



# SJECCD REPROGRAPHICS

## Online User Guide

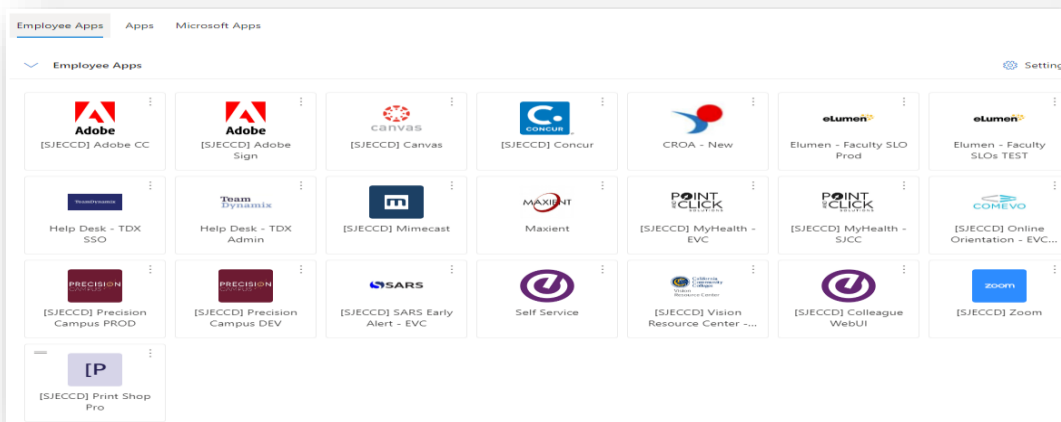
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### QUICK COPY

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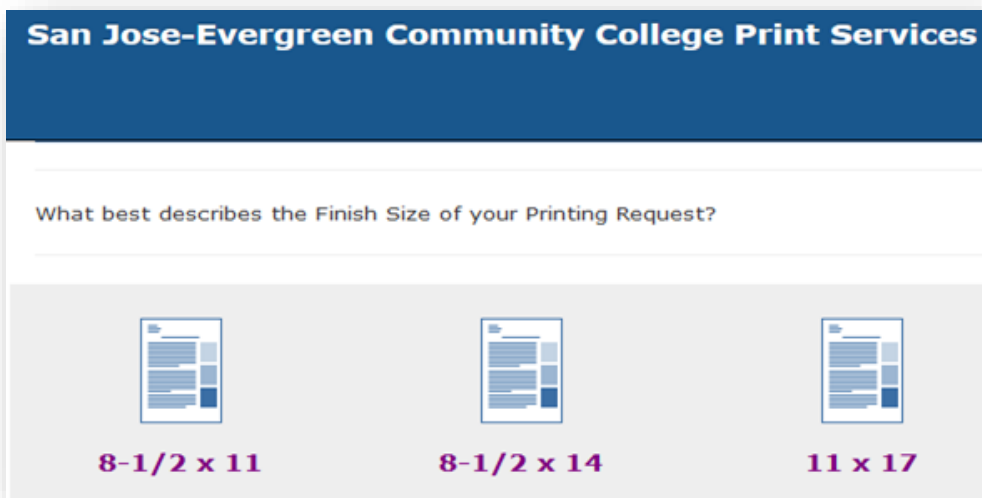
## How to Submit a Quick Copy Job

For your first time login, access the MyApps portal and select the Print Shop Pro icon, or visit <https://sjcc.webdeskprint.com>. In the top right corner, click "Log In" and choose "Login Using Your Network Account." You will be redirected to the SJECCD Secure Login page—follow the instructions to set up your account using your District email address and password. After logging in, you will be redirected to the Print Shop Pro registration form; follow the directions to complete the registration. You will be notified once your account has been approved.



### Step 1: Select Finished Size for Quick Copy

- 8-1/2 x 11 is the standard size for most tests, handouts, forms, etc.
- 8-1/2 x 14 is called legal sized and is used for small posters, class handouts and other work that cannot fit on 11" paper. 11 x 17 is used mostly for posters.



## Step 2: Quick Copy Information

**Edit Site Information:** You can update your delivery location if you have access to multiple sites beyond your registered one.

**Enter Job Name:** Provide a unique name for your job that clearly describes the submission, e.g., "English 101 Midterm."

**# of Copies:** Specify the total number of finished sets needed, e.g., if English 101 has 35 students, enter 35.

**Format:** Choose "1 sided" for single-sided printing or "2 sided" for double-sided printing.

**Ink Color:** Select "Black" for black toner printing.

**Stock Style:** Choose "Bond" for standard business paper weight or "Text" for other text weights.

**Stock Weight:** When switching paper styles, the available weights (thicknesses) for those papers will be displayed.

**Paper Color:** Select the desired paper color for your order, then click "Continue >>".

### Step 2: QuickCopy Information

**Job Type** Quick Copy - 8-1/2 x 11

**Contact** Irene Gutierrez

**Phone** (408) 298-2181

**Site** D.O. ITSS

[Edit Site Information](#)

**Job Name**

**# of Copies**  [What is this?](#)

Rush

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**Main Paper**

**Format**  1 Sided  2 Sided

**# Originals**  [What is this?](#)

**Ink Color**  Black

**Stock Style**  [What is this?](#)

**Stock Weight** **20#** [What is this?](#)

**Paper Color**

<input checked="" type="radio"/> Blue	<input type="radio"/> Green
<input type="radio"/> Ivory	<input type="radio"/> Orchid
<input type="radio"/> Pink	<input type="radio"/> White
<input type="radio"/> Yellow	

**Binding:** Leave this blank if you do not need stapling. If you want your sets stapled, click "Change" and select your preferred stapling type.

**Hole Punches:** Leave this blank if you do not need hole punches. If you want your work punched, click "Change" and select "3 Side."

**Collating:** Collating is set as the default. If you do not want your work collated, select "No Collating."

**Special Instructions:** Use this text field to add any specific information for your work order, such as "I will pick up this job at 1:30 p.m."

The screenshot shows a web interface titled "Step 3: Finishing". It contains the following elements:


- Binding:** A label "Binding" followed by the text "None" and a "Change" button.
- Hole Punches:** A label "Hole Punches" followed by the text "None" and a "Change" button.
- Collating:** A label "Collating" followed by two radio buttons: "No Collating" (which is selected) and "Collate". Below these are two sets of icons representing collating options: the first set shows three pages (E1, E2, E3) and the second set shows three pages (E1, E2, E3) with a small icon to the right.
- Special Instructions:** A label "Special Instructions" followed by a large, empty text input field.
- Navigation:** At the bottom left, there are two buttons: "Back" and "Continue".

#### Step 4: Attach Files

If you wish to attach a file to your order, select "Yes," then click "Browse" to locate and select the file on your computer. Keep "Document" as the attachment type and use the "Special Instructions" field if needed. After attaching, a PDF version of your file will appear; review it and close the window. You can then choose to go back to the previous screen, attach another file, or continue to the next step. If you do not need to attach a file, select "No – Skip Attaching a File" and proceed to Step

5: Billing and Delivery if you are submitting hard copy originals for printing.

### Step 4: Attach Files

 **Attach a File?**

### Step 5: Billing and Delivery

**For Billing**, enter your approved account number by selecting the down arrow and choosing the correct account number from the list. If you have multiple account numbers available, ensure you select the appropriate one. For Delivery, set your suggested due date by clicking the calendar icon and selecting the desired date. If you prefer to pick up your work yourself, select "Hold For Pick Up."

### Step 5: Billing and Delivery

<b>Job Name</b>	ITSS test1 8/9
<b>TYPE</b>	Quick Copy - 8-1/2 x 11
<b># of Copies</b>	1
<b>Total</b>	\$0.06 (\$0.06 Each) This is your initial ESTIMATE. Price may vary.

**Site**


**Billing**

**Account Number**

Add New Account Number (Enter an account number not in list)

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**Shipping Information**

**Suggested Due Date**  

**Delivery**

**Pickup Location**

Hold For Pick Up


## Step 6: Order Process Complete

A summary of your order will appear, showing Order #, Job Name, and Current Status.

To view the Order Summary or print the Job Ticket:

If submitting hard copy originals and you need to print your job ticket, select this option. Attach the printed job ticket to your originals and submit them to Reprographics. You will receive an email confirmation once your order is submitted.

If you haven't received an email notification, please verify your email address on the My Profile page. You will receive an email notification when your job is ready for pickup or for any other updates.

		<b>San José-Evergreen Community College District - Print Shop</b> 2100 Moorpark Avenue San Jose, CA 95128 Ph: 408-288-3795 Fax:		<b>Job Ticket</b> <b>1374</b>																									
Created Date <b>10/27/2017</b>		Requisition #		Originator <b>Irene Gutierrez</b> ((408) 298-2181)																									
Status <b>Submitted (10/27/2017)</b>		Needed by <b>10/30/2017</b> Designer																											
Job Name <b>Test 2</b>		Ship to Phone <b>(408) 298-2181</b>		Recipient																									
Site/Dept <b>D.O. ITSS (Irene Gutierrez)</b>																													
Billing		Approval: <input type="checkbox"/> Copyright Approved																											
Account #(s) <b>00-11-0000-99999-50001</b>																													
<b>ORDER</b>																													
# Sets <b>20</b>		<input type="checkbox"/> Proof Required		Sheets per Set <b>1</b>																									
Category <b>Quick Copy</b>		<input type="checkbox"/> Graphics Work Required		# Pads <b>0</b>																									
Finish Size <b>8-1/2 x 11</b>		<input type="checkbox"/> Collate																											
Add-ons:		<input type="checkbox"/> Score		<input type="checkbox"/> Perforate																									
<b>STOCKS</b>																													
<table border="1"> <thead> <tr> <th>Sheets</th> <th>#UP</th> <th>Originals</th> <th>Stock</th> <th>2Sided</th> <th>Resource</th> <th>Color</th> <th>Imp's</th> </tr> </thead> <tbody> <tr> <td><b>1/set (20)</b></td> <td>Single</td> <td>1/1</td> <td><b>20# Bond Green 8-1/2 x 11</b></td> <td><input checked="" type="checkbox"/> <b>2Sided</b></td> <td>1200 - SXCC</td> <td><input type="checkbox"/></td> <td>20 / 20</td> </tr> <tr> <td colspan="8">                     (Main Paper)                 </td> </tr> </tbody> </table>		Sheets	#UP	Originals	Stock	2Sided	Resource	Color	Imp's	<b>1/set (20)</b>	Single	1/1	<b>20# Bond Green 8-1/2 x 11</b>	<input checked="" type="checkbox"/> <b>2Sided</b>	1200 - SXCC	<input type="checkbox"/>	20 / 20	(Main Paper)								<input type="checkbox"/> Collate			
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Notes		Ship To		Delivery Note																									
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#Originals		Stock																											
\qrc\2017\Oct\1374_FSPNewUser_10272017_JNG.docx		Document		Original File																									
<b>APPROVED BY</b>																													
Signature		Date		Price <b>\$1.05</b>																									
Print		Date																											