Omnivox Reprography and Copyrights Module User Guide

To access this module, log into the MyDawson portal and click the **Reprography and copyrights** link under the My Omnivox services menu.

If you see the following screen when you create your first print request then click on the magnifying glass icon.

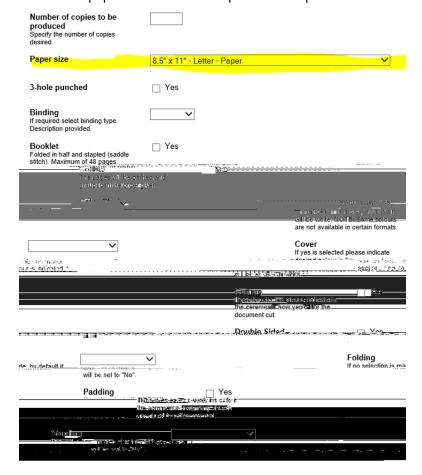
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Things to note:

- To print a document in landscape or portrait mode, select this option when generating your PDF document.
- Select "paper size" to view the production options available for that paper size.



- The new module integrates with Clara Finance for job accounting and manages the Copibec copyright reporting. Once entered, copyright information is available for future requests.
- Attachment file size limit is 50MB (this will eventually increase) and restricted to PDF documents
 only. The usual Printshop policies remain unchanged; Up to 24 hours are required for job
 submissions. Should you require a rushed job, see the Printshop in person at 2E.1 with a
 hardcopy where they can try to accommodate you. Final exams held during the Final
 Examination period must be submitted in person only.

Please report problems to the computer <u>Helpdesk</u> and mention you are using the Omnivox reprography and copyrights module when you open the ticket.