



SJECCD REPROGRAPHICS

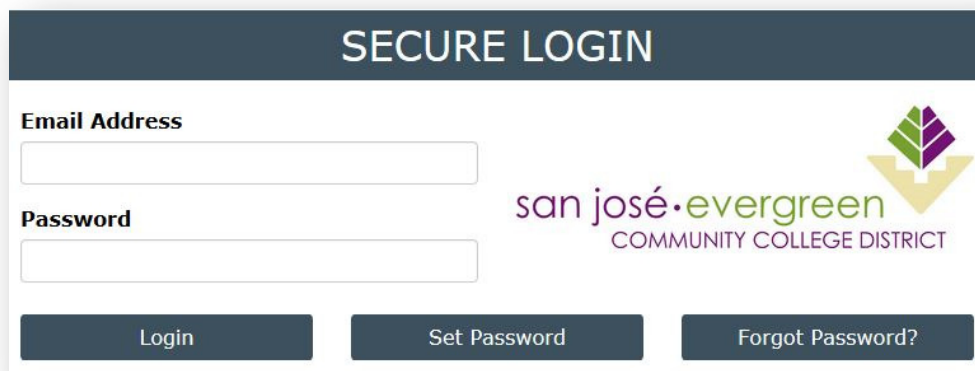
Online User Guide

- **QUICK COPY**

How to Submit a Quick Copy Job

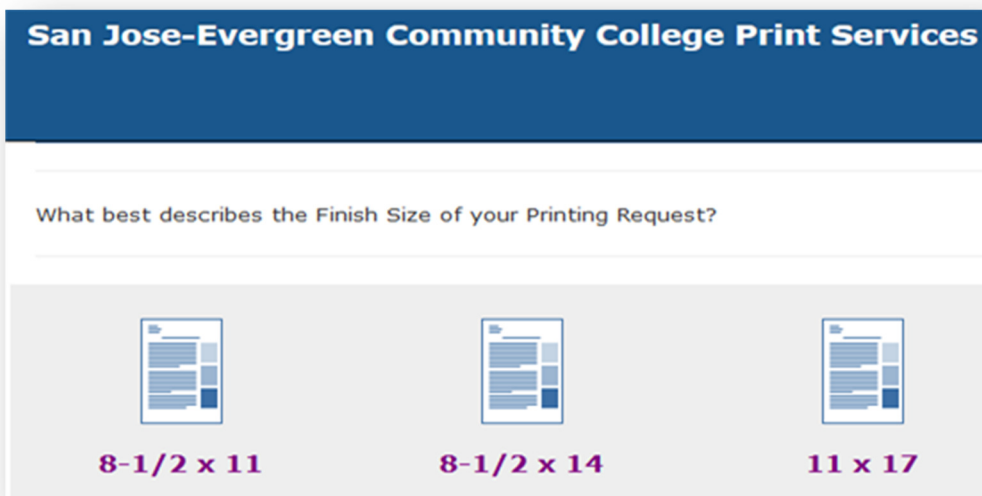
First Time Login

Go to <https://printshop.sjeccd.edu> In the top right hand corner, click “**Log In**”. After selecting “**Login Using Your Network Account**”, you will be redirected to the new SJECCD Secure Login page (follow the directions to set up your account). Your login will be your District email address and your password will be the same as your District login to your computer or Office365 portal. You will be redirected to the Print Shop Pro website.



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 change your site information (delivery location) as long as you have access to other sites than the one you registered with.

Enter Job Name- Please enter a unique job name that best describes what you are submitting, e.g. English 101 Midterm.

of Copies- This is the quantity of your order in finished sets, e.g. English 101 has 35 students, the # of copies will be 35, one for each student.

Format- For single sided work select 1 sided, to print on both sides of the paper select 2 sided.

Ink Color- Select Black to print in black toner on paper.

Stock Style- Select Bond for normal business weight, Text for other text weight.

Stock Weight- When you toggle to different paper styles, the weights (thickness) of those papers will appear here.

Paper Color- choose the paper color for your order, click on **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

Test 3

of Copies

20

What is this?

☐ Rush

Main Paper

Format

☐ 1 Sided ☒ 2 Sided

Originals

2

What is this?

Ink Color

☒ Black

Stock Style

Bond

What is this?

Stock Weight

20#

What is this?

Paper Color

☒ Blue

☐ Green

☐ Ivory

☐ Orchid

☐ Pink

☐ White

☐ Yellow

<< Back

Continue >>

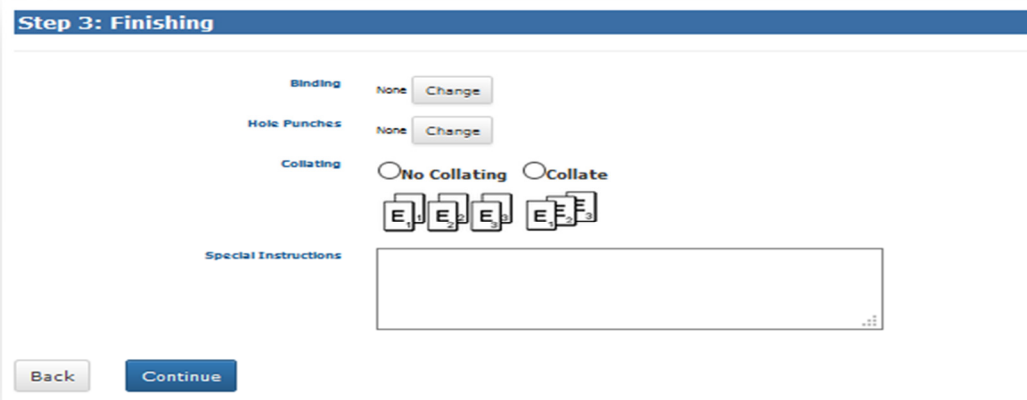
Step 3: Finishing

Binding- If you do not need stapling leave this blank, if you want your sets stapled click on Change and select the type of stapling you would like

Hole Punches- If you do not need hole punch leave this blank, if you want your work punched click on Change and select 3 Side.

Collating- The default is to collate, if you do not want your work collated then select No Collating.

Special Instructions- Use this text field to input any information you wish to add to your work order- e.g. "I will pick up this job at 1:30 p.m."




Step 4: Attach Files

Select Yes if you wish to attach a file to your order

- Click on Browse to select a file, click on this to locate your file on your computer.
- Select Attachment Type - keep Document as the selection.
- Special Instructions - another place to input instructions if you wish to add.

After you select Attach you will see a window open with your file converted to a PDF, after viewing close out of the PDF file window by clicking on the X on the top right corner of the window Select <<Back to go to the previous screen, **Attach Another File** to submit another file, or **Continue>>** to go to the next step. **Select No** – Skip Attaching a File >> if there is no file to attach, you are submitting hard copy originals to print, skip to Step 5 Billing and Delivery.

Step 4: Attach Files



Attach a File?

Back

Yes

No - Skip Attaching a File

Step 5: Billing and Delivery

Billing- enter in your account number that you have been approved to use by selecting the down arrow and selecting the account number. If you have several account numbers available to you please choose the correct account number.

Delivery- Suggested Due Date- Click on the calendar icon and choose your due date.

Hold For Pick Up- select this if you want to pick up your work yourself.

Step 5: Billing and Delivery

Job Name

ITSS test1 8/9

Type

Quick Copy - 8-1/2 x 11

of Copies

1

Total

\$0.06

(\$0.06 Each)

This is your initial ESTIMATE. Price may vary.

Site

D.O. Help Desk

Billing

Account Number

10-96-6020-00000-55715

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

Shipping Information

Suggested Due Date

8/9/2017

Delivery

Pickup Location

Evergreen Valley College

Hold For Pick Up

Back

Save As Quote

Cancel Order

Finish

Page

Step 6: Order Process Complete

A review of your order will be displayed:

Order #, Job Name, Current Status

Click here to **View Order Summary / Print Job Ticket**

- If you are turning in hard copy originals and you wish to print your job ticket then select this and attach your printed job ticket to your originals and turn into Reprographics. You will receive an email notification confirming the submission of your order.
- If you did not receive an email notification then please check your email address on the My Profile page
- You will receive an email notification when your job is ready for pickup or for other notifications

REPROGRAPHICS Print & Copy Services		San José-Evergreen Community College District - Print Shop 2100 Moorpark Avenue San Jose, CA 95128 Ph: 408-288-3795 Fax:		Job Ticket 1374 Priority: Medium Originator: Irene Gutierrez ((408) 298-2181)	
Created Date: 10/27/2017		Requisition #		Necessary by 10/30/2017 Designer	
Status: Submitted (10/27/2017)		Ship to Phone (408) 298-2181		Recipient	
Job Name: Test 2					
Site/Dept: D.O. ITSS (Irene Gutierrez)					
Billing					
Account # (s): 00-11-0000-99999-50001		Approval:		<input type="checkbox"/> Copyright Approved	
ORDER					
# Sets: 20	<input type="checkbox"/> Proof Required	Sheets per Set		1	
Category: Quick Copy	<input type="checkbox"/> Graphics Work Required	<input type="checkbox"/> Collate	# Pads	0	
Finish Size: 8-1/2 x 11	<input type="checkbox"/> Color Printing	<input type="checkbox"/> Score	<input type="checkbox"/> Perforate		
Add-ons:					
BINDING		CUT		FOLD	
Staple top left		None		None	
STOCKS		FOLD		DRILLING	
None		None		None	
STOCKS					
Sheets	#UP	Originals	Stock	2Sided	Resource
1/set (20)	Single	1/1	20# Bond Green 8-1/2 x 11	2Sided	1200 - SICC
(Main Paper)					
INSTRUCTIONS			SHIPPING		
Packaging	None		Distribution		
Notes			Ship To		
			Delivery Note		
FILE ATTACHMENTS					
File Name		Type	Approval	#Originals	Stock
\\qc\\2017\\Oct\\1374_PSP\\ewUser_10272017_ING.docx		Document	Original File		
testing for evc.					
APPROVED BY					
Signature		Date		Price \$1.05	
Print		Date			