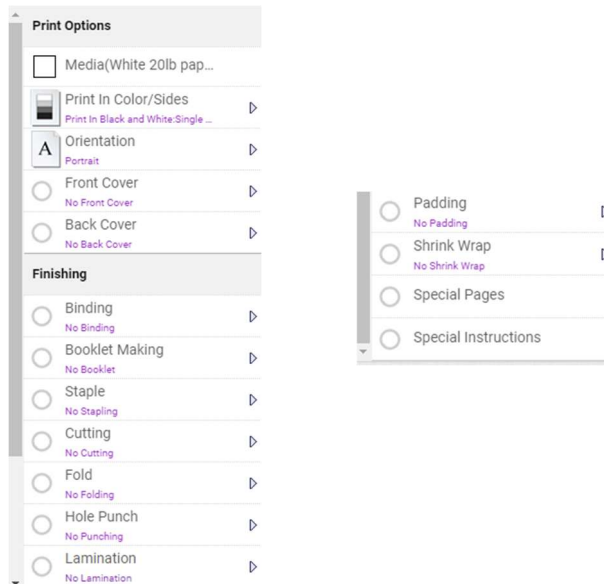


The "Add Files" dialog box contains three main options: "Upload Files" (with a cloud and upload icon), "Saved Files" (with a folder icon), and "Other" (with a document icon). At the bottom, there is a "Close" button and a link for "Supported File Formats".



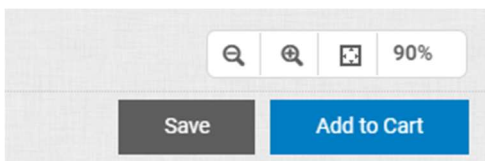
This screenshot shows the bottom of the form with an "Add More Files" button on the left and an "Upload" button on the right.

Print Options: This next screen gives you the opportunity to select all your printing specifications. Do you need a special type or colour of paper? Do you want the file printed in colour? Single-sided or double-sided? Would you like the pages stapled, or hole-punched or bound into a book format? Are there any other special instructions you need to leave us?

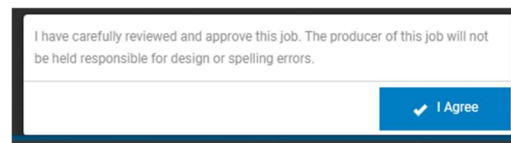


The "Print Options" menu is expanded, showing various settings: "Media(White 20lb pap...)", "Print In Color/Sides" (with a sub-option "Print In Black and White:Single ..."), "Orientation" (set to "Portrait"), "Front Cover" (set to "No Front Cover"), "Back Cover" (set to "No Back Cover"), and a "Finishing" section with options for "Binding", "Booklet Making", "Staple", "Cutting", "Fold", "Hole Punch", and "Lamination". A secondary menu is also visible, showing options for "Padding", "Shrink Wrap", "Special Pages", and "Special Instructions".

When you're finished selecting all your options, press **ADD TO CART** and then **I AGREE**



The bottom navigation bar features a search icon, a zoom icon, a print icon, and a "90%" zoom level indicator. Below these are two buttons: "Save" and "Add to Cart".



The agreement dialog box contains the text: "I have carefully reviewed and approve this job. The producer of this job will not be held responsible for design or spelling errors." At the bottom right, there is a blue button with a checkmark and the text "I Agree".

On the next screen you will see the price for your order, click **PROCEED TO CHECKOUT** and then **PROCEED TO PAYMENT**.

The screenshot shows a shopping cart interface. On the left, there is a table with columns: Products, Quantity, Unit Price, Item Tax, and Total. The product is 'Resume' (Item Name: Student Printing) with a quantity of 10, unit price of \$0.12, item tax of \$0.02, and a total of \$1.19. Below the table are buttons for 'Take for later' and 'Remove'. At the bottom left are 'CONTINUE SHOPPING' and 'CLEAR CART' buttons. At the bottom right is a 'PROCEED TO CHECKOUT' button. To the right of the cart is a summary box with the following details:

Qty	Unit Price	Tax	Total
10	\$0.12	\$0.02	\$1.19

SubTotal: \$1.19
Shipping: \$0.00
Handling: \$0.00
Taxes: \$0.15
Total: \$1.34

Below the summary box is a 'PROCEED TO PAYMENT' button. At the bottom right, there is a small logo for 'Productivity Suite'.

Finally, please click **PLACE MY ORDER!**

The screenshot shows a summary page. It features a table with columns: Products, Qty, Unit Price, Tax, and Total. The product is 'Resume' (Item Name: Student Printing) with a quantity of 10, unit price of \$0.12, tax of \$0.02, and a total of \$1.19. Below the table is a summary of charges:

SubTotal:	\$1.19
Shipping:	\$0.00
Handling:	\$0.00
Taxes:	\$0.15
Total:	\$1.34

At the bottom center is a large blue button labeled 'PLACE MY ORDER' with a right-pointing arrow.

Once you have received an order confirmation, you know you have completed the process. Your request will be completed in order they are received. Please allow **at least 15 minutes** before collecting print. Please remember we can only take **CREDIT or DEBIT**. We have no cash on site, if you are interested, you can also pay with a RICOH gift card, ask us for more information.

Thank you!