

LAMC SmartCopy System Instructions

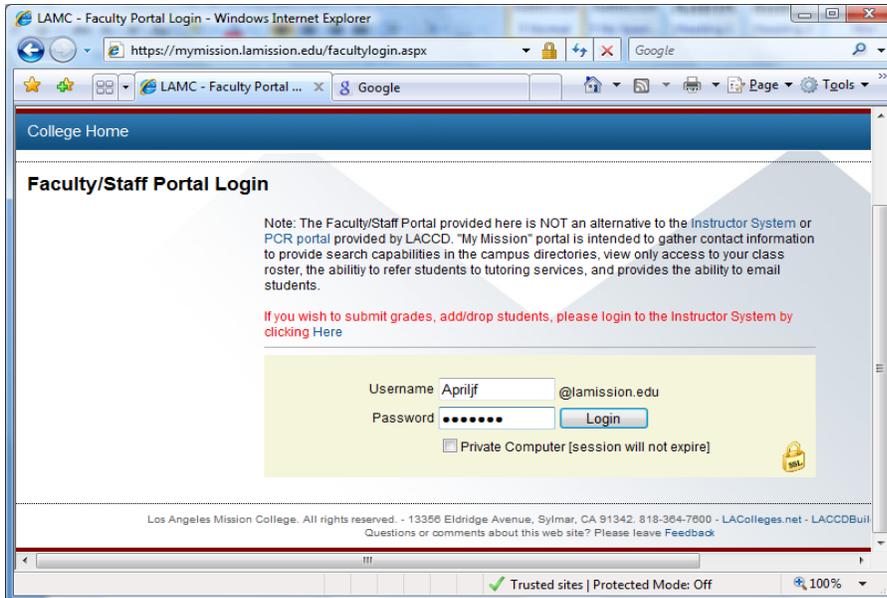
Step 1: Logging to Mission College web portal

Go to college web site at www.lamission.edu, click on Faculty & Staff, and click on Faculty & Staff Portal

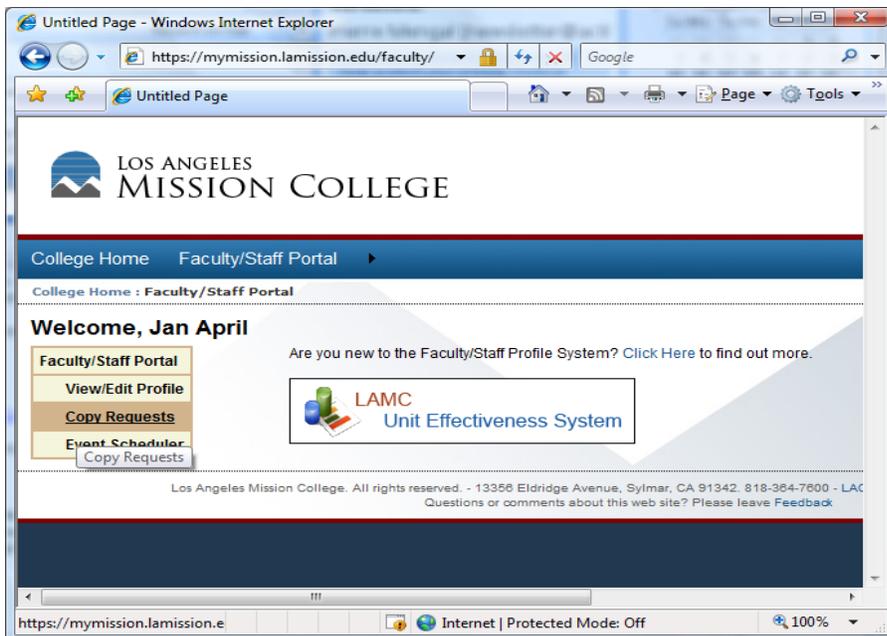
Access icon on the right panel



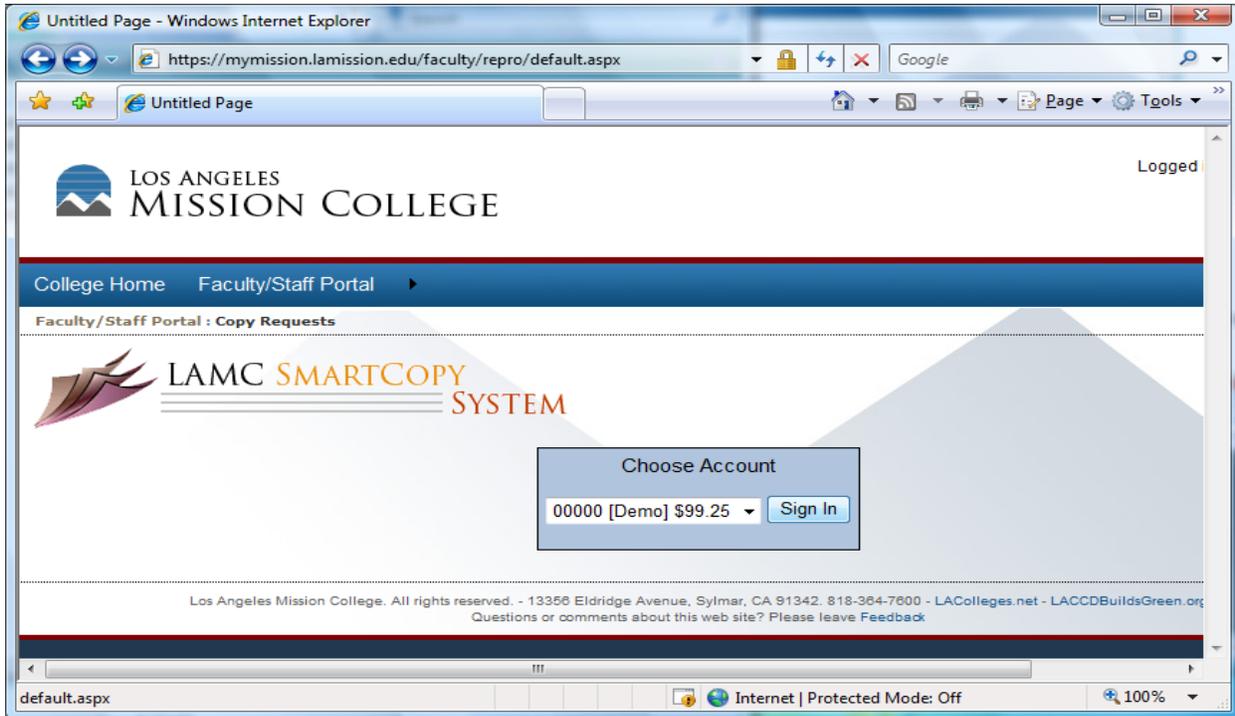
You will be prompted to enter user name/password. User name and password are the same as your Outlook email user name and password.



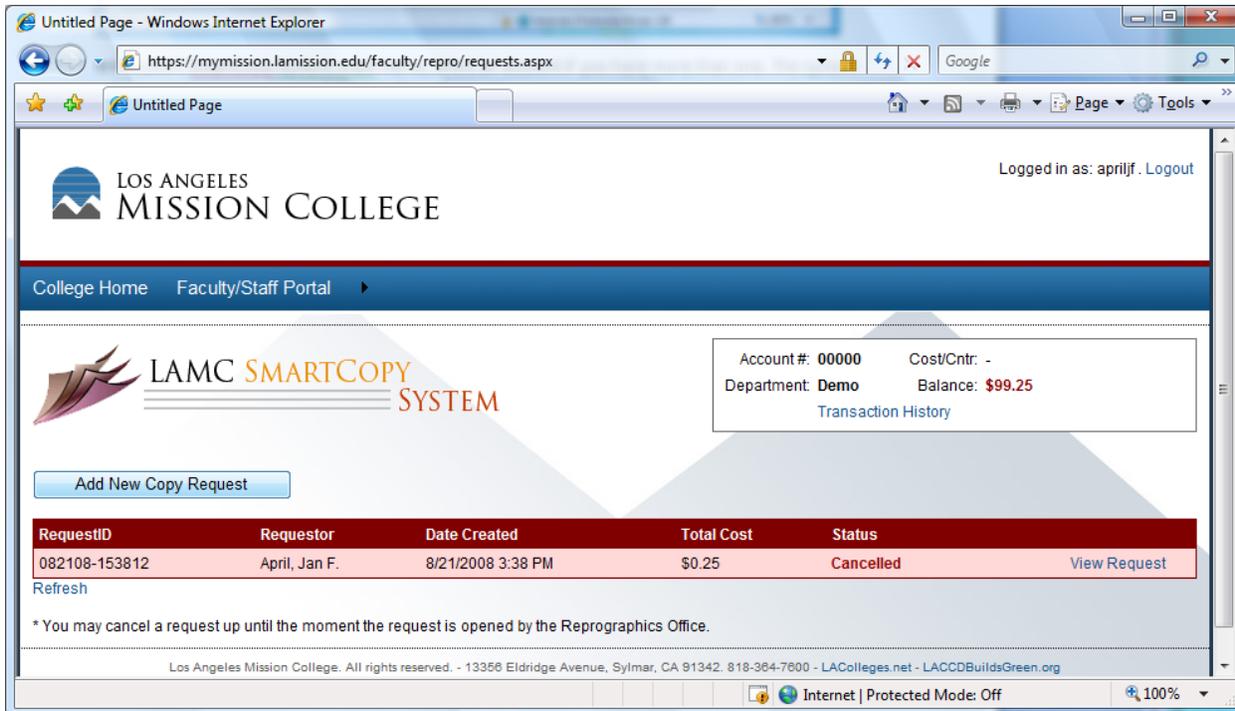
Click on **Login** button, a welcome portal page appears. On the left panel, click on **Copy Requests** option.



Step 2: Submit a print job to Repro Office



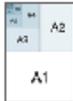
In the LAMC SmartCopy System main menu, select an account if you have more than one. The system will take to the next screen to **Add New Copy Request**.



Click on **Add New Copy Request** button, the system will allow you make all available selections as you used to fill in the Repro form.

Add/Edit Repro Request - Windows Internet Explorer
https://mymission.lamission.edu/faculty/repro/addeditrequest1.aspx?new=1

 Requestor: April, Jan F.
Status: **New Request**

Step 1. Material Size
 8.5 X 11

Step 2. Material Type
 Regular 20lb

Step 3. Ink Type
 Black & White

Step 4. Print Sides
 Single Sided

Step 5. Choose Stock
 Color and Price Per Sheet
Regular White: White (\$0.05 PP)

Sample Color & Ink


Close Continue ->

Page 1 of 3

Internet | Protected Mode: Off 100%

Make your selection then Click on **Continue** button to move the next page,

Add/Edit Repro Request - Windows Internet Explorer
https://mymission.lamission.edu/faculty/repro/addeditrequest2.aspx

 Requestor: April, Jan F.
Status: New

Step 6. Special Services

Collate 3 Hole Punch
 Back to Back Staple

Step 7. Binding Services

Coil Comb
 Wire

Step 8. Source Document Type

In what form do you have the original documents in? Electronic Format (PDF, Word...)

Browse for the source document then click Upload.

No File(s) Uploaded.

Step 9. Enter Quantity

Enter total number of page sides you'd like to duplicate:

How many copies do you need?

Page 2 of 3

addeditrequest2.aspx Internet | Protected Mode: Off 100%

Click on **Browse** button to upload an electronic file in step 8.

Enter quantity wanted in step 9, then click the **Continue** button.

The last page provides a summary of your request which allows you can cancel or edit before submission.

The screenshot shows a web browser window with the URL <https://mymission.lamission.edu/faculty/repro/addeditrequestconfirm.aspx>. The page title is "Untitled Page - Windows Internet Explorer". The main heading is "LAMC SMARTCOPY SYSTEM". The requestor is identified as "Requestor: April, Jan F." and the status is "Status: New".

The request ID is **082108-153924**.

Summary

Material Size: 8.5 X 11	Material Type: Regular 20lb	Color: White
Print Sides: Single	Ink Type: B/W	Source Type: Manual
# Page Sides: 1	# Copies: 1	# Total Pages: 1

Special Services:

Cost

Print Charge: (1 X \$0.05) \$0.05	Special Instructions:
Additional Services: \$0.00	
Service Charge: \$0.20	
Adjustments: \$0.00	
Total Cost: \$0.25	

Once submitted, you will be able to cancel this request up until the request is opened for processing by the Reprographics Center. If the source documents are in hard copy form, you must submit the the documents to the reprographics center to begin your request.

Navigation buttons: <- Back, Close, SUBMIT

Page 3 of 3

After clicking on the Submit button, the system will generate and email you a confirmation message. Once your request is complete, you will receive another email notifying you of the status. **If your original documents are in hard-copy form, you must bring your documents along with the Request ID to reprographics before your order can be processed.**

LAMC SmartCopy System Notes and Guidelines

- If the amount in your account is negative, you can still submit your copy/print request. The system will generate an email to alert your department chair to increase the printing fund.
- You may have more than one account to select if you are reporting more than one department.
- The maximum size of the original document is, in general, limited to five pages. If the original document length exceeds five pages, the request will have to be approved by your department before it is processed.
- You can always cancel or edit your request until Reprographics opens and begins processing your order.