

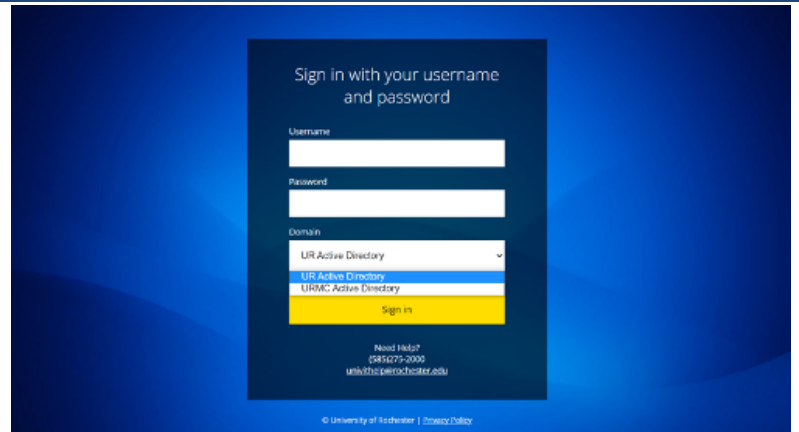
# Xerox Print Services Online Ordering Quick Start

<http://www.rochester.edu/printcenter/>

<https://webcrdp2.its.rochester.edu/>

Step 1 — Login with your AD Account. Select from the "Domain" drop down either UR Active Directory or URCM Active Directory. Then enter your AD Username and Password to proceed.

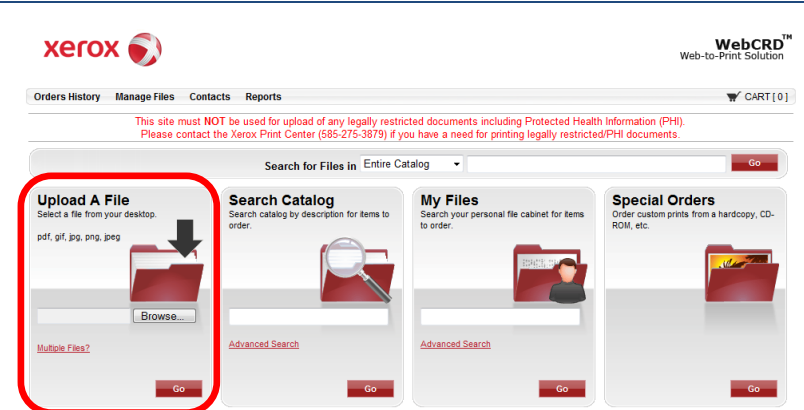
**NOTE:** This system is not to be used for any legally restricted documents including Protected Health Information (PHI).



Step 2 — Select files to print

Select the browse button to select files from your system to upload.

**Note:** The system will accept PDF, GIF, JPG, JPEG. Microsoft Office files need to be converted to PDF for submission to the Xerox Print Center.



Step 3 —

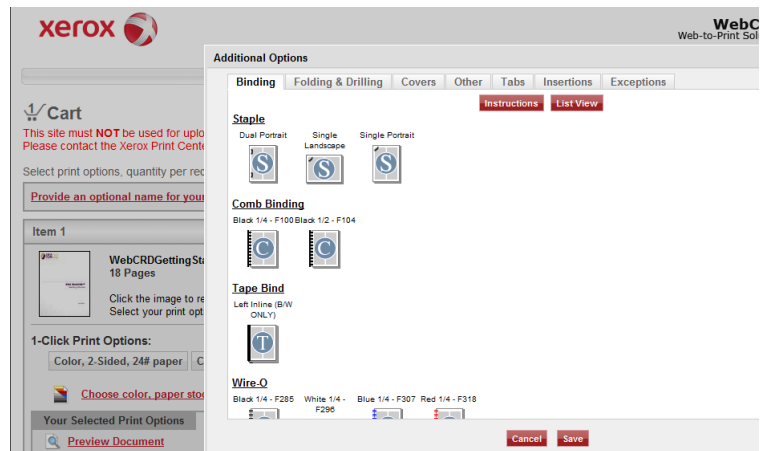
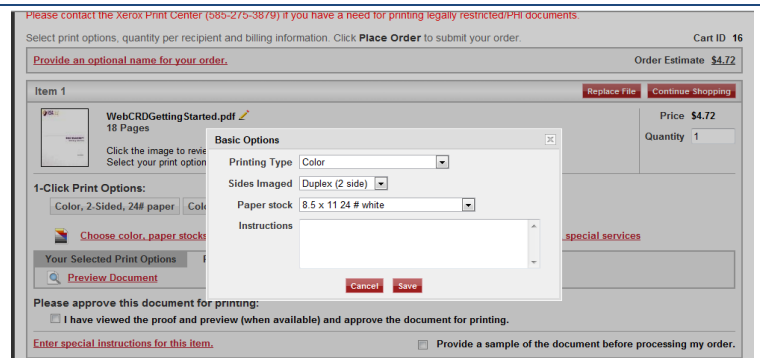
## A. Select **color, paper stocks & sides printed**

In this section you will choose the printing type (color, black & white, color with BW or wide format), sides printed and paper stock

Click **Save** when done

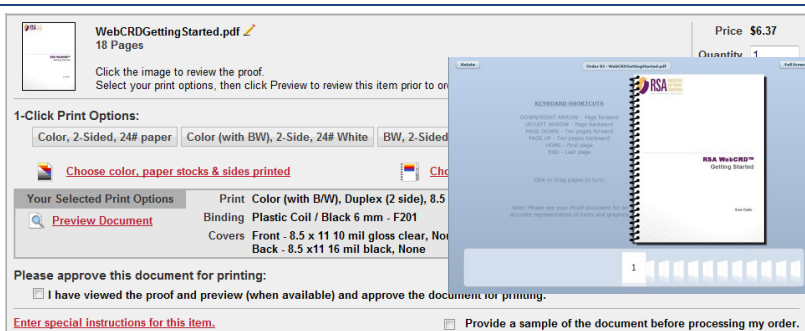
## B. Select **Binding options, covers & special services**

In this section you will choose your binding type (staple, coil, tape, etc), finishing, covers, tabs and exceptions.



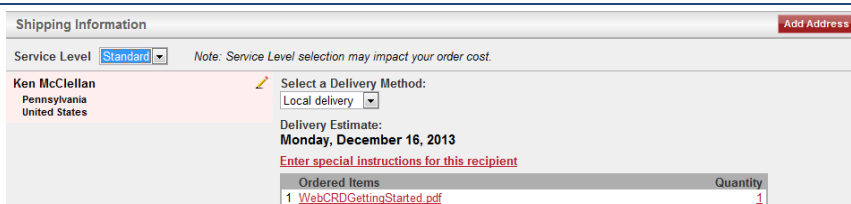
### Step 4 — Preview & Approve

- A. **Preview** the document to make sure it has the correct print options
- B. **Check** the box to verify you approve the preview.



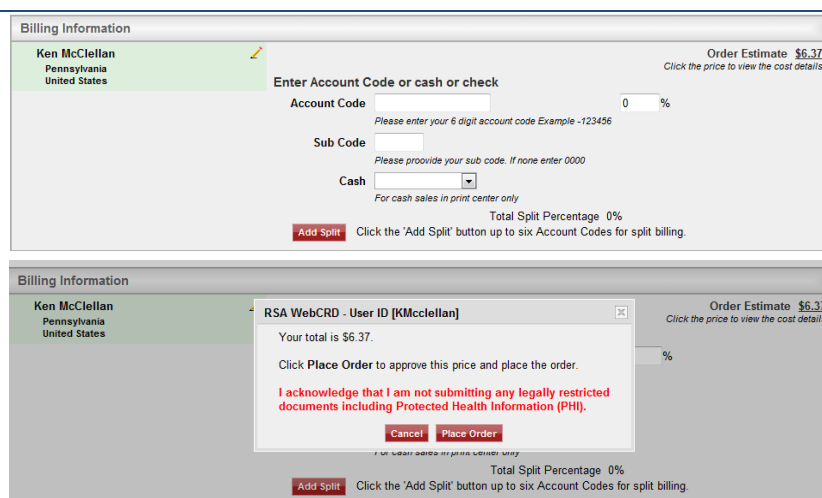
### Step 5 — Delivery Information

- A. Select the **Service Level**
- B. Select the **Delivery Method**
- C. Add or edit recipients



### Step 6 — Billing Information

- A. Enter the required account code and sub code. You can add up to six (6) account codes.
- B. Review the price estimate
- C. Submit the order by clicking the Place Order button.
- D. Approve the order by clicking the Place Order button in the confirmation box.



### Notes:

1. The web ordering system can keep you updated on the status of your order by configuring the email options of your profile
2. Use the Orders page to view the status of your order and to reorder option previously submitted jobs
3. Please use the chart below to help with your paper selection:

Paper Weight	Common Usage
20#	General black & white or color documents
24#	Higher quality color documents
80#	Document covers, post cards, greeting cards
100#	Posters, flyers, promotional materials