

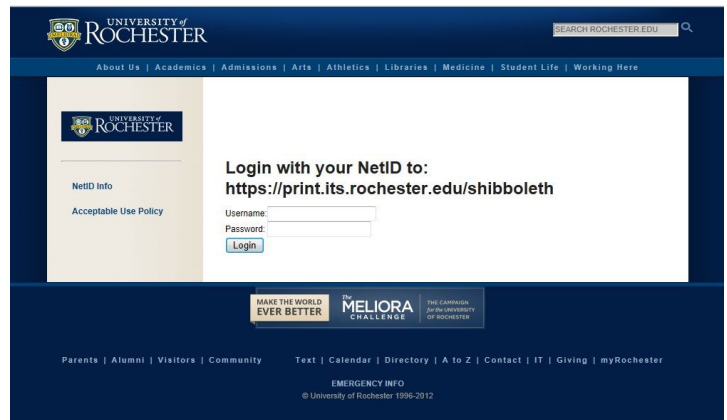
# Xerox Print Services Online Ordering Quick Start

<http://www.rochester.edu/printcenter/>

<https://webcrdp2.its.rochester.edu/>

## Step 1 — Login with your NetID

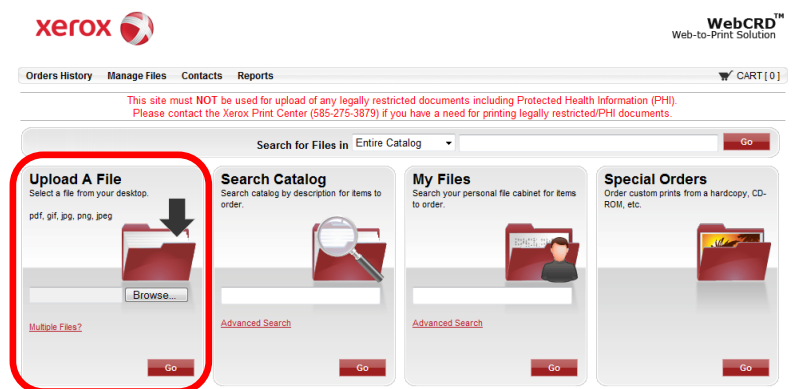
**NOTE:** This system is not to be used for any legally restricted documents including Protected Health Information (PHI).



## Step 2 — Select files to print

Select the browse button to select files from your system to upload.

**Note:** The system will accept PDF, GIF, JPG, JPEG. Microsoft Office files need to be converted to PDF for submission to the Xerox Print Center.

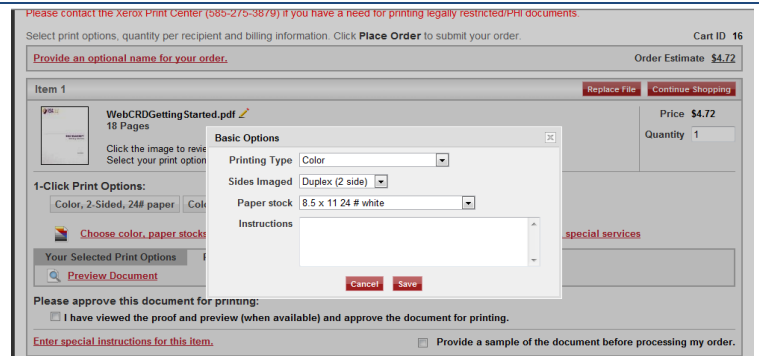


## Step 3 —

### A. Select **color, paper stocks & sides printed**

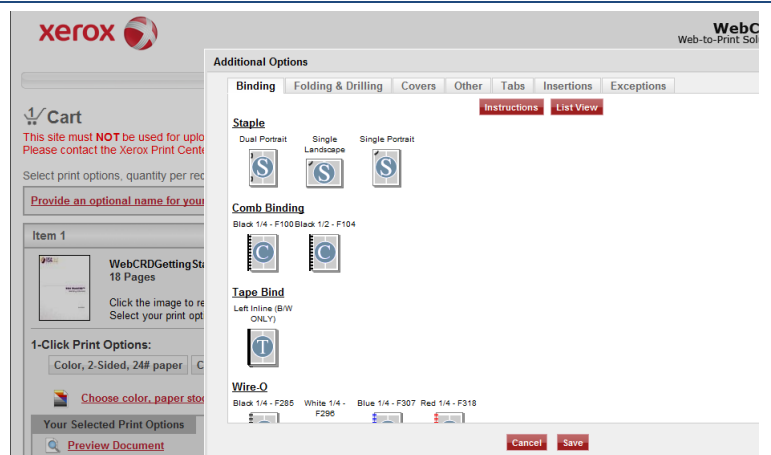
In this section you will chose the printing type (color, black & white, color with BW or wide format), sides printed and paper stock

Click **Save** when done



### B. Select **Binding options, covers & special services**

In this section you will choose your binding type (staple, coil, tape, etc), finishing, covers, tabs and exceptions.



## Step 4 — Preview & Approve

- A. **Preview** the document to make sure it has the correct print options
- B. **Check** the box to verify you approve the preview.

The screenshot shows the 'WebCRDGettingStarted.pdf' document with 18 pages. It includes a preview of the document and a '1-Click Print Options' section. The print options are: Color, 2-Sided, 24# paper; Color (with BW), 2-Side, 24# White; BW, 2-Sided. There are also options for 'Choose color, paper stocks & sides printed' and 'Your Selected Print Options'. The 'Preview Document' button is highlighted. Below the print options, there is a section for 'Please approve this document for printing:' with a checkbox for 'I have viewed the proof and preview (when available) and approve the document for printing.' and a link for 'Enter special instructions for this item.'.

## Step 5 — Delivery Information

- A. Select the **Service Level**
- B. Select the **Delivery Method**
- C. Add or edit recipients

The screenshot shows the 'Shipping Information' section. It includes a 'Service Level' dropdown set to 'Standard' and a note: 'Note: Service Level selection may impact your order cost.' Below this, the recipient's name 'Ken McClellan' and address 'Pennsylvania, United States' are listed. A 'Select a Delivery Method:' dropdown is set to 'Local delivery'. The 'Delivery Estimate' is 'Monday, December 16, 2013'. There is a link for 'Enter special instructions for this recipient'. At the bottom, the 'Ordered Items' section shows '1 WebCRDGettingStarted.pdf' with a quantity of '1'.

## Step 6 — Billing Information

- A. Enter the required account code and sub code. You can add up to six (6) account codes.
- B. Review the price estimate
- C. Submit the order by clicking the Place Order button.
- D. Approve the order by clicking the Place Order button in the confirmation box.

The screenshot shows the 'Billing Information' section. It includes the recipient's name 'Ken McClellan' and address 'Pennsylvania, United States'. There is a section for 'Enter Account Code or cash or check' with fields for 'Account Code' and 'Sub Code'. A 'Cash' dropdown is set to 'For cash sales in print center only'. The 'Total Split Percentage' is '0%'. There is a link for 'Add Split' and a note: 'Click the 'Add Split' button up to six Account Codes for split billing.' Below this, the 'Order Estimate' is '\$6.37'. A confirmation dialog box is open, showing 'RSA WebCRD - User ID [KMcclellan]' and 'Your total is \$6.37'. It includes a link for 'Click Place Order to approve this price and place the order.' and a link for 'I acknowledge that I am not submitting any legally restricted documents including Protected Health Information (PHI)'. There are 'Cancel' and 'Place Order' buttons. At the bottom, there is a link for 'Add Split' and a note: 'Click the 'Add Split' button up to six Account Codes for split billing.'

## Notes:

1. The web ordering system can keep you updated on the status of your order by configuring the email options of your profile
2. Use the Orders page to view the status of your order and to reorder option previously submitted jobs
3. Please use the chart below to help with your paper selection:

Paper Weight	Common Usage
20#	General black & white or color documents
24#	Higher quality color documents
80#	Document covers, post cards, greeting cards
100#	Posters, flyers, promotional materials