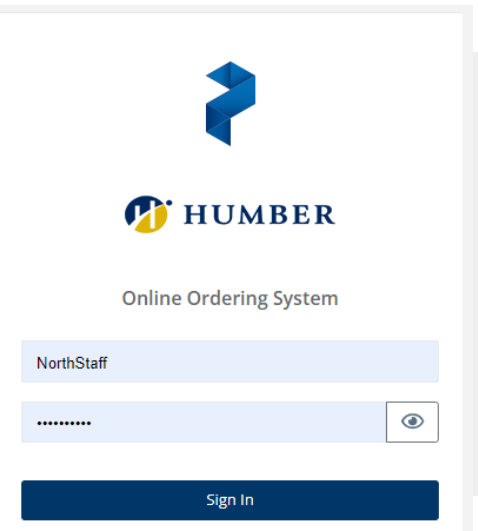# Xerox Print Services Portal Orientation

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Introducing Enhanced Print Services: What is Printsys?

Printsys is a comprehensive digital ordering solution for faculty at Humber College. This centralized purchase system is provided as an inclusive service as the exclusive method for requesting production from the Xerox Print Centre. Below is a step-by-step guide on creating a print requisition for production.

START BY CREATING AN ACCOUNT

To begin using the Xerox Print Services Portal in your internet browser, visit:

https://hc-staff.printsys.net/en-CA/store

Click "Register as a new account"

You may have to confirm your email address the account via email before being able to sign in. Make sure to enter a valid email address.

SELECT YOUR ORDER TYPE

Printsys provides a variety of preset ordering options, ranging from Postcards and architectural drawings to business cards. If you are seeking a standard order, simply select '01. Standard Order' and proceed to the next step.

01. Standard Orders   02. Booklets & Binding
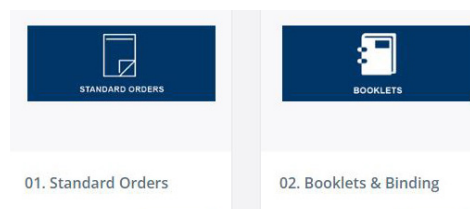
JOB SUBMISSION

On the next page, choose "Upload Documents" and select the file you intend to upload, ensuring it is one of the supported file types, and proceed to the next step.

Note: If you plan on dropping off a file to the Print Centre, select "*Don't have a document to upload? Click here.*" And choose either "Hardcopy" or "Electronic device" and proceed to the next step.

DEFINING YOUR PRINT SPECIFICATIONS

Start by creating a Project Name. A helpful suggestion is using your course and name of the upload.
For example "MATH1234_Test1VersionA"

COPYRIGHT NOTICE

The Xerox Print Centre requires express written consent from the publisher before reproducing, scanning, storing, or transmitting copyrighted material for print requisitions, and cannot replicate copywritten material.

The next two pages will focus on the print specifications for your request. To ensure that your print is done correctly and on time, choose from the following:

PRODUCT SELECTION

Choose the type of job you are requesting. The form options will change with the different job request.

Your options are

- Standard - Small Format
- Pad – NCR Padding
- Wide Format – HUB requests
- Scanning
- Fax - Unavailable

Product Selection

Job format: Standard

Print specifications

Print type:	Black & White
Format:	8.5 x 11
Number of pages black & white:	[ ] * 1 sheet duplex = 2 pages
Number of copies:	[ ] *
Duplex:	☑
Arrangement layout option:	● Head to head ○ Head to toe
Sorting option:	● Collated ○ Uncollated

PRINT SPECIFICATIONS

Enter the desired printing, finishing and packaging options and select "Calculate" to display the pretax price for the request.

PRINT TYPE

- Select from the drop down menu black and white, colour, or bw/colour.

FORMAT

- Select from the drop down the size of your print. This will determine the printed size of your project. *Ex: 8.5"x11"*

NUMBER OF PAGES

- If you've uploaded a .pdf or word document, the pages will automatically calculate; if not, type in the number of uploaded pages.

NUMBER OF COPIES

- Type in the total number of copies that you would like printed of your upload.

DUPLEX

- Double sided print is automatically selected with any document over one page. If you'd like your document single sided, unclick the box with the check-mark.

LAYOUT OPTIONS

- This determines the orientation of your print. Standard duplex print is head to head. If you plan on binding a landscape presentation, select head to toe.

SORTING OPTIONS

- This will determine if you'd like your print copies grouped together (Pages 1-10) or separately (pages 1 together, pages 2 together, etc.)

Paper

Black & White Print

| Paper: | White Standard Bond 20lb | Paper Colour: | White - STP14336 |

Covers

Front Cover

| Print: | No cover |

Back Cover

| Print: | No cover |

PAPER

- Choose paper stock and paper colour available on site. If more than one colour option is available, it will appear in the Paper Colour dropdown menu.

COVERS

- Select this option to choose between a blank, single sided, or double-sided print cover.
- If a cover is required, additional stock and colour options will become available.

Note: Files submitted will be combined and printed as one file. For multiple jobs, please submit multiple requests in a single order.

Print requisitions submitted between 4:00 pm on a Friday and 9:00 am on Monday will be processed in the order of submission on Monday morning.

FINISHING OPTIONS

If your print request requires any additional finishing, you can select it from the following four options.

- Staple
- Bind
- Fold
- Hole Punch

Note: extensive finishing may require additional time and charges for production.

Finishing options			
Staple	**Bind**	**Fold**	**Hole punch**
Corner Portrait	Cerlox	Double	3-Hole
Corner Landscape	Paper Clip	Letter	1-Hole-Per Sheet
Double Long Edge	Spiral Bind < 100 sheets		2-Hole-Per Sheet
Double Short Edge	Spiral Bind > 100 sheets		3-Hole-Per Sheet
Saddle Stitch	Thermal Binding (Tape)		4-Hole-Per Sheet
			5-Hole-Per Sheet

Other options

Lamination

Single Cut

Envelopes Insertion

Bundling   Qty

OTHER OPTIONS

These are a list of additional finishing and shipping options available for your production request, including (but not limited to)

- Lamination
- Cutting
- Insertion
- Bundling

PRICE ESTIMATION

- This will provide a total cost for production before tax.

  Note: This is a reference and may change based on stock finish and any additional production revisions.

Price estimation

The price is for reference only and may vary according to the information provided.

Calculate

Total :   5.92

COMMENTS

- If you have any special instructions or notes for our production team, add them here.

Comments

CONFIRM REQUEST

- When the file has been uploaded, and the finishing specified in detail, scroll to the bottom of the page and select "Confirm Request."

Confirm Request

Be sure to double check the document preview to ensure that all the pages in the files are accurate and correct before selecting "Confirm Request"

Turnaround times are within 48 hours or three (3) business days from the receipt of accurate data, files, originals, and complete job specifications.
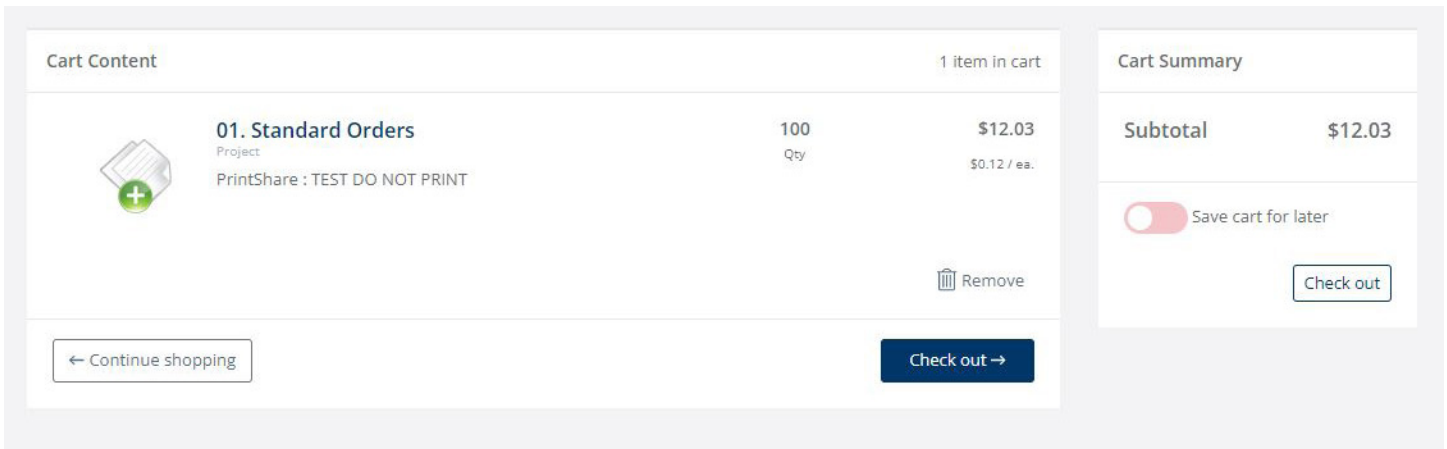
CART CONTENT

The cart will show a list of items requested, the quantity and cost before tax.

CART SUMMARY

The cart summary will calculate the subtotal before tax of all items in the cart.

CONTINUE SHOPPING

To add additional items to your job submission, select "Continue shopping" and repeat the Job submission outlined from pages three to five.

If you are done with your order, be sure to double check the cart summary before selecting "Check out →"

This next section will focus on the checkout of your order, specifically shipping location, contact information and submission to production.
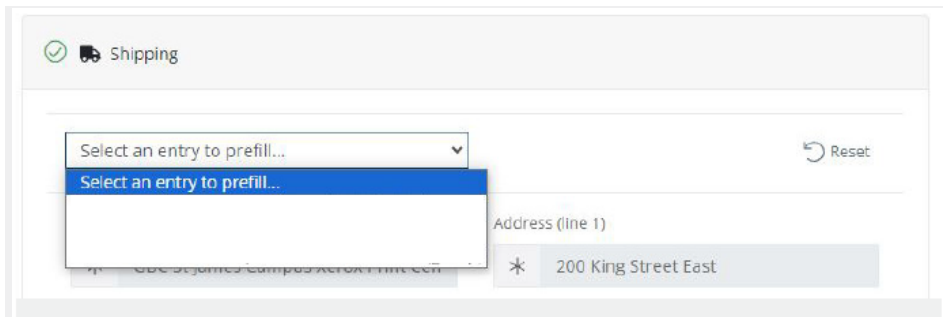
SHIPPING

- This section determines which campus location you would like to pickup your job order. Select a campus from the dropdown menu to prefill the form. If you are in need of shipment outside the campus locations, please fill out the form in full and click "Next" to move to the next step.

ADDITIONAL NOTES

- Use this section to send any notes to the site staff, such as print information, finishing or shipping notes.
- This will ensure that the printed requisition has the most detailed information for the production team.

Our production team will not modify requisitions unless specified in the job order (e.g., staples will not be included unless requested in finishing).

REQUIRED DATE

Job turnaround times are within 48 hours or three (3) business days from the receipt of accurate data, files, originals, and complete job specifications. Please choose a date to reflect this information.

ADDITIONAL INFORMATION

Fill out this information accurately to ensure that your job order will be delivered to you and on time.

- Charge Code
- Requestor Email
- First Name
- Last Name
- Time of pickup

Required date :

✳ [   ]

Charge Code

✳ [   ]

Requestor Email

✳ [   ]

First Name

✳ [   ]

Last Name

✳ [   ]

Time:

✳ [⌄]

An accurate charge code <u>must</u> be included to submit your work order for print production.

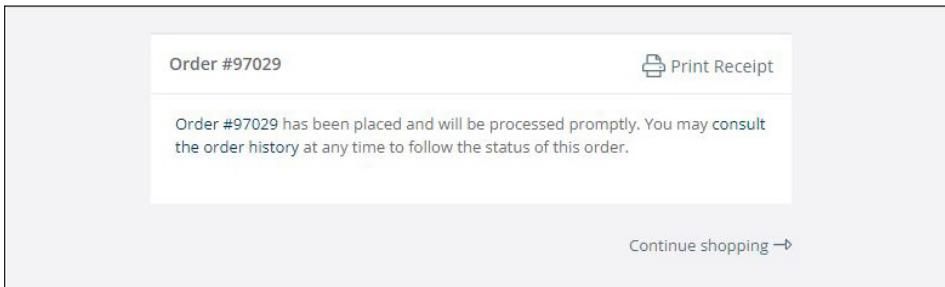Charge Code Format: Fund (3 digits) - Orgn (4 digits) - Acct (4 digits) - Prog (1 digit) (xxx-xxxx-xxxx-x)"

ORDER SUMMARY

- At this stage, the subtotal and HST will be available for review, with an estimated total cost. If this is correct, select "Next"

REVIEW AND CONFIRMATION

- Please review and confirm the following information before placing the order.
- If the information is correct, click "Place Order"

Turnaround time may be subject to negotiation, based on factors such as job complexity, production backlog, priority job backlog, and resource availability.

Order #97029   🖶 Print Receipt

Order #97029 has been placed and will be processed promptly. You may consult the order history at any time to follow the status of this order.

Continue shopping →

ORDER SUMMARY

The order confirmation will provide an order number for our production team. You can click the "Print Receipt" link and print the .pdf for your records.

If you are finished with your Order request, you can now close the window.

Thank you for using our online print production application. We appreciate your cooperation and understanding in adopting our new process while we phase out email and phone submissions.

Please submit your feedback via email to: humncprint@xerox.com, with the subject line: 'Xerox Print Portal Feedback.'

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