



COPY CENTER

Hospital Employee User Guide



Step 1: Log in



Step 2: Account Settings



Step 3: Catalog Ordering



Step 4: Custom Orders



Step 5: Cart Overview

Log in

To access the UNM Print Portal please follow utilize the following URL:
printshop.unm.edu

UNM COPY CENTER

Hours of Operation
Monday - Friday 8:00am-4:45pm

User ID Password **Log In**
[Sign up](#) [Forgot your password?](#)

[Accessing the Copy Center Online Portal](#)

Order With Confidence
Get your print orders exactly as you want them, when and where you need them with Document S...

Don't Wait in Line!
Order your documents from the comfort of your home or office using our online ordering s...

In a Hurry?
Not to worry! We deliver your order to you fast and correct the first time. With our high qua...
quality assurance, you can rest assured that you will get what you ordered just as you orde...
our mailing services, we guarantee you will get your order on time, delivered right to your d...

Get Started Today
To begin ordering, log into your account.

Login:
First Time Users: Click "Sign Up" under the user ID field.
Returning Users: Enter in your credentials and click "Log In"

UNM COPY CENTER

New User Registration
Please enter your contact information. Fields with a * are required.

Address

First name*

Middle name

Last name*

Location*

Department*

Street 1

Phone / Email

Email*

Re-enter Email*

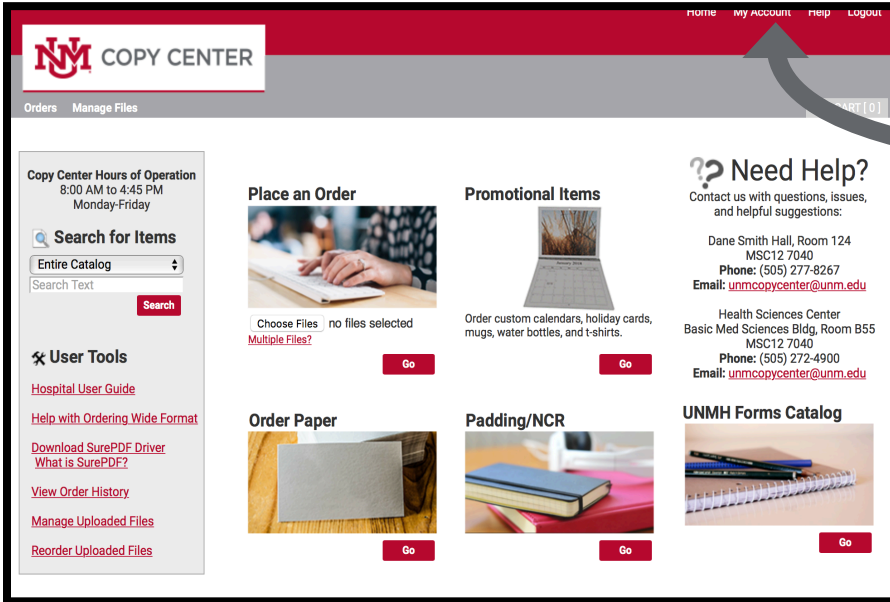
Work #*

Cancel **Register**

First Time Users:
You will be brought to this registration page upon clicking "Sign Up". Please fill in all available fields

Account Settings

Please verify your account information through the “My Account” button in the top right of the home page. Modifying any of these fields will autopopulate the information into your cart when ordering.

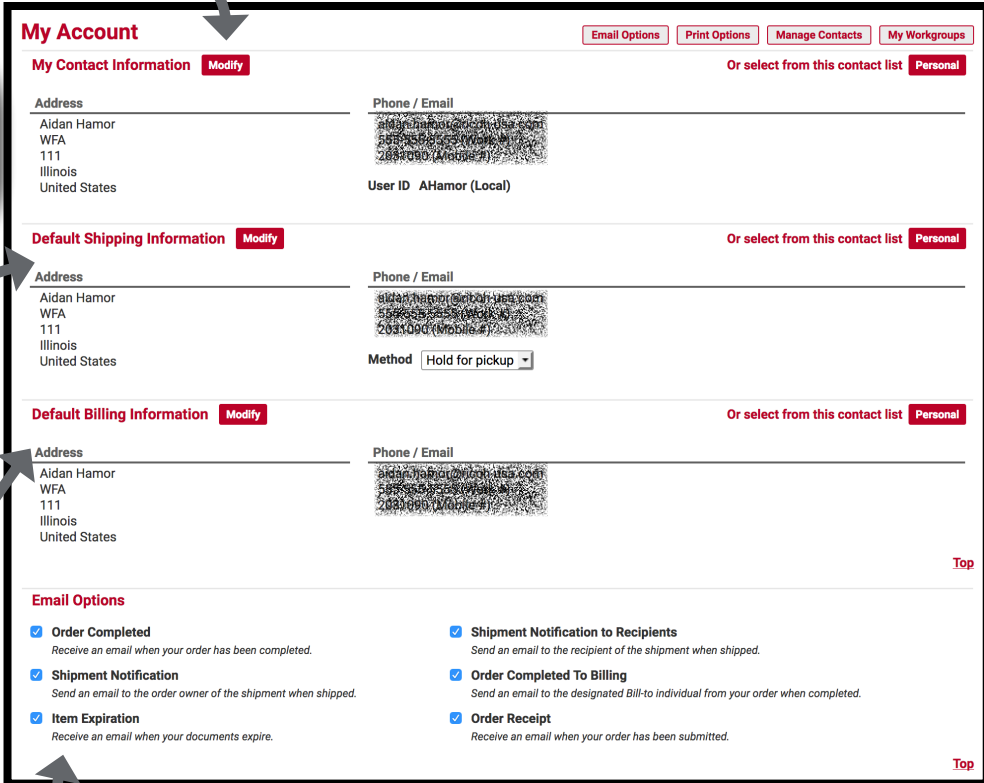


My Account:
Clicking “My Account” will bring you to your account details page

Contact Information:
Input your contact information

Shipping Information:
Input your UNM shipping address

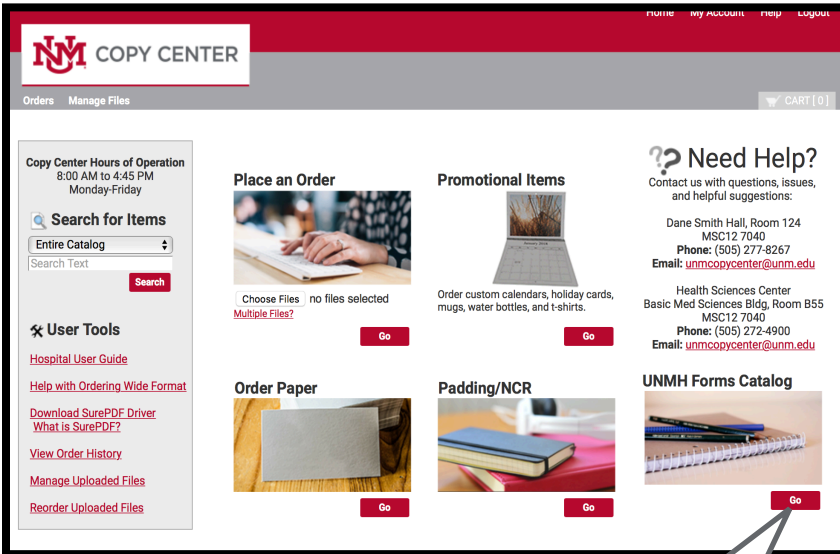
Billing Information:
Input your UNM billing information



Email Options:
Set your email preferences for job notifications

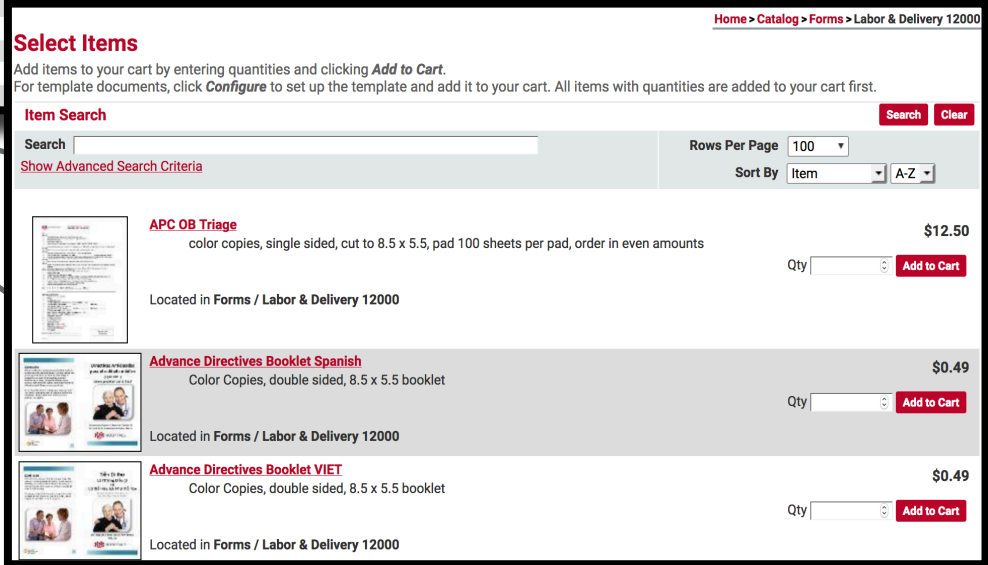
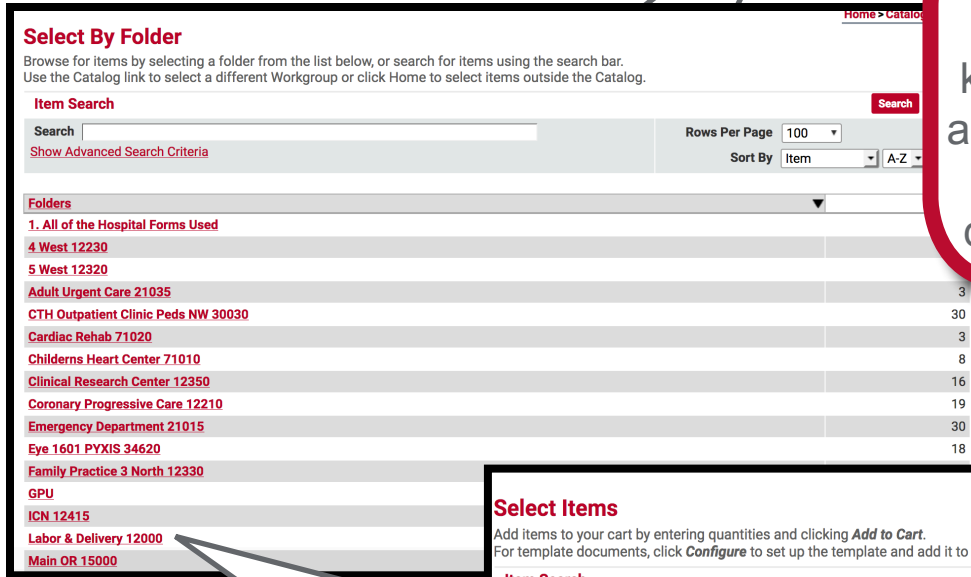
Catalog Ordering

The UNM Print Staff has made frequently ordered items readily available for order. To begin, proceed to the UNMH Forms Catalog "GO" button.



Search:
Use the search function quickly find a file

Folders:
If the file name is not known, browse the folders and their contents. All items are arranged in a department specific folder



Please Note: All catalog items are static items. The associated print options can not be changed

Custom Orders

To order print jobs begin at the home page at the “Place an Order” category.

Home My Account Help Logout

UNM COPY CENTER

Orders Manage Files

CART [0]

Copy Center Hours of Operation
8:00 AM to 4:45 PM
Monday-Friday

Search for Items
Entire Catalog
Search Text
Search

User Tools
[Hospital User Guide](#)
[Help with Ordering Wide Format](#)
[Download SurePDF Driver](#)
[What is SurePDF?](#)
[View Order History](#)
[Manage Uploaded Files](#)
[Reorder Uploaded Files](#)

Place an Order
Choose Files no files selected
[Multiple Files?](#) **Go**

Promotional Items
Order custom calendars, holiday cards, mugs, water bottles, and t-shirts. **Go**

Order Paper **Go**

Padding/NCR **Go**

UNMH Forms Catalog **Go**

Need Help?
Contact us with questions, issues, and helpful suggestions:
Dane Smith Hall, Room 124
MSC12 7040
Phone: (505) 277-8267
Email: unmcopycenter@unm.edu
Health Sciences Center
Basic Med Sciences Bldg, Room B55
MSC12 7040
Phone: (505) 272-4900
Email: unmcopycenter@unm.edu

**Browse to Your File.
Click “GO” Button to
Upload Files**

Supported File Type:

PDF

For additional files types check out our SurePDF guide under user tools

Print Settings such as paper choices, black and white or color, binding options etc. will be discussed in the cart section of this user guide

Cart: Basic Overview

Follow the steps in the cart to select your printing, shipping, and billing options to your specifications.

Before proceeding in your cart, you must specify a name for your order.

Provide an Order Name

Order name

Please enter a meaningful name to help the print center identify the order, and to help with future reordering.

[Continue](#)



NM COPY CENTER

1 Cart

Select print options, quantity per recipient and billing information. Click **Place Order** to submit your order. Cart ID 282


Order name Order Estimate **\$0.08**

Item 1 [Replace File](#) [Continue Shopping](#)

 **Fall Safety Handout ENG.pdf** 
2 Pages
8.50x11.00 Inches
Document Enhanced for Printing

Unit Price **\$0.08**
Quantity

Your Selected Print Options Print B/W, 1-Sided, 8.5x11 20 lb White, Scale Down Only

 [Preview / Change Options](#)

[Enter special instructions for this item.](#) Provide a sample of the document before processing my order.

Orientation

Print Options:

Select this button to change your paper, size, color, and many more options

Order Estimate:

Here you will see a price breakdown for each individual item in addition to the total order

Print Options: Overview

Clicking on the “Print Options” button labeled in the previous page brings you to a dynamic preview of your job. The preview will update based upon your selected print options on the left hand column.

1-Click Print Options:

Select this to view and apply a variety of predetermined print settings

Document Preview:

The software will provide a dynamic preview of how your job will print.

**Please be aware, what you see in the preview is what will be printed

The screenshot displays the 'Print Options' interface for a PDF file named 'Test.pdf'. On the left is a sidebar with several sections: 'Quick Sets' with a button to select from a list of 1-Click Print Options; 'Refine Your Print Options' with expandable sections for Output (B/W), Paper (8.5x11 20 lb White), Scaling (Scale Down Only), Plex (1-Sided), Covers, Binding, Folding & Punching, and Other (not shown); and a note about additional options available by right-clicking on pages in the preview. At the bottom of the sidebar is a link for more help. The main area shows a preview of the document with the text 'Test' and 'Document'. At the bottom of the preview area is a navigation bar with 'Page 1' and a 'Done With Print Options' button.

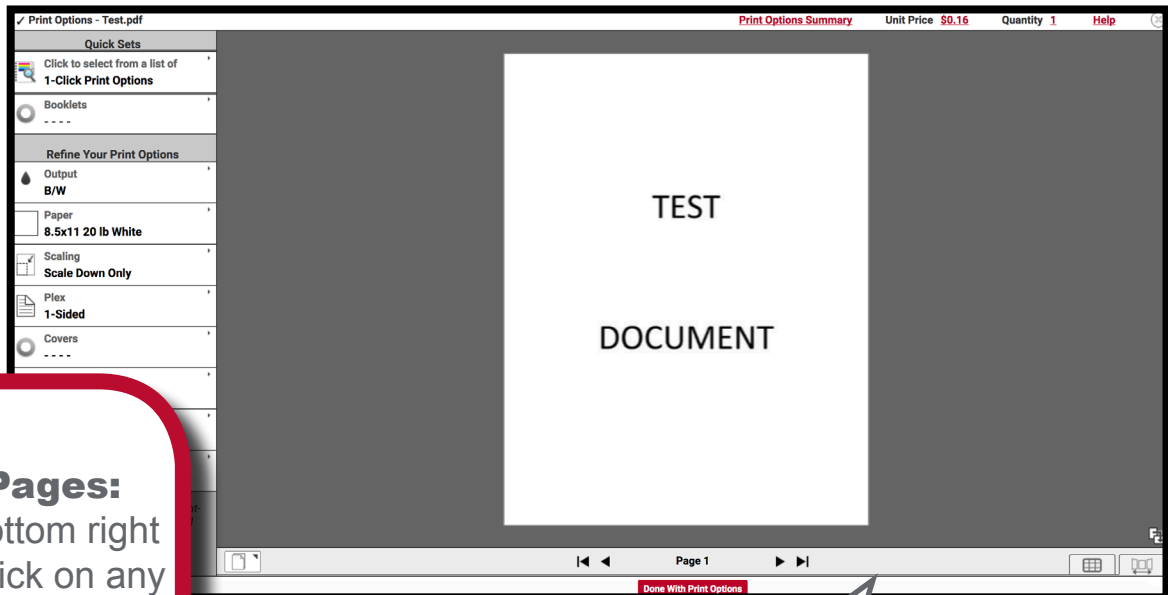
Refine Print Options:

You can choose your paper, output (B&W, Color), covers, plex (one/double sided), scaling etc. For custom paper sizes/custom jobs, please enter special instructions on the main cart page

Choose Finishing Options:

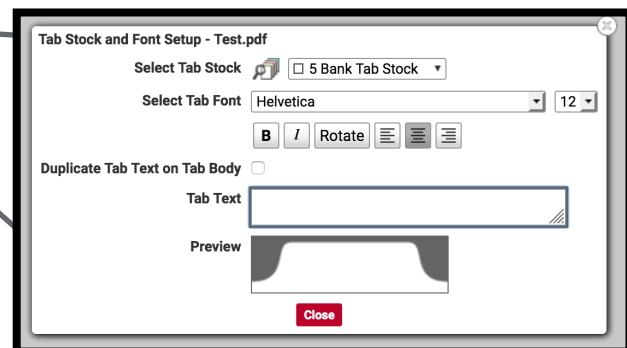
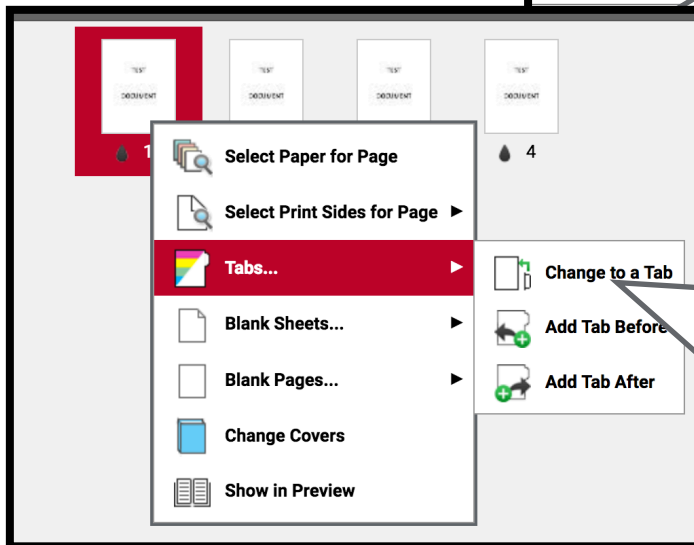
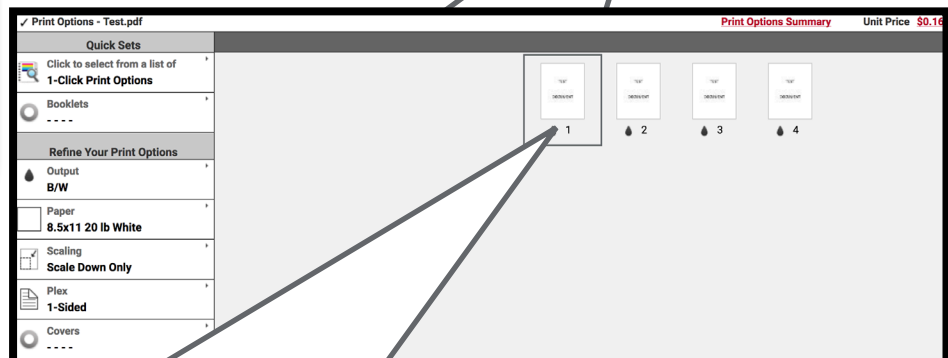
These range from binding (plastic coil/staples), folding, and other for options you may not see in the other sections. Please enter special requests into the special instructions page of the cart

Print Options: Special Pages



To Add Special Pages:

Click the icon in the bottom right of the preview. Right click on any of your pages. A menu will pop up from which the user can add blank pages, add tabs, or convert current pages to tabbed pages. To add text on the tabbed portion, enter in "Tab Text"



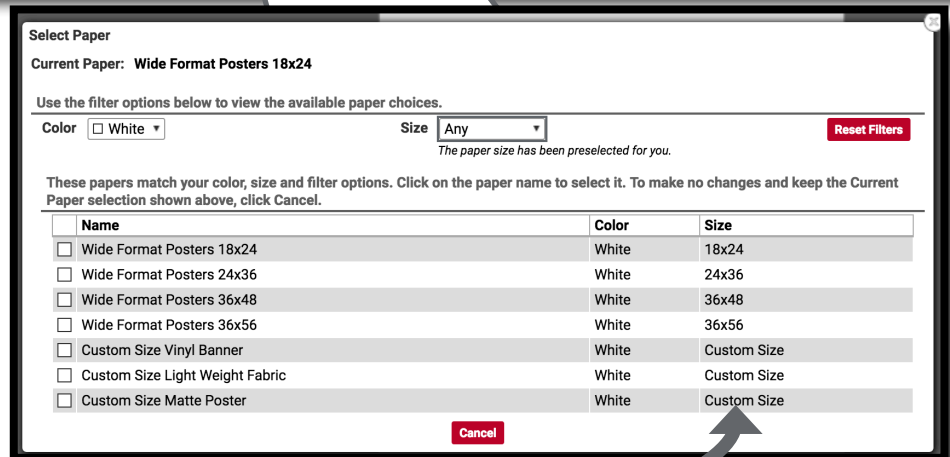
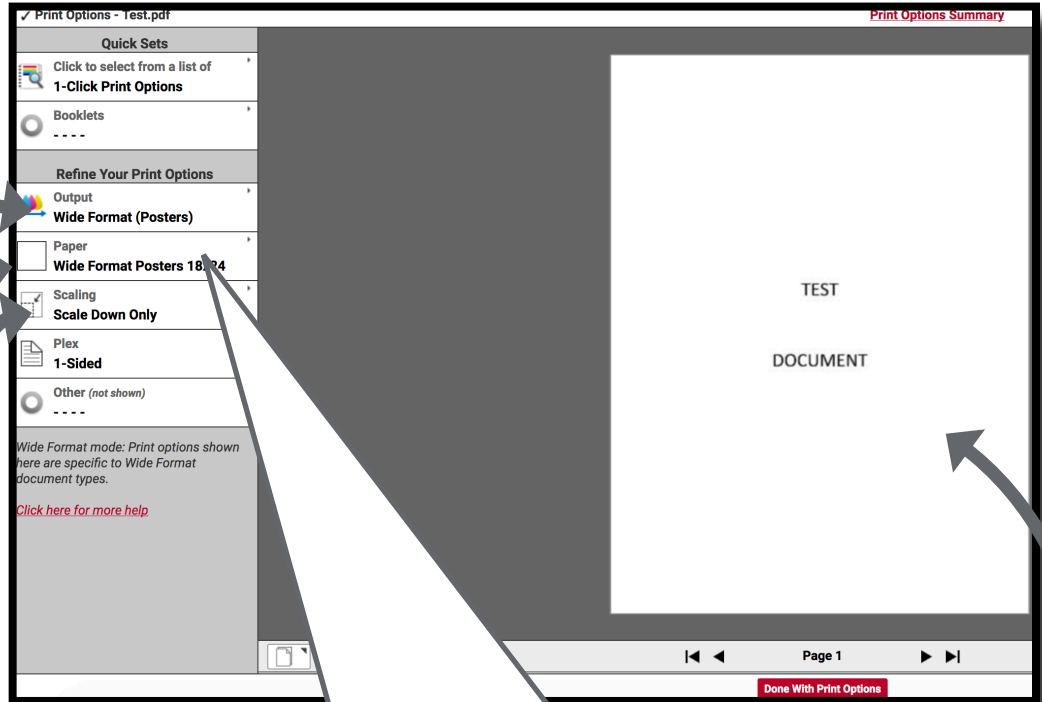
Print Options: Wide Format

Utilizing the “Print Options” button in your cart you can access the preview page. To build your Wide Format job, follow these steps.

1 - Output:
Select “Wide Format (Posters)” from this section

2 - Media:
Select your paper from the available media


3 - Scale:
Select an option here to scale your document



Media Size:
If you do not see your exact desired size, or have selected a custom size media, please indicate its final size in the special instructions


Document Preview:
Be sure to look over your preview. What is shown is what will be printed. If the image is blurry you may need a higher resolution image. Contact the print center with any questions


Cart: Overview Continued





1 Cart

Select print options, quantity per recipient and billing information. Click **Place Order** to submit your order.

Order name **Test**  Cart ID **283**
Order Estimate **\$0.20**

Item 1  **Replace File** **Continue Shopping**




Test.pdf 
4 Pages
8.50x11.00 Inches

Click the image to review the proof.
Select your print options, then click Preview to review this item prior to ordering.

Unit Price **\$0.20**
Quantity

Your Selected Print Options Print **Color, 1-Sided, 8.5x11 20 lb White, Scale Down Only**

 [Preview / Change Options](#)

Enter special instructions for this item. Provide a sample of the document before processing my order.

Orientation

Special Instructions:

Please use this area to relay any print option relevant instructions to the print staff. This will ensure your job is completed to your exact expectations. It may also be left blank if no additional instructions are needed

Special Instructions

Cancel **Save**

Shipping/Billing Information

Please verify and change your shipping and billing information as necessary. Default values can also be changed in the "My Account" page.

Shipping Information Add Address

I would like my order shipped by: **Wednesday, November 07, 2018** Note: Only dates when the print center is open may be selected.

Test Test

WFA
123
Illinois
United States

Select a Shipping Method

Pick up during business hours
M - F between 8:00a.m. - 4:45p.m.

Delivery Estimate
Thursday, November 08, 2018

Ordered Items

1	Test.pdf
---	--------------------------

[Enter shipping instructions for this recipient](#)

Shipping Method:
Select from "Local Courier" or "Hold for Pickup" options

Shipping Date:
Select the date you would like your order **shipped** by. This will affect your delivery estimate date

Personal Information:
You may edit your information with the pencil icon

Billing Information

Test Test

DSM
WFA
123
New York
United States

Select Billing Codes for Payment

Cost Center

Please Enter a Cost Center Code **only** if a Hospital Employee

[Enter billing instructions for this order](#)

Start a New Cart **Continue Shopping** **Place Order**

Order Estimate **\$0.14**

[Click the price to view the cost details](#)

Pricing Information

1 Cart
 Select print options, quantity per recipient and billing information. Click **Place Order** to submit your order. Cart ID 296

Order name **test** Order Estimate **\$0.16**

Item 1 **Replace File** **Continue Shopping**

TEST
DOCUMENT

Test.pdf
 4 Pages
 8.50x11.00 Inches

Unit Price **\$0.16**
 Quantity

Your Selected Print Options Print **B/W, 1-Sided, 8.5x11 20 lb White, Scale Down Only**

[Preview / Change Options](#)

Enter special instructions for this item. Provide a sample of the document before processing order.

Orientation

Item 1 **Replace File** **Continue Shopping**

Item	Category	Option	Quantity	Unit Price	Option Total	Item Total
Test.pdf Print: Original Pages: 4, B/W, 1-Sided, 8.5x11 20 lb White, Scale Down Only Orientation: Portrait Quantity: 1	Printer : Plex : PaperSize	B/W : 1-Sided : USLETTER (8.5x11)	4 impr.	\$0.040000	\$0.16	\$0.16

\$0.16 each

Close

Item Price Estimate:
 Selecting the price next to "Unit Price" brings up a price breakdown for that item

Order Price Estimate:
 Selecting the price next to "Order Estimate" breaks down the entire price of your order, including all items

Note:
 All prices upon submission are purely estimates. They are subject to change

Item Charge Details

Order Information
 Order # 296

Detail View [Item | Recipient | Summary]

Item	Category	Option	Quantity	Unit Price	Option Total	Item Total
Test.pdf Print: Original Pages: 4, B/W, 1-Sided, 8.5x11 20 lb White, Scale Down Only Orientation: Portrait Quantity: 1	Printer : Plex : PaperSize	B/W : 1-Sided : USLETTER (8.5x11)	4 impr.	\$0.040000	\$0.16	\$0.16
\$0.16 each						
Recipient	Category	Option	Quantity	Unit Price	Option Total	Shipping Total
Test Test						\$0.00
Subtotal						\$0.16
Tax 0%						\$0.00
Total						\$0.16

Submitting Orders

Once you have finished configuring your item, you may place your order or continue shopping.

Shipping Information

[Add Address](#)

I would like my order shipped by: **Thursday, December 13, 2018** *Note: Only dates when the print center is open may be selected.*

Test Test

DSM
WFA
123
New York
United States

Select a Shipping Method

Pick up during business hours
M - F between 8:00a.m. - 4:45p.m.

Delivery Estimate
Thursday, December 13, 2018

Ordered Items	Quantity
1 Test.pdf	1

[Enter shipping instructions for this recipient](#)

Billing Information

Test Test

DSM
WFA
123
New York
United States

Select Billing Codes for Payment

Cost Center
Please Enter a Cost Center Code only if a Hospital Employee

[Enter billing instructions for this order](#)

Order Estimate \$0.14
Click the price to view the cost details

[Start a New Cart](#) [Continue Shopping](#) [Place Order](#)

Place Order:

Once you place your order you will receive a notification email (if set in your account settings) regarding the details of your order


Note:

Your order will only be submitted if you accurately filled out the print, shipping, and billing options. You will receive an error message if there was an issue in submission

Order Confirmation

Your order has successfully been submitted once you arrive at this page. Additionally, you will receive an email confirmation from the UNM print shop if you have email delivery set in your account preferences.


Please note, if you have not reached this page, your order has not been submitted.



Orders Manage Files CART [0]

Order Submitted

Your order 296 has been submitted for processing.
An order confirmation email will be sent to you (if enabled).

 [Print Receipt](#)

Order Information

Order Name	test	Order Number	296
Submitted On	11/07/2018 10:15 AM	Requested ship date	11/07/2018
Customer name		Site	UNM Copy Center

Ordered Items

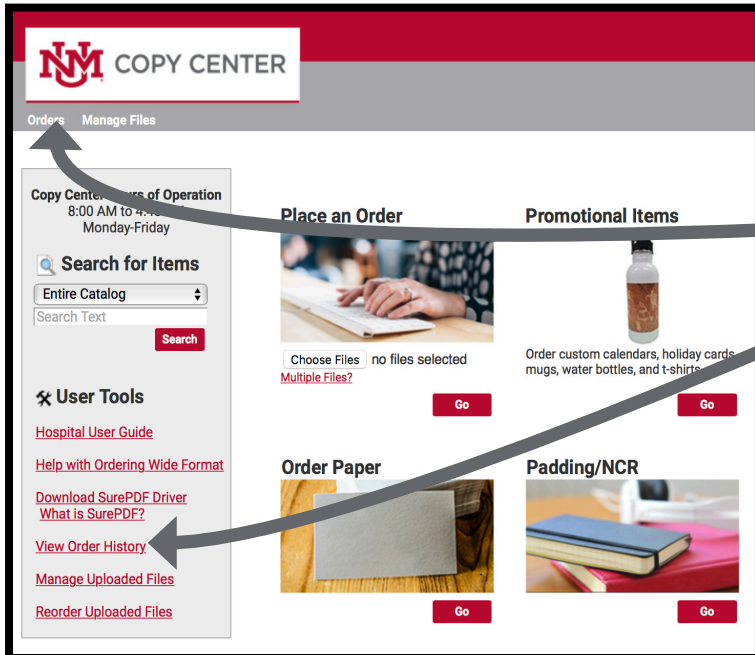
Ship to Test Test

Qty	Item / Form #	Workgroup / Folder	Price Each	Extended Cost
1	Test.pdf	default	\$0.1600	\$0.16
			<i>Total Price</i>	\$0.16

Billing Information

Order History

Within your Order History, you can reorder past jobs and the system will keep the job specifications for you in the new cart so that reordering is seamless.



View Order History or Orders:
Selecting either of these options will bring you to a list of your past orders

Reorder:
Files may be re-ordered. The system will configure your job exactly as it was submitted previously. The print/shipping/billing options will all be the same as the original order

Order Name:
Files include user designated order name as well as order number for print shop use

Order Name	Order # ▲	Created	Sending to	Status	
test	296	11/06/2018	Test Test	Cart	Modify
Test	295	11/06/2018	Test Test	Completed	View Reorder
Test	294	11/06/2018	Test Test	Production	View Reorder
Test2	293	11/06/2018	Test Test	Completed	View Reorder
Test	283	11/06/2018	Test Test	Completed	View Reorder
Test	282	11/05/2018	Test Test	Production	View Reorder
t	281	11/05/2018	Test Test	Canceled	View Reorder
test	280	11/05/2018	Test Test	Production	View Reorder
t	277	11/05/2018	Test Test	Production	View Reorder
Test	261	10/30/2018	Test Test	Production	View Reorder
Test	259	10/30/2018	Test Test	Canceled	View Reorder
Test	237	10/26/2018	Test Test	Production	View Reorder

Note:
Files do expire and may need to be re-uploaded

Order History - Personal Reports

Within your Order History, you can run personal reports on all of the orders that have been run through WebCRD. This can include data ranging from account codes used, amount spent, and what kind of print specifications you have ordered.

Order Name	Order #	Created	Sending to	Status
test	296	11/06/2018	Test Test	Cart
Test	295	11/06/2018		Completed
Test	294	11/06/2018		Production
Test2	293	11/06/2018		Completed
Test	283	11/06/2018		Completed
Test	282	11/05/2018		Production
t	281	11/05/2018		Canceled
test	280	11/05/2018		Production
t	277	11/05/2018		Production
Test	261	10/30/2018		Production
Test	259	10/30/2018		Canceled
Test	237	10/26/2018		Production

Reports:
This will bring you to a reporting page where you have the ability to produce reports based on order history

Reports Types:
You may select from a variety of reporting options

Accounting Reports
Select a date range and the type of report desired.
Enter any other filter criteria, then click Continue to download the report.

Report: Order Summary
Start: 10/10/2018 End: 11/07/2018
Date criteria: Completed
Form Number: _____
(excludes Order Summary, Order Recipient Details, and Chargeback)
Item: _____
(excludes Order Summary, Order Recipient Details, and Chargeback)
Paid by: All
(only applies to Chargeback Reports)

Include header row
Include order status Unsubmitted Pending Approval
 Production On hold
 Canceled Completed
 All

Continue

Custom Time-frame:
Specify the date range for your report

Continue:
Once all specifications have been selected, click "Continue" to generate the report. The system will generate a CSV/excel file specific to your selected criteria, and output it to your computers download folder

Additional Offerings

The online copy center portal offers many more options in addition to the catalog and custom print jobs!

The screenshot shows the UNM Copy Center website. At the top, there is a navigation bar with links for Home, My Account, Help, and Logout. Below this is a header with the UNM Copy Center logo and navigation links for Orders and Manage Files. A shopping cart icon shows 0 items. The main content area is divided into several sections: 'Copy Center Hours of Operation' (8:00 AM to 4:45 PM, Monday-Friday), a 'Search for Items' section with a dropdown menu set to 'Entire Catalog' and a search text input, and a 'User Tools' section with links for Hospital User Guide, Help with Ordering Wide Format, Download SurePDF Driver, View Order History, Manage Uploaded Files, and Reorder Uploaded Files. The main content area features four primary service categories: 'Place an Order' with a 'Choose Files' button and 'no files selected' message; 'Promotional Items' with an image of a mug and a description: 'Order custom calendars, holiday cards, mugs, water bottles, and t-shirts.'; 'Order Paper' with an image of a paper stack; and 'Padding/NCR' with an image of a notebook. Each category has a 'Go' button. On the right side, there is a 'Need Help?' section with contact information for two locations: Dane Smith Hall, Room 124, MSC12 7040 (Phone: (505) 277-8267, Email: unmcopycenter@unm.edu) and Health Sciences Center, Basic Medical Sciences Bldg, Room B55, MSC12 7040 (Phone: (505) 272-4900, Email: unmcopycenter@unm.edu). Below this is a 'UNMH Forms Catalog' section with an image of spiral notebooks and a 'Go' button.

Padding/NCR:
Find all your padding and NCR media types here

Paper:
Order paper by the ream, case, and even crate

Promotional Items:
Order custom calendars, holiday cards, and more

Contact

For Questions or Assistance With the UNM Online Copy Center Portal Please Contact:

UNM Copy Center
Dane Smith Hall Room 123
MSC12 7040
Monday to Friday 8:00am - 4:45pm
Phone: (505) 277-8267
Email: unmcopycenter@unm.edu