

# Instructions for Online Ordering

**This guide covers instructions for registration, print job orders and supply orders.**

Print Services offers paper and envelope supplies, copying, finishing, and sending bulk mailings, as well as specialty printing.

## **Services Included**

- Printing/Copying
- Finishing (binding, cutting, folding, etc.)
- Wide Format Posters and Banners
- Laminating
- Foam Core Mounting and laminating for wide format posters
- Bulk Mailing
- Package Receiving/Shipping
- Order Paper and Envelopes

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# Registration

**Step 1:** Type  
printservices.hws.edu  
in your address bar.  
Once on the website  
click **register now** in the  
upper right corner.

The screenshot shows a web browser window with the URL [https://printshopsrv.hws.edu/PSP/app/PSP\\_Start.asp](https://printshopsrv.hws.edu/PSP/app/PSP_Start.asp). The page header includes the HWS Print Services logo and a navigation bar with "HWS Print Services" and "Contact Us" links. A "Register Now" button is circled in red in the top right corner, with an arrow pointing to a larger "Register Now" button on the main page. The main content area features the HWS Print Services logo and the text "HWS Print Services" and "Welcome to our new Online Print and Supply Ordering System!". Below this, there are two bullet points: "Using the Navigation buttons on the top you can order printing and supplies or get an estimate." and "Use the tabs to check the status of jobs, resubmit previous jobs, and track your printing budget." There are also three paragraphs of text: "New Order: When you click on New Order in the gray bar above, you will be given two options to choose from: Printing Order and Supply Orders.", "PRINTING ORDER: When you select Printing Order you will be given several Category options to choose from. If you don't see exactly what you want, let us know. We preset the most commonly used options, but we can do Custom Orders.", and "Once you select a Category you will be asked to select your choices for paper or other media, ink color, and finishing options."

**Register Now**

- Using the Navigation buttons on the top you can order printing and supplies or get an estimate.
- Use the tabs to check the status of jobs, resubmit previous jobs, and track your printing budget.

**New Order:** When you click on New Order in the gray bar above, you will be given two options to choose from: **Printing Order** and **Supply Orders**.

**PRINTING ORDER:** When you select Printing Order you will be given several Category options to choose from. If you don't see exactly what you want, let us know. We preset the most commonly used options, but we can do Custom Orders.

Once you select a Category you will be asked to select your choices for paper or other media, ink color, and finishing options.

# Registration

**Step 2:** Enter your contact information and create a login. Once you have completed this click register at the bottom of the page. We will receive a notification that you have made an account. Once we approve your account you will receive an email letting you know you have been approved.

**Note:** For your username and password you may create anything you would like, or use your campus username and password. If you choose to use your campus password please know that the system will automatically update your password if you change it.

**Step 3:** After making your account be sure to email us at [printservices@hws.edu](mailto:printservices@hws.edu) and let us know what account numbers you would like added to your profile for billing purposes.

HWS Print Services

Enter some basic information in order to take advantage of the features this site has to offer.

All fields are required.

**Enter Your Contact Information**

First Name  
Middle Initial  
Last Name  
Email Address  
Phone Number  
Site: Please Select  
Site Mail Stop or Area  
Site Address Line 1  
Site Address Line 2  
Site City: Geneva  
Site State: New York  
Site Postal Code: 14456-3304  
Site Country

**Create Your Login**

User Name  
Password  
Confirm Password

Verify: Type the text

Register Back

printservices.hws.edu

# Placing a Print Order

**Step 1:** Visit [www.printshopsrv.hws.edu](http://www.printshopsrv.hws.edu) and log into your user account

**Step 2:** Click on new order and select **Printing Order** and select the type of job you would like to submit.

Simple Copies are the regular 8.5x11, 8.5x14 and 11x17 posters.



Simple Copies  
B&W copier



Simple Copies  
Color Copier



Booklets - B&W



Brochure - B&W



Laminating Only



Wide Format Posters



Business Cards



Booklets - Color



Brochure - Color



Postcards



Banners



2-Part Carbonless  
(NCR paper)



Books



Napkin Inserts



Folding Only

# Placing a Print Order: Simple Color Copies

**Step 3:** Click on simple color copies



**Simple Copies  
Color Copier**

**Step 4:** Choose the size you need.

What best describes the Finished Size of your Printing Request?

8½  
x  
11

Color Copies  
8½ x 11

8½  
x  
14

Color Copies  
8½ x 14

11  
x  
17

Color Copies  
11x17

5½  
x  
8½

5½ x 8½

# Step 5: Name your file and provide specifications.

### Step 3: Print Order Information

Job Type: Simple Copies Color Copier - Color Copies 8½ x 11  
Contact: PAMELA ARAYA  
Phone: 3519  
Site: IT  
[Edit Site Information](#)

Job Name:   
# of Sets:  [What is this?](#)

---

**Main Paper**

Format:  1 Sided  2 Sided  
# Originals:  [What is this?](#)  
Ink Color:  Black  Color  Both  
Stock Style:  [What is this?](#)  
Stock Weight: 28# [What is this?](#)  
Paper Color:  White-Color Copier Paper

[<< Back](#) [Continue >>](#)

### What is This?

#### # of Sets

This is the number of copies (i.e. the number of finished sets required.)

### Paper Style

Paper Style refers to the style of Paper that will be used for this stock selection.

Color Copier paper

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Copy Paper

---

Cover Stock

---

- ### Paper Color
- |   |  |
|---|--|
| <input type="radio"/> Bottle Rocket Blue    | <input type="radio"/> Crackling Canary |
| <input type="radio"/> Echo Orchid           | <input type="radio"/> Flashing Ivory   |
| <input type="radio"/> Jammin Salmon         | <input type="radio"/> Peppermint Green |
| <input type="radio"/> Powder Pink           | <input checked="" type="radio"/> White |
| <input type="radio"/> White (100% recycled) |  |

**Step 6:** Choose your finishing.

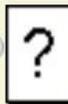
**Binding** None

None   Staple 1 Top   Staple 2 Side

Foam Core without Laminate 8½ x 11  Foam Core with Laminate 8½ x 11  Laminating 8½ x 11

**Folding** None

None   Horizontal Fold   Letter Fold

 Other

Note: **Binding** includes, single staple, double staple, laminating and mounting on foam core.

You also have the option for custom fold. Select **other** and then let us know in the special instructions tab the kind of fold you need.

**Special Instructions**

## Step 7: Name your file and provide specifications.

**Cutting**  None

None  Horizontal 2 up  Horizontal 3 up

Horizontal 4 up  Horizontal 6 up  4 up (Quartered)

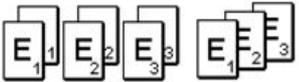
? Other  T Cut 3 up  Vertical 2 up

Vertical 3 up  Vertical 4 up  Vertical 6 up

**Hole Punches**  None

None  E 3 Side

**Collating**  No Collating  Collate



You also have the option for custom cut. Select **other** and then let us know in the special instructions tab the kind of cut you need.

**Special Instructions**

## Step 8: Attach your file.

### Step 5: Attach Files

 Attach a File?

When You click **Yes**, it will take you to the next screen where you will attach your file.

### Step 5: Attach Files

 Attach a File

[Click Here for File Type Guidelines](#)

Click Browse to Select a File

Select Attachment Type

# of Originals

Special Instructions

# Step 8 continued: Attach your file and view the file.

Attach a File

[Click Here for File Type Guidelines](#)

Click Browse to Select a File **Browse...** CampusMap.jpg

Select Attachment Type Document

# of Originals 1

Special Instructions

Back Attach File

**Browse** for your file, select the type of file, note the number of originals and give any special instructions needed.

View and proof your file

When you attach your file, the system will automatically convert it into a PDF if it isn't already. The system will send the original file, and the PDF. Next, Click **Continue**.



### Step 5: Attach Files

Attached Files

File Name	File Size	Type	Update Sort Order	Approval
<a href="#">Remove</a> 297_CampusMap_06172016_GGH.pdf	11 KB	Document	1	OK As Is - Proceed with Printing
<a href="#">Remove</a> 297_CampusMap_06172016_GGH.jpg	7 KB	Document	2	Original File

Back Attach Another File Continue

*To view PDF files you will need a PDF viewer, such as Adobe Reader.*

## Step 9 continued: Approve your file for printing.

### Step 5: Approve the Attached File

Please note: some formatting options (i.e. graphics, fonts sizes, font types) may NOT be preserved during the conversion process. Select "No" for "File Approved?" to use the original file.

Original File Name CampusMap.jpg

File Size 7 Kilobytes

Attachment Type Document

View Converted File [297\\_CampusMap\\_06172016\\_GGH.pdf](#)

# of Originals

Notes

File Approval

- OK As Is - Proceed with Project
- Not Approved - Make Changes and Send Proof
- Not Approved - Make Changes and Proceed with Project (No Proof Necessary)

Cancel Attaching a File

Continue

If you are happy with the way your file looks select **OK As Is** and continue. You can also cancel the attachment and you can attach a new file.



# Finish and Review Your Order

**Order Process Complete**

Your order has been submitted. Thank you!

Thank you. Your order has been submitted. We appreciate your business.

Order # **297** [View Order Summary](#) [Print Job Ticket](#)

Job Name **test**

Current Status **Submitted**

When you finish your order, you will get an email confirming your submission. You will be able to view your Print job ticket.

Job description

File name and information

[Back To Print Order Detail](#) [Print Ticket](#)

**Hobart & William Smith Colleges - Print Services**  
300 Pulteney St  
Geneva, NY 14456-3304

Ph: 315-781-3520 Fax:

Created Date: **6/17/2016** Requisition #: \_\_\_\_\_ Originator: **Gail Hoesterey**

Status: **Submitted (6/17/2016)** Needed by: **6/17/2016 4:30 PM** Designer: \_\_\_\_\_

Job Name: **test** Ship to Phone: **3520** Recipient: \_\_\_\_\_

Site/Dept: **IT (Gail Hoesterey)**  Copyright Approved

Account #(s): **CASH** Approval: \_\_\_\_\_

**ORDER**

# Sets: **1**  Proof Required Sheets per Set: **4**

Category: **Simple Copies B&W copier**  Graphics Work Required Collate: \_\_\_\_\_ # Pads: **0**

Finish Size: **8 1/2 x 11**  Color Printing  Score  Perforate

Add-ons:

**BINDING** **CUT** **FOLD** **DRILLING**

None **4 up (Quartered) (2)** None None

**STOCKS**

Sheets	#UP	Originals	Stock	2Sided	Resource	Color	Imp's
<b>4/set (4)</b>	Single	4	<b>20# Copy Paper White 8 1/2 x 11 (Main Paper)</b>	<input type="checkbox"/>	Xerox D110-11	<input type="checkbox"/>	4

**INSTRUCTIONS** **SHIPPING**

Packaging: **None** Distribution: \_\_\_\_\_

Notes: Ship To: **Hold for Pickup**

Delivery Note: \_\_\_\_\_

**FILE ATTACHMENTS**

File Name	Document	Original File	#Originals	Stock
\\ord\2016\Jun\297_CampusMap_06172016_GGH.jpg	Document	Original File		
\\ord\2016\Jun\297_CampusMap_06172016_GGH.pdf	Document	OK As Is - Proceed with Printing	1	

**APPROVED BY**

Signature: \_\_\_\_\_ Date: \_\_\_\_\_ Price **\$0.20**

Print: \_\_\_\_\_ Date: \_\_\_\_\_

Estimated Total

# Placing a Supply Order



**Step 1:** Visit [www.printshopsrv.hws.edu](http://www.printshopsrv.hws.edu) and log into your user account.  
**Step 2:** Click on new order and select **Supply Order**.



**Step 3:** Chose from the categories on the left; paper, cover stock, or envelopes. Click on **All Categories** to view all supplies.

**Step 4:** Find the product you want to order and choose “add to cart”.

**Step 5:** Once the product has been added to your cart you can then choose the quantity.

### White 8½ x11

PAPER 8½ x 11, REAM of 500

**Price** \$3.9500 per REAM (of 500)  
**Delivery** 1 to 2 days  
**Details** Blizzard™ Blinding White Copy Paper, 8 1/2" x 11", 98 Bright Formulated with ColorLok® technology for smear resistance, bolder blacks and brighter colors For use in inkjet and laser printers, fax machines and copiers FSC Certified, ensuring responsible use of forest resources \* 98 Brightness \* 20lb Weight

10 REAMS PER CARTON

PAPER SUBSTITUTES

A paper of equal quality will be substituted in the event that this specific brand is no longer available.

Add to Cart

Continue Shopping

View Cart



**Note:** The details of the product will tell you how many reams are in a carton for that product.

**Step 6:** Click **View Cart** and verify that your order is correct and click **Checkout**

### Shopping Cart

Pricing for IT

<< Continue Shopping      Update Quantity      Checkout

Item	Qty	Unit Price	Extended
 <b>White 8½ x 14</b> PAPER, 8½ x 14, REAM of 500 Min Qty: 1 Max Qty: 999999	<input type="text" value="2"/> <a href="#">Remove</a>	\$6.60	\$13.20
 <b>White 11x17</b> PAPER, 11 x 17, REAM of 500 Min Qty: 1 Max Qty: 999999	<input type="text" value="1"/> <a href="#">Remove</a>	\$10.20	\$10.20
 <b>3 Hole Punch</b> PAPER 3-hole punch, 8½ x 11, REAM of 500 Min Qty: 1 Max Qty: 999999	<input type="text" value="1"/> <a href="#">Remove</a>	\$4.85	\$4.85

[Empty Cart](#)

Subtotal	\$28.25
Sales Tax (0%)	\$0.00
Order Total	\$28.25

<< Continue Shopping      Update Quantity      **Checkout**

**Step 7:** Verify that your contact information is correct and chose the correct account number. Please be sure to choose your supply account number. Choose a due date, how you want your order delivered, and add any special instructions you may have for us.

[<< Continue Shopping](#)   [View Cart](#)

### Contact Information

Contact Name:

Phone Number:

Site / Dept:

### Account Number

Additional Billing Instructions:

**Step 8:** Once you have verified all the information you provided is correct, click **submit order** or **save estimate** for future reference.

### Shipping Information

Suggested Due Date:  

Rush?  Yes  No

Delivery  Hold For Pick Up  Ship To Address  Ship to Site

Attn:

Mail Stop or Area:

Shipping Address:

Address2:

City:

State (Abbreviation):

Postal Code:

Country:

### Special Instructions

Notes:

Select An Action

## Step 9: Once you have submitted your order you can print an order ticket for your records

### Your Store order has been submitted!

Your ticket number is **18**. [Click Here](#) to print a hard copy of the ticket for your records.

In the meantime, the staff in the print shop will review and process your order. If the print shop has any questions, they will contact you. Thank you for your order.

Click on the links below to create a new order or return to the homepage.

[Add another order](#)

[Return to homepage](#)

In your job ticket you can go over billing and order information

Print Close

 HERBERT AND WILLIAM SMITH COLLEGE

Store Order 18

Order Date: 6/21/2016 Status: Submitted  
Site / Dept: IT Status Date: 6/21/2016 9:33 AM  
Contact: PAMELA ARAYA Needed By: 7/1/2016  
3519

Account: 11-15600-00002

Item	Qty	Item Name	Unit Price	Units	Ext Price
White 8½ x 14	2	PAPER, 8½ x 14, REAM of 500	\$6.60	REAM	\$13.20
3 Hole Punch	1	PAPER 3-hole punch, 8½ x 11, REAM of 500	\$4.85	REAM	\$4.85
White 11x17	1	PAPER, 11 x 17, REAM of 500	\$10.20	REAM	\$10.20
White 8½ x11	1	PAPER 8½ x 11, REAM of 500	\$3.95	REAM	\$3.95
			Subtotal		\$32.20
			Sales Tax ( % )		\$0.00
			Order Total		\$32.20

Shipping Information  
Copy Center:

Ship To:  
PAMELA ARAYA  
300 Pulteney St  
Geneva, NY 14456

Special Instructions:  
TEST

Submitted By: Araya  
ARAYA@hws.edu