



IKON WebPrint
Quick Start User Guide



Getting Started

Accessing IKON Office Solutions Print Center

The screenshot shows the login page for the IKON Office Solutions Print Center. At the top left is the IKON logo with the tagline "Document Efficiency At Work" and "A RICOH COMPANY". At the top right is a link for "CONTACT US PRICE QUOTE". The main heading is "Log in" with a sub-instruction: "Enter your username and password. If you are having trouble logging in, please contact customer support." Below this are two sections: "New user?" with a "REGISTER" link, and "Already have an account?" with "Username" and "Password" input fields, a "FORGOT YOUR USERNAME? FORGOT YOUR PASSWORD?" link, and a "LOGIN" button. The footer includes the "IKON WebPrint" logo and copyright information: "Privacy Policy | Powered by IKON WebPrint | Copyright © 2004-2009 IKON Office Solutions, Inc. All rights reserved."

Navigate your Web browser to IKON Office Solutions Print Center
Log in page.

If you do not have an account, you will need to create a new User
account. Click the **REGISTER** link to continue.

Getting Started

Registration

Step 1

Fill out the registration form, making sure not to skip any required fields (marked with asterisk).

Once the form is completed, check to make sure the information you provided is correct. Then, press **CREATE ACCOUNT** button to continue.

Registration

* Indicates a required field

Personal Information

Login name *

Password * Your password must be between 5 & 50 characters in length.

Confirm password *

First name *

Last name *

Company

Position

Address 1 * GET MAP

Address 2

City *

Country *

State/Province *

ZIP/Postal code * e.g. 12345 or 12345-6789

Time zone *

Language preference *

Daytime phone number * Ext. e.g. 123-123-4567

Evening phone number * Ext. e.g. 123-123-4567

Email address *

Special delivery instructions

CREATE ACCOUNT

Step 2

Choose the IKON Print Centers from the list by checking the radio button next to the center's name. The center closest to you location will be displayed first on the list.

Once the selection is made, you'll be taken to the confirmation page.

IKON Document Efficiency At Work

Home Catalog Create document Your documents Order history Address book

Your account

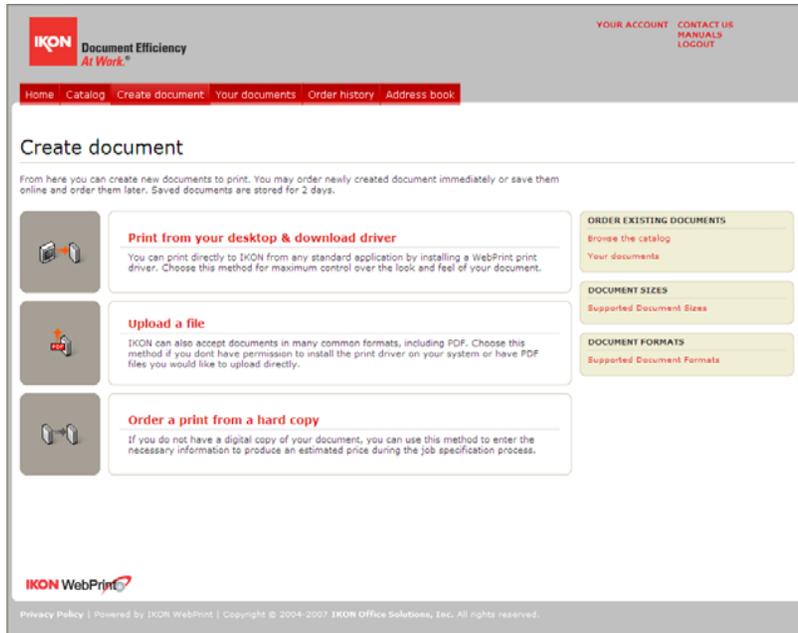
IKON print centers

DISTANCE	NAME	ADDRESS	CITY	STATE	POSTAL CODE	ACTIONS
0.0 km	Centegra Print Center 1-815-266-5385	Hennepin Medical South Street Campus	Woodstock	IL	60098	SELECT
0.0 km	IKON Print Store 1-800-610-8800	300 Chesterfield Parkway	Halverson	PA	19355-8705	SELECT
446.9 km	Copy & Mail Center 1-617-521-2428	300 The Fenway Copy & Mail Center	Boston	MA	02115	SELECT
1,031.7 km	Copy Center at NORC 1-312-759-9211	1 North State 14th Floor	Chicago	IL	60602	SELECT
2,147.9 km	IKON Business Center at Capital Metro 1-512-369-6550	2910 E. 9th Street	Austin	TX	78702	SELECT

IKON WebPrint

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Create document



NOTE: Document sizes accepted by the site are the following:

8.5" x 11"

8.5" x 14"

11" x 17"

To create a document, you must first upload the file to be printed to the IKON Office Solutions Print Center server. Select one of the methods provided:

Print from your desktop – You can print directly to IKON Office Solutions Print Center online from any standard application by installing a IKON Office Solutions Print Center online print driver. Choose this method to download the driver and learn how to install it. (applicable if you have access rights to this option)

Please note, that IKON Office Solutions Print Center online print driver requires Adobe Acrobat or Acrobat Reader 5 or later to be installed on your computer. You can obtain a free copy of Acrobat Reader at Adobe's website: <http://www.adobe.com/support/downloads>.

Upload a file for immediate – If you already have one or more files, or are using a computer without the IKON Office Solutions Print Center online print driver installed, you may upload the files directly through the Web browser using this method.

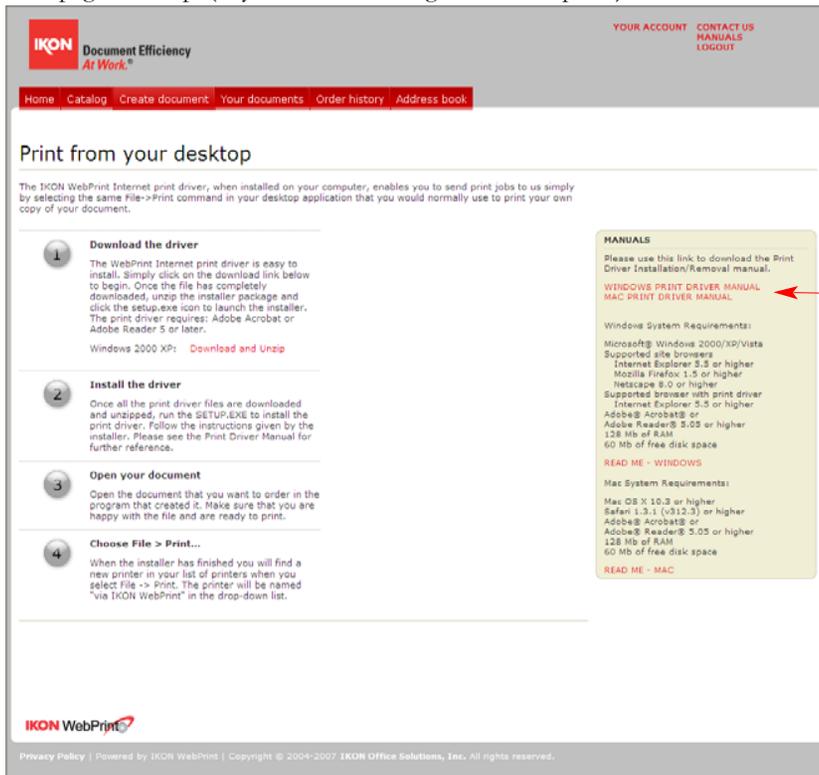
Order a print from a hard copy – if you do not have a digital copy of your document. You can enter the necessary information to give an estimated price during the job specification process.

Make your selection to continue.

Create document

Print from your desktop

This page is where you can download and install the IKON Office Solutions Print Center online print driver. If you're having trouble with installation, refer to instructions on this web page for help. (if you have access rights to this option)



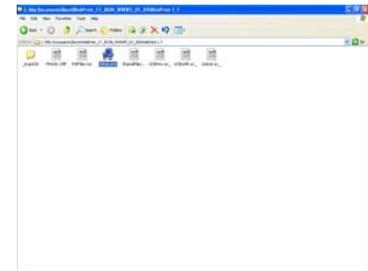
Step 1. Download the Driver

When you enter the **Print from your desktop** page, click the **Download and Unzip** link to proceed. After you have saved the zipped file to the location you indicated, you will need to unzip the file. Please see the **Print Driver Manual** for further reference.



Step 2. Install the Driver

Once all the print driver files are downloaded and unzipped, you then run the **SETUP.EXE** to install the print driver. Follow the instructions given by the installer. Please see the **Print Driver Manual** for further reference.



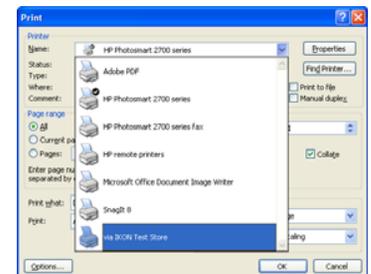
Step 3. Open your document

After installation is complete, open the file you want to print, in the program that created it. Review the file to make sure it is ready to be printed.

Step 4. Choose File - Print...

Choose **File -> Print** or press **Ctrl + P** to open the print window. Select the IKON Office Solutions Print Center Print Driver, named **via Online Copy Center**, from the Printer Name drop-down menu. Click **OK** to start printing.

The print driver will make a PDF file and open a IKON Office Solutions Print Center browser window. The ordering process will continue from there.



Create document

Print from your desktop: Print new document

When the new browser window opens, the **Print new document** page is displayed. You are now ready to create your printing document.
(At this time, the newly created PDF file is still on your computer.)

CONTACT US
LOGOUT

IKON Document Efficiency
At Work.®

Print new document

The "WebPrint" print driver is uploading a file. You can create a new document with this file or add it to an existing document.

Name your new document

IKON Support Procedures Guide.do

I confirm that I own the copyright to, or have permission to copy the material I want printed.

CREATE

Is this part of an existing document?

You can add your newly printed file to another "WebPrint" document by choosing a name below.

Add to the following document:
Select...

ADD

IKON WebPrint

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Step 1. Name your new document

Give your document a name that will help you identify it later. The name can be anything and does not have to match the name of PDF file.

Step 2. Check box for Copyright rights

Check the box to acknowledge you have the right to print the document.

Step 3. Press the **CREATE** button next to your document type to continue.

For detailed information on this item and its functionality, please see **Using Your documents** section later in this guide.



You must check this box before continuing. If left unchecked, you will receive this pop up message to remind you to check it off.

Create document

Print from your desktop: Review your file

IKON Document Efficiency
At Work.®

CONTACT US
LOGOUT

IKON Support Procedures Guide.doc: Review your file

To print a proof of your file, select the printer icon from the Acrobat toolbar.
To edit or correct your file, simply click "**Modify**" and make changes in your application.
Then submit again by reprinting to the "WebPrint" printer.

TO CONTINUE, CONFIRM:
I have permission to copy this material.
I have proofed this file.

MODIFY **ACCEPT**

Microsoft Internet Explorer

Click OK to begin transferring this file to the server.

OK **Cancel**

IKON WebPrint

Support Procedures

Overview

The following pages describe the support procedures for Staples Canada. It is broken into three customer support categories.

IKON WebPrint

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A proof of the PDF file created by the print driver is displayed in the Acrobat window. Check file's content for errors, look for any problems caused by the PDF conversion.

Review the proof carefully: this is how the file will look when printed. If needed, you can print the PDF file on your printer, by pressing the printer icon in the Acrobat toolbar.

If changes need to be made, press the **MODIFY** button to open the original file (not the PDF version) in its native application. You will be logged out and the current PDF file will be discarded. To submit the updated file, simply re-print it using the via Online Copy Center printer.

If you're satisfied with the PDF file, press the **ACCEPT** button: a small pop up will appear, verifying the upload; click **OK** to continue.



By clicking **ACCEPT** you confirm that you have reviewed and approved the PDF and acknowledge that you have permission to copy content of this document.

Create document

Print from your desktop: File added

IKON Document Efficiency
At Work®

YOUR ACCOUNT CONTACT US
MANUALS LOGOUT

Home Catalog Create document Your documents Order history Address book

IKON Support Procedures Guide.doc: File added

Microsoft Word - IKON Support Procedures Guide.doc has been added to IKON Support Procedures Guide.doc and has been saved in Your documents.

Your document

PREVIEW	FILE
	Microsoft Word - IKON Support ... 7 pages

CONTINUE Click this button to continue choosing your personal document production options.

Add another file to your document

You can add a file to your document in one of three ways.

- 1. Add using the print driver**
Return to your desktop application and submit another file by printing to the "WebPrint" printer.
- 2. Add a PDF**
Click the "Browse" button below to browse your computer or network for a PDF file, then click "Upload".

UPLOAD
- 3. Add a file from your documents**
You can add a file that you have already submitted to WebPrint by browsing Your documents. Click the button below and choose one or more files from the pop-up window.
BROWSE DOCUMENTS

IKON WebPrint

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Upon successful upload, you're taken to the File added confirmation page. The PDF file is now stored on the IKON Office Solutions Print Center online Online server, and can easily be accessed at a later time by using Your documents button in the navigation bar.

Press **CONTINUE** button to continue.

For detailed information on this item and its functionality, please see **Using Your documents** section later in this guide.

Create document

Choose production options

Use the options provided on this page to add print and production features to your document.

The screenshot shows the IKON WebPrint interface for creating a document. At the top, there's a navigation bar with links: Home, Catalog, Create document, Your documents, Order history, and Address book. The main heading is "Choose document production options". On the left, there are several panels: "Document style" (with instructions to open panels and choose options), "Files", "Pages", "Printing" (with radio buttons for Single Sided, B&W; Double Sided, B&W; Single Sided, Color; and Double Sided, Color, and a dropdown for "White, Standard"), "Tabs", "Binding/stapling", "Covers", and "Special instructions". The "Document name" field contains "IKON Support Procedures". The "Quantity" is set to "1" with the unit "Copies". The price is shown as "\$6.88 per copy" and "\$6.88 total", with a note: "*This is an estimated total price". There are two red buttons: "SAVE & EXIT" and "ORDER DOCUMENT". A central preview window shows a document titled "IKON WebPrint Support Procedures" with a "Front cover, Page 1" label and navigation arrows. A "VIEW PDF" link is visible at the bottom right of the preview area. The footer contains the IKON WebPrint logo and copyright information: "Privacy Policy | Powered by IKON WebPrint | Copyright © 2004-2007 IKON Office Solutions, Inc. All rights reserved."

Document name

You can change the name of your document here, if so desired.

Quantity

Enter the number of copies of the document you want to order.

Document style

Use these panels to specify paper type and color, or to add features such as page tabs and document covers. Open a panel by clicking on its name.

Any options you select will be reflected in the document preview to the right of **Document style** panels; use the slider underneath the preview to navigate from page to page.

When you're finished with your selection, press **ORDER DOCUMENT** button to continue.

The document you create can be ordered immediately or at a later time. To save the document and exit the order process, press **SAVE & EXIT** button. All production features selected will be saved as well.

Saved documents are stored for 30 days and can be accessed by pressing **Your documents** button in the navigation bar.

The displayed price will automatically adjust as you add features or change quantity of copies.

If, at any time, you'd like to view the unchanged original PDF, use the **VIEW PDF** link (file will open in a new window).

Note: If your document consists of several PDF files, the top-most file will be open when **VIEW PDF** link is clicked. Use the arrows on the left of file thumbnails to change file order in the document.

Placing order

Step 1: Your order

Review your order.

Your order

You have been added as a recipient to your order.

You may add additional documents to your order by creating a new document or adding a document from "Your Documents." When you are ready, click continue to place your order.

Your order will be ready according to the Turnaround below.
Orders totaling less than \$75 will be ready in 4 Business Hours (2nd binding jobs will be 24 Business Hours).
Orders totaling \$75 and \$200 will be ready in 24 Business Hours.
Orders totaling more than \$200 will be ready in 48 Business Hours.
If your order is over \$200, then a Staples associate will call you within 3 Business Hours to provide an accurate estimate.

Type of order

Date: July 4, 2007 9:50 AM
Order title: ICC Order
Order to: Ikon Ball Lake City - PM
Order to for pickup:
Order to for delivery:

Recipients

Shipping details

Shipping method: UPS - Standard
Requested arrival by date: 07/27/2007

Documents

DOCUMENT	QUANTITY	SPECIFICATIONS	PRICE
Title: Detailed Contract Number: 11752129555 Type: Form NEW PDF 2 INFO 1 REMOVE	5	8.5" x 11" Double Sided, Blank White, 20# Printed Side - 8.5 x 11	(1.0 @ \$0.00) \$0.00 0.00 for 5 sets \$0.00 per. order
Title: Detailed Bill Number: 419785 Type: ICE INFO 1 REMOVE	5	5.0 @ \$0.00 0	\$0.00 0.00 for 5 sets \$0.00 per. order
Sub-total			\$12.03
Tax			\$0.00
Total			\$12.03

UPDATE QUANTITIES **CONTINUE**

Type of order (Pickup or Delivery)

Your choice of delivery options depends on your preferred Print Center location (the location you chose is pre-selected). Use the drop-down list to select another location (if applicable).

Select or add your recipient(s) from your address book or create new recipients.

Review the print options for your document in the **SPECIFICATIONS** column of the **Documents** section.

To change the quantity of document copies, write a new amount in the **QUANTITY** field, and press **UPDATE QUANTITIES** button.

To **REQUEST COMPLETE PROOF**, check the box. This may affect the price and turnaround time. (if applicable to your organization)

When you're finished reviewing the order, press the **CONTINUE** button to move to the next step.

Step 2: Payment

Select your preferred type of payment.

Payment

Billing

Add from address book | New billing contact | Add comment

Bill to:
Craig Dailey
718 42nd St
Brooklyn, NY 11232
US
1-718-972-0001
craigdaile@test.webprint.com

Payment information

Billing account information:

Cost center: 98465
Purchase order: 123223

Sub-total	\$12.03
Tax	\$0.00
Total	\$12.03

BACK **CONTINUE**

BILLING

Select or add your billing information from your address book or create a new billing payee and address.

PAYMENT INFORMATION

Enter the required Payment information.

Press **BACK** button to return to the previous page to make any changes, or press **CONTINUE** button to proceed to the next step.

Placing order

Step 3: Review order summary

Review order summary

If you want to change anything about your order, click "Modify your order" or press "Back" to make changes. If the order is correct press "Place order" to check out.

PREVIEW	DOCUMENT	QUANTITY	SPECIFICATIONS	PRICE
	Title: Dental Contract... Number: 1178312459809 10 pages Type: Item	1	8.5" x 11" Double Sided, B&W White, 20# Finished Size - 8.5 x 11	(18 @ \$0.00) \$0.00 (9 @ \$0.00) \$0.00 (18 @ \$0.00) \$0.00
				\$0.00 for 1 sets \$0.00 per copy
	Title: Dental kit Number: dk9999 Type: Kit	1		\$12.03 for 1 sets \$12.03 per copy

NAME AND ADDRESS	SHIPPING DETAILS	DOCUMENT	QUANTITY
Craig Dailey 719 42nd St Brooklyn, NY 11232 US 1-718-972-0001 craigd@test.webprint.com	Shipping method: UPS - Standard Requested arrive by date: July 17, 2007		1 copie(s)
			1 copie(s)

Bill to:	Payment method	Sub-total	
Craig Dailey 719 42nd St Brooklyn, NY 11232 US 1-718-972-0001 craigd@test.webprint.com	Billing account information: Cost center: 98463 Purchase order: 123223	\$12.03	
		Tax	\$0.00
Total		*\$12.03	

BACK **PLACE ORDER**

* Do not hit BACK or RELOAD on your browser menu after placing your order.

Review your order. If you need to make changes, use the **Modify your order** link; this will bring you back to Step 1: Your Order page.

Use the **BACK** button to return to the previous step.

Once you confirmed the accuracy of your order, press **PLACE ORDER** button to submit.

Step 4: Confirmation

Order #001131 was submitted to IKON Salt Lake City - FM **PRINT ORDER CONFIRMATION**

Requester:
Craig Dailey
719 42nd St
Brooklyn, NY 11232
US
1-718-972-0001
craigd@test.webprint.com

Status:
Order Submitted

Date received:
Jun 8, 2007 2:13 PM EDT

Your order will be ready according to the timeframe below:
Orders totaling less than \$75, will be ready in 6 business hours (coil binding jobs will be 24 business hours.)
Orders between \$75 and \$350 will be ready in 24 business hours.
If your order is over \$350, then a Staples associate will call you within 3 business hours to provide an accurate turnaround estimate.

PREVIEW	DOCUMENT	QUANTITY	SPECIFICATIONS	PRICE
	Title: Dental Contract... Number: 1178312459809 10 pages Type: Item	1	8.5" x 11" Double Sided, B&W White, 20# Finished Size - 8.5 x 11	(18 @ \$0.00) \$0.00 (9 @ \$0.00) \$0.00 (18 @ \$0.00) \$0.00
				\$0.00 for 1 sets \$0.00 per copy
	Title: Dental kit Number: dk9999 Type: Kit	1		\$12.03 for 1 sets \$12.03 per copy

NAME AND ADDRESS	SHIPPING METHOD	DOCUMENT	SHIP QUANTITY
Craig Dailey 719 42nd St Brooklyn, NY 11232 US 1-718-972-0001 craigd@test.webprint.com	UPS - Standard / July 17, 2007 10:00 AM		1 copie(s)
			1 copie(s)

Bill to:	Payment method	Sub-total	
Craig Dailey 719 42nd St Brooklyn, NY 11232 US 1-718-972-0001 craigd@test.webprint.com	Billing account information: Cost center: 98463 Purchase order: 123223	\$12.03	
		Tax	\$0.00
Total		*\$12.03	

HOME **ORDER HISTORY**

This is the confirmation page for your order. Make a note of your Order #: you can view the order and its current status on the Order history page or access information form these buttons.

HOME
ORDER HISTORY
PRINT ORDER CONFIRMATION

As your order moves through the process of being printed, the order **Status** will be automatically updated on your **HOME** page.



Overview of IKON Office Solutions Print Center Online

Overview of IKON Office Solutions Print Center Online

Logging in

The screenshot shows the login page for IKON Office Solutions Print Center Online. At the top left is the IKON logo with the tagline "Document Efficiency At Work." and "A RICOH COMPANY". At the top right is a "CONTACT US PRICE QUOTE" link. The main heading is "Log in" with a subtext: "Enter your username and password. If you are having trouble logging in, please contact customer support." Below this are two sections: "New user?" with a "REGISTER" link, and "Already have an account?" with "Username" and "Password" input fields, "FORGOT YOUR USERNAME?" and "FORGOT YOUR PASSWORD?" links, and a "LOGIN" button. The footer includes the IKON WebPrint logo and a copyright notice: "Privacy Policy | Powered by IKON WebPrint | Copyright © 2004-2009 IKON Office Solutions, Inc. All rights reserved."

You must log in to access your account. Enter your Username and Password in the provided fields and press the **LOGIN** button. Upon successful login, you will be taken to the Home page of your account.

If you **FORGOT YOUR USERNAME** or **FORGOT YOUR PASSWORD**, use the appropriate link to go to retrieval page.

If you do not have an existing IKON Office Solutions Print Center online account, create one by clicking the **REGISTER** link, which will take you to the registration form.

For detailed information on the registration process, see Registration section in this document.

Overview of IKON Office Solutions Print Center Online

Home page

This is your IKON Office Solutions Print Center online home page; it provides a quick way to check status of your orders still in production.

YOUR ACCOUNT CONTACT US
HELP LOGOUT

Home Catalog Create document Your documents Order history Address book

Welcome Craig Dailey

This is your IKON home page. From here, you can check the status of currently open orders.

ORDER NUMBER	STATUS	TOTAL PRICE	ORDER DATE	ACTIONS
#001131	Submitted	\$12.03	7/8/07 3:53 PM	DETAILS

View order history

ANNOUNCEMENTS

PRICING
Please use the link below to download our price list.
PRICE LIST

HANDUALS
Please use this link to download the User manual.
USER MANUAL

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Open orders

Orders in this list can be sorted by order number, status, price, or order date. To re-organize the list, click on the column title you want to sort by.

Order number

Click on an order number to open a Detailed view page for that order.

Status

When an order moves from one production stage to the next, its status displayed on this page will be automatically updated.

Submitted - Order is placed in the Print Center's New Orders queue.

In production - Order is currently being printed.

In QA - Order is being reviewed for quality assurance.

Pick up - Order is ready to be picked up.

TOTAL PRICE

The price for your order.

Order date

Date and time an order was placed.

DETAILS

Click on **DETAILS** link to open a Detailed view for that order.

View order history

Click this link to view your order history page.

ANNOUNCEMENTS

News and announcements from IKON Office Solutions Print Center online are displayed here.

Overview of IKON Office Solutions Print Center Online

Navigation

The navigation bar appears at the top of all pages in the site, and provides an easy way to move between the site's sections.



Home

Use this button to return to the Home page.

Catalog

Recently published catalog documents are listed here for ordering.

Create document

Start at this page when you need to create and order a new document to print.

Your documents

Documents you create when using the website are stored here for 30 days. If a document doesn't get added to an order during that time, it will be deleted.

Order history

All your order activity can be viewed here.

Your account

This page contains detailed information about your IKON Office Solutions Print Center online account. Visit this page to edit or update that information.

YOUR ORDER

When you add a document to your order, this link will serve as a reminder of the open order's status. The number of documents in the order is displayed underneath. Clicking on the link will bring you to Your order page.

CONTACT US

If you encounter a problem using any of the site's features, or have comments or questions, use this link to access Contact Us page.

HELP

Use this link to access the manuals for assistance with submitting, modifying, or ordering documents and frequently asked questions.

LOGOUT

Use this link to log out of your IKON Office Solutions Print Center Print Online account.

Overview of IKON Office Solutions Print Center Online

Catalog

Recently published items are listed here. All items in a category can be viewed by clicking the **INFO** link.

IKON Document Efficiency
At Work[®]

Home Catalog Create document Your documents Order history Address book

YOUR ACCOUNT CONTACT US
HELP LOGOUT

Browse catalog

Recently published items are listed here. You can view items and kit info and order the items and kits of your choice.

SEARCH
Search for information here.
Show: **Items** with title
Value:
Sort order: **ASC**
SEARCH

IHC orderable catalog

ITEM NUMBER	TITLE	TYPE	DATE	ACTIONS
<input type="checkbox"/> 1000726524014	ASHChiropracticDirectoryNoCover	ITEM	2007-07-02 13:26:10.0	INFO ADD TO ORDER
<input type="checkbox"/> ChiroBen01	ASHChiropracticDirectoryWithCover	ITEM	2007-07-02 13:26:32.0	INFO ADD TO ORDER
<input type="checkbox"/> AWD_Fax_Page	AWD Full Page Fax	ITEM	2007-07-02 13:26:32.0	INFO ADD TO ORDER
<input type="checkbox"/> 1048024936139	COBRA Combo Enrollment Form	ITEM	2007-07-02 13:26:09.0	INFO ADD TO ORDER
<input type="checkbox"/> 1069089123781	Dental Contract 210	ITEM	2007-07-02 13:26:09.0	INFO ADD TO ORDER
<input type="checkbox"/> 1178312459889	Dental Contract 211	ITEM	2007-07-02 13:26:32.0	INFO ADD TO ORDER
<input type="checkbox"/> 1069089484125	Dental Contract 214	ITEM	2007-07-02 13:26:09.0	INFO ADD TO ORDER
<input type="checkbox"/> 1069089582484	Dental Contract 215	ITEM	2007-07-02 13:26:10.0	INFO ADD TO ORDER
<input type="checkbox"/> DentDP21001	Dental Payment Summary 210	ITEM	2007-07-02 13:26:33.0	INFO ADD TO ORDER
<input type="checkbox"/> DentDP21101	Dental Payment Summary 211	ITEM	2007-07-02 13:26:33.0	INFO ADD TO ORDER

« Previous | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | ... 14 | Next »

KIT NUMBER	TITLE	TYPE	DATE	ACTIONS
<input type="checkbox"/> dk9999	Dental kit	KIT	2007-07-06 11:47:04.0	INFO ADD TO ORDER

ADD TO ORDER

IKON WebPrint

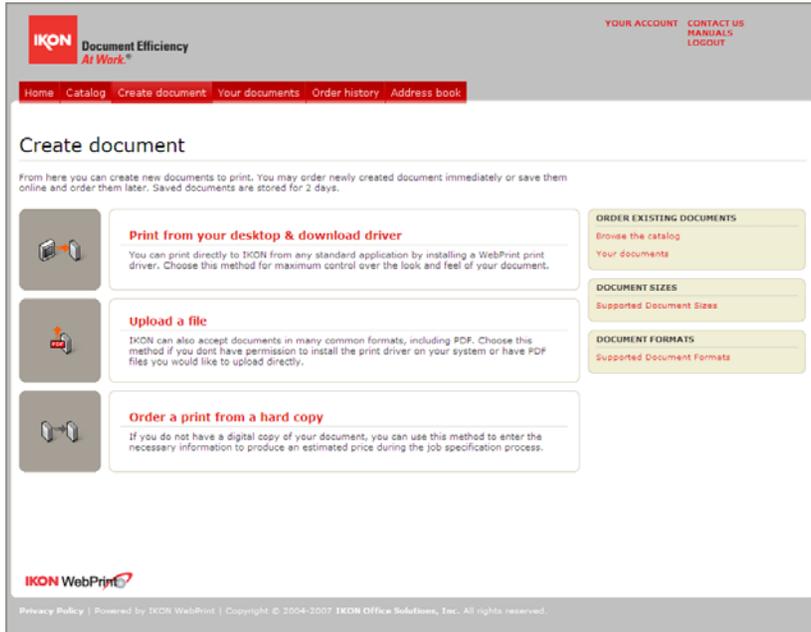
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Click **ADD TO ORDER** to add the catalog item or kit to your cart.

Overview of IKON Office Solutions Print Center Online

Create document

This page is the starting point when creating a new document to be ordered.



The screenshot shows the 'Create document' page of the IKON Office Solutions Print Center Online. The page has a header with the IKON logo and 'Document Efficiency At Work' tagline. A navigation bar includes links for Home, Catalog, Create document (highlighted), Your documents, Order history, and Address book. The main content area is titled 'Create document' and contains three primary options: 'Print from your desktop & download driver', 'Upload a file', and 'Order a print from a hard copy'. To the right, there are three additional links: 'ORDER EXISTING DOCUMENTS', 'DOCUMENT SIZES', and 'DOCUMENT FORMATS'. The footer includes the IKON WebPrint logo and a copyright notice for 2004-2009.

NOTE: Document sizes accepted by the site are the following:

8.5" x 11"
8.5" x 14"
11" x 17"

To create a document, you must first upload file/s to be printed to the IKON Office Solutions Print Center server. You can do so by choosing one of the available methods:

Print from your desktop – You can print directly to IKON Office Solutions Print Center from any standard application by installing a IKON Office Solutions Print Center online print driver. Choose this method to download a driver and learn how to install it. For detailed instructions on using this method, refer to the Creating document section of this guide. applicable if you have access rights to this option)

Upload a file – If you already have one or more files for your order, or are using a computer without the IKON Office Solutions Print Center online print driver installed, choose this method to upload the files directly through the Web browser. (over 250 supported document formats)

Order a print from a hard copy – if you do not have a digital copy of your document. You can enter the necessary information to give an estimated price during the job specification process.

Order existing documents

If you'd like to order a previously created document, use this link to access Your documents page, where these documents are stored.

Overview of IKON Office Solutions Print Center Online

Upload a file

Use this page to upload files directly to IKON Office Solutions Print Center. WebPrint accepts more than 250 file formats. To check if your file format is supported. You can upload up to 10 files as part of a single document on this page; additional files can also be added while setting your Document Production Options. Use this option if you don't have the Copy Mail Center print driver installed on your system.

IKON Document Efficiency At Work

Home Catalog Create document Your documents Order history Address book

Upload a file

Use this page to upload files directly to IKON. WebPrint accepts more than 250 file formats. To check if your file format is supported, click here. You can upload up to 10 files as part of a single document on this page; additional files can also be added while setting your Document Production Options. Use this option if you don't have the IKON print driver installed on your system.

* Indicates a required field

Name of document*

Files*

Copyright* I confirm that I own the copyright to, or have permission to copy the material I want printed.

IKON WebPrint

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Name of document

Enter the name of your document.

Files

Browse and select up to 10 files. After you have selected the third file, an additional blank field and browse button will appear until you reach the maximum of 10 files.



You must check this box before continuing. If left unchecked, you will receive this pop up message to remind you to check it off.

Overview of IKON Office Solutions Print Center Online

Order from hard copy

Use this page if you do not have a digital copy of your document. You can enter the necessary information to give an estimated price during the job specification process.

The screenshot shows the 'Order from hard copy' form in the IKON WebPrint interface. The form includes a navigation bar with 'Home', 'Catalog', 'Create document', 'Your documents', 'Order history', and 'Address book'. The main form area has a title 'Order from hard copy' and a sub-header 'Use this page if you do not have a digital copy of your document. You can enter the necessary information to give an estimated price during the job specification process.' Below this, there is a red asterisk indicating required fields. The form contains three input fields: 'Name of document*' (a text box), 'Paper size' (a dropdown menu set to '8.5" x 11"'), and 'Number of originals' (a text box with '1' and a note '(One double-sided sheet is two pages)'). At the bottom of the form are three buttons: 'CANCEL', 'CREATE', and 'ADD'. To the right of the form is a yellow box titled 'Is this part of an existing document?' with instructions on how to add a newly printed file to an existing document and a dropdown menu labeled 'Add to the following document: Select...'. The footer of the page includes the IKON WebPrint logo and a privacy policy link.

Name of document

Enter the name of your document.

Paper size

Select the paper size from the drop down menu list.

Number of originals (one double-sided sheet is two pages)

Enter the number of pages that your document contains.

Overview of IKON Office Solutions Print Center Online

Your documents

Documents you create when using IKON Office Solutions Print Center online are listed here. Each document is stored at the site for 30 days and then deleted. If you order one of the stored document before the 30-day limit, day count will change to start at the order date.

YOUR ACCOUNT **CONTACT US**
HANDUALS
LOGOUT

Home Catalog Create document Your documents Order history Address book

Your documents

You can save your own documents with printing instructions online until you are ready to order them or publish them to the catalog. Unordered or unpublished documents will be deleted from **Your documents** after 2 days.

If you would like to save your documents permanently, please select the checkbox(es) and then click the **SAVE** button.

DOCUMENT	PAGES	DATE	ACTIONS
<input type="checkbox"/> Job ticket	4	May 30, 2007	DETAILS ADD TO ORDER
<input type="checkbox"/> Print Driver Manual	13	May 30, 2007	DETAILS ADD TO ORDER
<input type="checkbox"/> Slide Show Jan 9	11	Jan 9, 2006	DETAILS ADD TO ORDER
<input type="checkbox"/> Supported Document Sizes	1	May 30, 2007	DETAILS ADD TO ORDER

CREATE DOCUMENT
New documents can be created in several ways, ordered immediately, saved for later, or published to a shared catalog.
CREATE DOCUMENT >

SAVE **DELETE** **ADD TO ORDER**

IKON WebPrint

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DOCUMENT

Clicking on a document title will open a detailed view of that document.

PAGES

Amount of pages in a document are shown in this column.

DATE

Shows the date a document was last modified. Every time an existing document is modified, the displayed date will change accordingly.

DETAILS

Click on this link to open a detailed view of the corresponding document.

ADD TO ORDER (link)

Use this link to start an order with the corresponding document added.

ADD TO ORDER (button)

To add several documents to an order at once, check the box before the title of each document you're adding, then click the **ADD TO ORDER** button to proceed.

SAVE (button)

To save several documents at once, check the box before the title of each document you're saving, then click the **SAVE** button to proceed.

DELETE (button)

To delete several documents at once, check the box before the title of each document you're deleting, then click the **DELETE** button to proceed.

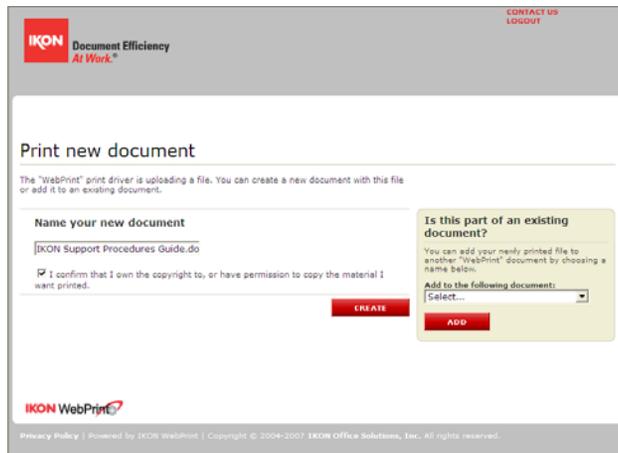
CREATE DOCUMENT

Use this link to begin creating a new document.

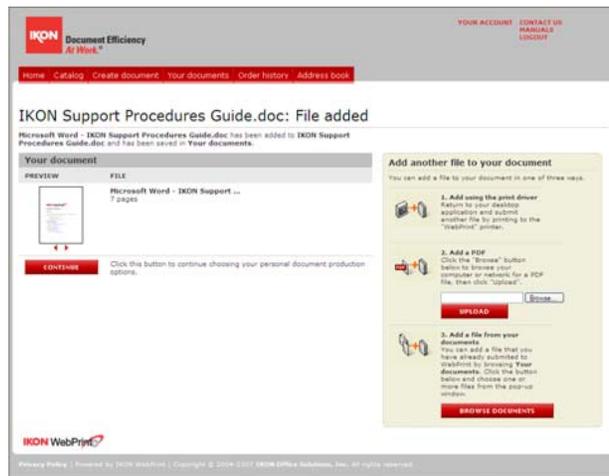
Overview of IKON Office Solutions Print Center Online

Using your documents

You can use Your documents feature of IKON Office Solutions Print Center online for more than just storing documents from your previous orders: re-order these documents will take less time. You can also retrieve PDF files from previous orders to add to the document you're working on right now. At various times while using the site, you may encounter different ways of doing so.



When uploading a file to the site using IKON Office Solutions Print Center print driver, you can add the file to an existing document. Simply select the stored document's name from a drop-down menu and press the **ADD** button.



Once a new PDF file has been uploaded to a document, you can add additional files to the document prior to specifying the production options.

1. Add using the print driver

Submit another file by printing it directly to IKON Office Solutions Print Center online using the print driver.

2. Add a File

If you already have a File you want to use, press the Browse button to locate that file on your hard drive. Press **UPLOAD** button, to begin uploading the file to IKON Office Solutions Print Center online.

3. Add a file from your documents

Use this when the file you want to add is already at the site, uploaded during previous order. Press **BROWSE YOUR DOCUMENTS** button to open a new window, with all files and documents listed. Make your selection to add one or more of these files to the current document.

Overview of IKON Office Solutions Print Center Online

Your account

This page contains detailed information of your account. Use this page to review or edit this information.

Personal information [Modify](#)

Name: Craig Dailey

Address: 719 42nd St, Brooklyn, NY 11222, United States

Phone: 1-718-972-0001 Daytime, 1-718-972-0001 Nighttime

Email: craigda@test.webprint.com

Password: [CHANGE PASSWORD](#)

Special delivery instructions

Preferred print center

For pickup orders, choose your favorite print center:

IKON Salt Lake City - FM [EMAIL](#) [GET DIRECTIONS](#)

4646 Lake Park Blvd, Salt Lake City, UT 84120, 1-801-442-6070

Primary contact: Bryan Pessenden

Hours: Monday-Friday: Open 8:00 am to 5:00 pm, Saturday-Sunday: Closed

Notifications [Modify](#)

Customize how you want to be notified about your orders:

Notify me when my order is submitted

Notify me when my order is accepted

Notify me if my order is cancelled

Notify me when my order is shipped

Notify me when my order is ready for pick up

Format: HTML

Personal Information

Your contact information, provided during the registration process, is stored here. Click on the **Modify** link to update information in this section. Use **CHANGE PASSWORD** link to reset your current password.

Preferred print center

This is your preferred IKON Office Solutions Print Center print center location (usually it's the one closest to delivery address you've specified). Use **EMAIL** link to reach centre's primary contact associate. Use **Modify** to select another centre.

Notifications

Use this section to choose how you'd like to be notified about your orders. Click on **Modify** link next to the section title to access the Notifications screen.

Please Choose Your Notifications

Notify me when my order is submitted

Notify me when my order is accepted

Notify me if my order is cancelled

Notify me when my order is shipped

Notify me when my order is ready for pick up

Please Choose Your Notification Format

Text

HTML

[CANCEL](#) [SAVE](#)

Overview of IKON Office Solutions Print Center Online

Order history

All orders you've placed using IKON Office Solutions Print Center online are listed here.

The screenshot shows the 'Order history' page of the IKON Office Solutions Print Center. The page header includes the IKON logo and 'Document Efficiency At Work'. Navigation links include Home, Catalog, Create document, Your documents, Order history, and Address book. The main content area is titled 'Order history' and contains a table of orders. The table is divided into 'Open orders' and 'Previous orders'. The 'Open orders' table has columns for Order Number, Status, Total Price, Order Date, and Actions. One order is listed with Order Number #001131, Status Submitted, Total Price \$12.03, and Order Date 7/8/07 3:53 PM. The 'Previous orders' table has columns for Order Number, Total Price, Order Date, and Actions. Two orders are listed: #001110 and #001130, both with a Total Price of \$0.00. A 'Show cancelled orders' link is also present. On the right side, there is an 'ORDER STATUS' box with descriptions for Submitted, In production, In QA, and Pick up. The footer includes the IKON WebPrint logo and a privacy policy link.

Open orders				
ORDER NUMBER	STATUS	TOTAL PRICE	ORDER DATE	ACTIONS
#001131	Submitted	\$12.03	7/8/07 3:53 PM	DETAILS

Previous orders				Show cancelled orders
ORDER NUMBER	TOTAL PRICE	ORDER DATE	ACTIONS	
#001110	\$0.00	7/5/07 10:56 AM	DETAILS RE-ORDER	
#001130	\$0.00	7/6/07 1:47 PM	DETAILS RE-ORDER	

ORDER STATUS

- Submitted - order sent for print
- In production - order is printing
- In QA - order is being reviewed for accuracy
- Pick up - order is now available for pickup

Status

When an order moves from one production stage to the next, its status displayed on this page will be automatically updated.

Submitted - Order is placed in the Print Center's New Orders queue.

In production - Order is currently being printed.

In QA - Order is being reviewed for quality assurance.

Pick up - Order is ready to be picked up.