

Print Shop Pro WebDesk

Online Ordering for Lane Printing/Graphics

pspweb.lanecc.edu/PSP/app

Enter your L# & passphrase

Make modifications to your profile if necessary, when complete click on the "Update" button below.

Contact Information

First Name	Bill
Middle Initial	
Last Name	Johnson
Email Address	johnsonb@lanecc.edu
Phone Number	541-463-0000
Site	Printing & Graphics
Site Address	Building 7
Site City	Eugene
Site State	Oregon
Site Zip Code	97405

Available Budget Codes
View Budget Codes

Select an Action

Update Back

A first time user will land here to complete your user profile.

Update your:

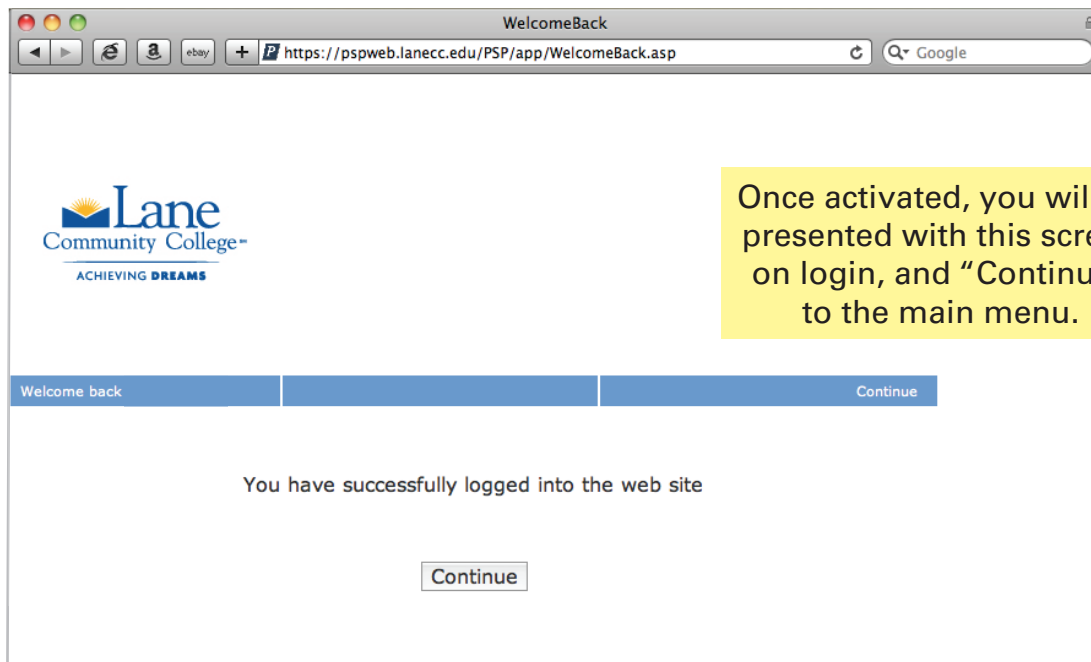
- Phone no.
- Site (at Lane)
- Site Address (building & room)

Click the "Update" button to save the info. to your profile.

IMPORTANT: Before using PrintShop Pro you need to be activated.

1. After updating your profile, email "Printing & Graphics" with your FOAP(s) that you will use for printing.
2. Once we have added your FOAP(s) to your account we will email confirmation of your activation.


ONLY after "Activation" you will be able to start placing orders.



Placing a Quick Print Order

Print Shop Pro WebDesk-Printing/Graphics **New Order** ▾ My Orders Reports

Printing Order
Store Orders

 **Welcome to Printing & Graphic's Online Ordering W**

From the New Order menu click "Printing Order" to get started

Print Shop Pro WebDesk-Printing/Graphics **New Order** ▾ My Orders Reports

Select Type of Order

By submitting your print order you confirm you have obtained all required copyright approvals.

Quick Copy Simple orders. Limited to stapling, collating, and drilling.

ORDERS WILL BE PROCESSED WITHIN 24 HRS!

NOTE: The 24 hr. order cut off is 2 pm. If you need your order sooner you may change the *Delivery Date and Time* in *Step 5*.

Print Order

Full service print orders including:

- Single- to full-color printing
- Collating & Binding
- Instructional Packets
- Booklets, Brochures
- Largest range of sizes for duplication
- Full color flyers & posters
- Large-format printing up to 44" wide
- Other specialty services


Sample "Quick Copy" order


Print Shop Pro WebDesk-Printing/Graphics **New Order** ▾ My Orders Reports


Step 1: Select Finished Size for Quick Copy

What best describes the Category of your Printing Request?

Choose your size

 **8-1/2 x 11**

 **8-1/2 x 14**

 **11 x 17**

Step 2: Quick Copy Information

Job Type **Quick Copy - 8-1/2 x 11**
Contact **Neil Isaacson**
Phone **541-463-5372** [Edit Site Information](#)
Site **Printing & Graphics**

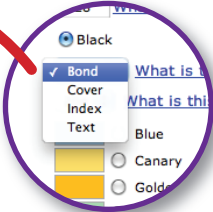
Select paper options

Job Name
of Copies [What is this?](#)

Main Paper

Format 1 Sided 2 Sided
Originals [What is this?](#)
Ink Color Black
Paper Style [What is this?](#)
Paper Weight [What is this?](#)

- Paper Color
- | | |
|--|------------------------------|
| <input type="radio"/> Blue | <input type="radio"/> Buff |
| <input type="radio"/> Canary | <input type="radio"/> Cherry |
| <input type="radio"/> Goldenrod | <input type="radio"/> Gray |
| <input type="radio"/> Green | <input type="radio"/> Ivory |
| <input type="radio"/> Lilac/Orchid | <input type="radio"/> Pink |
| <input type="radio"/> Salmon | <input type="radio"/> Tan |
| <input checked="" type="radio"/> White | |



Cover Stock Include Front Cover Include Back Cover

You have the option to add covers to your print order

*The color displayed is a close approximation of the paper color. Due to differences in monitor displays the actual paper color may vary.

Step 3: Select Cover and Back Stocks

Front Cover

Format 1 Sided 2 Sided No Print

Ink Color Black

Paper Style Index What is this?

Paper Weight 110# What is this?

- Paper Color
- Blue
 - Buff
 - Canary
 - Cherry
 - Green
 - Ivory
 - Salmon
 - White

1 Sided 2 Sided

Index What is this?

110# What is this?

90#

Blue

Canary

Green

Back Cover

Format 1 Sided 2 Sided No Print

Paper Style Index What is this?

Paper Weight 110# What is this?

- Paper Color
- Blue
 - Buff
 - Canary
 - Cherry
 - Green
 - Ivory
 - Salmon
 - White

<< Back Continue >>

Placing a Quick Print Order

Step 4: Finishing

Binding None

None Staple 1 Top Staple 2 Side

Laminate 8.5x11 (Note: adds time to your order)

Hole Punches None

None 2 Top 3 Side

Collating No Collating Collate

E₁ E₂ E₃ E₁E₂E₃

Special Instructions

Select basic bindery options

Step 4: Finishing

Binding Staple 1 Top

Hole Punches 3 Side

Collating No Collating Collate

E₁ E₂ E₃ E₁E₂E₃

Special Instructions


Summary of your choices.

Add any notes about your order in the box provided and "Continue"

Step 5: Attach Files

Attach your documents or complete the order and send hard copies to P/G along with your Job Ticket

Placing a Quick Print Order

 **Print Shop Pro WebDesk-Printing/Graphics** [New Order](#) [My Orders](#) [Reports](#)

Step 6: Billing and Delivery

Job Name English 101
Type Quick Copy - 8-1/2 x 11
Estimate # of Copies: 10
Total: **\$9.56** (Approximately \$0.96 Each)

Please note: Printing & Graphics has made every possible effort to provide accurate pricing for this order category. If changes are or a new category is needed for your job, the **total price** could change.


Billing
Account Number
You are viewing account numbers for site **Printing & Graphics...**
Please Select
(Show All My Account Numbers)

Delivery
Suggested Due Date 4/20/2016
Requested Time
Delivery
 Hold For Pick Up
 Ship To Address
 Ship to Site

Shipping Address Building 7
City Eugene
State Oregon
Zip Code 97405

<< Back Save As Quote Cancel Finish >>

Select your FOAP.
Your delivery date & time and editable

 **Print Shop Pro WebDesk-Printing/Graphics** [New Order](#) [My Orders](#) [Reports](#)

Order Process Complete

Thank you for your order. Please Click Print Ticket and send it along with the necessary artwork to P/G.

Order # **26660**
Job Name **English 101**
Current Status **Submitted**
View Order Summary [Print Job Ticket](#)

Print your Job Ticket

Placing a Quick Print Order

Order Detail for Order ID 26660

<< Back [Copy Order](#) [Print Ticket](#) Estimate \$9.56
Price Each (\$0.96 per Set)

Job Name English 101 **Status** Submitted
Site Printing & Graphics **Order Category** Quick Copy **Date Due** 4/20/2016
Contact Neil Isaacson **Finished Size** 8-1/2 x 11 **Due Time**
Account Number 000000-000000-000000-000000 **Graphics Work Required**
Date Ordered 4/19/2016

You can also print the Job Ticket from your Order Summary

of Copies 10 **Special Instructions**

	Purpose	Size	Style	Color	Weight	Sides	Originals
Paper	Main Paper	8-1/2 x 11	Bond	White	20#	Two Sided	10 / 10
	Front Cover	8-1/2 x 11	Index	Blue	110#	One Sided	1
	Back Cover	8-1/2 x 11	Index	Blue	110#	No Print	0

Attachments

Binding Staple 1 Top
Hole Punch 3 Side
Collate 

Ship To Ship to Other
Address1 Neil Isaacson
Address2 Building 7
City, State Zip Eugene, OR 97405
Shipping Phone 541-463-5372

Delivery Note
Customer Note
 << Back [Copy Order](#) [Print Ticket](#)



Lane Community College - Printing/Graphics
 4000 East 30th Ave
 Eugene, OR 97405



Job Ticket
26660

Ph: 541-463-5372 Fax:

Priority: Medium

Created Date: 4/19/2016 Requisition # _____ Originator: Neil Isaacson
 Status: Submitted Needed by: 4/20/2016 Designer: _____
 Job Name: English 101 Ship to Phone: 541-463-5372 Recipient: _____
 Site/Dept: Printing & Graphics (Neil Isaacson)
 Account #'(s): 000000-000000-000000-000000 Approval: _____ Copyright Approved

ORDER

Sets: 10 Proof Required Sheets per Set: 12
 Category: Quick Copy Graphics Work Required Collate # Pads: 0
 Finish Size: 8-1/2 x 11 Color Printing Score Perforate
 Add-ons: _____

BINDING

CUT

FOLD

DRILLING

E Staple 1 Top Left None None **E** 3 Side (4)

STOCKS

Sheets	#UP	Originals	Stock	2Sided	Resource	Color	Imp's
10/set (100)	Single	10/10	20# Bond White 8-1/2 x 11	<input checked="" type="checkbox"/> 2Sided	Xerox D110/D125 Copier	<input type="checkbox"/>	100 /100
(Main Paper)							
1/set (10)	Single	1	110# Index Blue 8-1/2 x 11	<input type="checkbox"/>	Xerox D110/D125 Copier	<input type="checkbox"/>	10
(Front Cover)							
1/set (10)	Single	0	110# Index Blue 8-1/2 x 11	<input type="checkbox"/>	Xerox D110/D125 Copier	<input type="checkbox"/>	0
(Back Cover)							

INSTRUCTIONS

SHIPPING

Packaging: None Distribution: _____
 Notes: _____ Ship To: Ship to Other Neil Isaacson Building 7 Eugene, OR 97405
 Delivery Note: _____

FILE ATTACHMENTS

There are no files attached to this order.

APPROVED BY

Signature: _____ Date: _____ OrderID: 26660
 Print: _____ Date: _____ Price: \$9.56

Select Type of Order

By submitting your print order you confirm you have obtained all required copyright approvals.

Quick Copy Simple orders. Limited to stapling, collating, and drilling.

ORDERS WILL BE PROCESSED WITHIN 24 HRS!

NOTE: The 24 hr. order cut off is 2 pm. If you need your order sooner you may change the *Delivery Date* and *Time* in *Step 5*.

For more extensive print needs choose Print Order.









Print Order

Full service print orders including:

- Single- to full-color printing
- Collating & Binding
- Instructional Packets
- Booklets, Brochures

Step 1: Select Category

What best describes the Category of your Printing Request?




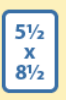




 B/W Copies	 NCR (Carbonless)	 Pads		
 Color Copies (Posters, Flyers, etc)	 Large Posters & Banners	 Offset Press	 Packets	 NCR Ream Orders ONLY
 Business Cards	 Butcher Paper	 Custom Order	 Design only	 Staff Directory

Select the type of order
This example is for Color Copies

Placing Other Types of Print Orders

Step 2: Select Finished Size for Color Copies (Posters, Flyers, etc)

What best describes the Category of your Printing Request?

 8-1/2 x 11	 8-1/2 x 14	 11 x 17	 5-1/2 x 8-1/2
 4.66 x 8.5	 5 x 7	 5-1/2 x 7-1/2	 BC - 3-1/2 x 2

Step 3: Print Order Information

Job Type **Color Copies (Posters, Flyers, etc) - 11 x 17**
Contact **Neil Isaacson**
Phone **541-463-5372** [Edit Site Information](#)
Site **Printing & Graphics**

Job Name

of Copies [What is this?](#)

Graphic Design

Main Paper

Format 1 Sided 2 Sided

Originals [What is this?](#)

Ink Color Black Color Both

Paper Style [What is this?](#)

Paper Weight **100#** [What is this?](#)

Paper Color White

[<< Back](#) [Continue >>](#)

*The color displayed is a close approximation of the paper color. Due to differences in monitor displays the actual paper color may vary.

Placing Other Types of Print Orders

Print Shop Pro WebDesk-Printing/Graphics [New Order](#) ▾ [My Orders](#) [Reports](#)

Step 4: Finishing

Binding None

None Staple 1 Top Staple 2 Side

Laminate 11x17 (Note: adds time to your order)

Folding None

Cutting None

Hole Punches None

Collating No Collating Collate Reverse Collate

Scoring

Perforating

Special Instructions

Print Shop Pro WebDesk-Printing/Graphics [New Order](#) ▾ [My Orders](#) [Reports](#)

Step 6: Billing and Delivery

Job Name **Drama poster**

Type Color Copies (Posters, Flyers, etc) - 11 x 17

Estimate # of Copies: 75
Total: \$56.10 (Approximately \$0.75 Each)

Please note: Printing & Graphics has made every possible effort to provide accurate pricing for this order category. If changes are or a new category is needed for your job, the **total price** could change.

Billing **Account Number**

You are viewing account numbers for site **Printing & Graphics...**

▾

Delivery **Suggested Due Date** 4/19/2016

Delivery Hold For Pick Up
 Ship To Address
 Ship to Site

Shipping Address

City

State ▾

Zip Code

To experiment with the ordering process, or to get basic prices, you can progress all the way to this screen. Click "Finish" only if you are ready to place an order, or "Save as Quote" if you want to place the order later.

Copying a Previous Print Order

To reorder a previous print job select "My Orders" from the menu bar. Find the order you'd like to clone and select "View" from the far right. The search function allows the user to find orders in a variety of ways.

Print Shop Pro WebDesk-Printing/Graphics New Order ▾ **My Orders** Reports Admin More ▾ Log Out

Order Filter for Neil Isaacson

Print Category: All Orders Site/Dept: Created Date Start: Status Date Start: # Records per Page: 100 Shipped

Status Category: All Job Name: Created Date End: Status Date End: Account Number Contains: My Orders Only

Order Type: All Types OrderID: **648 Orders Found** Requisition# Contains:

OrderID	Type	Req#	Job Name	Site/Dept Code	Account Number	Amount	Created Date	Status Date	Shipped	Status	
26662	Print		Drama poster	Printing & Graphics	000000-000000-000000-000000	\$56.10	4/19/2016	4/19/2016	No	Denied	View
26660	Print		English 101	Printing & Graphics	000000-000000-000000-000000	\$9.56	4/19/2016	4/19/2016	No	Denied	View
26658	Print		Inspirational Sounds program	Printing & Graphics	FOAP Pending	\$322.60	4/19/2016	4/19/2016	No	Quote Only	View Edit

Print Shop Pro WebDesk-Printing/Graphics New Order ▾ My Orders Reports

Order Detail for Order ID 26662

<< Back [Copy Order](#) [Print Ticket](#) Estimate: \$56.10 Price Each: (\$0.75 per Set)

Job Name: Drama poster **Status:** Denied

Site: Printing & Graphics **Order Category:** Color Copies (Posters, Flyers, etc) **Date Due:** 4/19/2016

Contact: Neil Isaacson **Finished Size:** 11 x 17 **Due Time:**

Account Number: 000000-000000-000000-000000 **Graphics Work Required:** **Date Ordered:** 4/19/2016

of Copies: 75 **Special Instructions:**

Paper	Purpose	Size	Style	Color	Weight	Sides	Originals
Main Paper		12 x 18	Coated Color Copy Text	White	100#	One Sided	1

Attachments:

Binding: None Folding: None Cutting: None Hole Punch: None

Collate:

Reverse Collate:

Scoring: Perforating:

Ship To: Ship to Other

Address1: Neil Isaacson **Address2:** Building 7


City, State Zip: Eugene, OR 97405 **Shipping Phone:** 541-463-5372

Delivery Note: **Customer Note:**

<< Back [Copy Order](#) [Print Ticket](#)

From the "Order Detail" click "Copy Order" to begin the new order

Copying a Previous Print Order

 **Print Shop Pro WebDesk-Printing/Graphics** New Order ▾ My Orders Reports

Edit Print Order ID 26704

<< Back Cancel Edit Save Estimate
Price Each

Job Name Drama poster 4/19/2016 Status

Site Printing & Graphics Order Category Color Copies (Posters, Flyers, etc) Date Due

Contact Neil Isaacson Finished Size 11 x 17 Due Time

Account Number
You are viewing account numbers for site **Printing & Graphics...**

Account Number
Please Select Show All My Account Numbers

Graphics Work Requi
Date Ordered


of Copies 75 Special Instructions (Cloned From Order#26662)


Paper	Purpose	Size	Style	Color	Weight	Sides
Edit	Main Paper	12 x 18	Coated Color Copy Text	White	100#	One Sided

[Add New Stock](#)

Attachments [Add New File](#)
To view PDF files you will need a PDF viewer, such as Adobe Reader.

Binding None Change bindery selection.
Folding None Change bindery selection.
Cutting None Change bindery selection.
Hole Punch None Change bindery selection.

Collate 

Reverse Collate 

Scoring
Perforating

Ship To Ship to Other ▾

Address1 Neil Isaacson
Address2 Building 7
City, State Zip Eugene, OR 97405
Shipping Phone 541-463-5372

Delivery Note
Customer Note


<< Back Cancel Edit Save

At this point you can rename your order if different, change the quantity, or edit the paper stock.

Click "Save"

Any attachments to orders are saved in the Print Shop Pro system. When copying an order, if your file has been updated you can delete the attachment and add a new one at this step.

Copying a Previous Print Order

 **Print Shop Pro WebDesk-Printing/Graphics** [New Order](#) [My Orders](#) [Reports](#)

Order Detail for Order ID 26704

<< Back [Edit Order](#) [Copy Order](#) [Print Ticket](#) Estimate \$56.10
[Submit Order](#) [Cancel Order](#) Price Each (\$0.75 per Set)



Job Name Drama poster 4/19/2016 **Status** Quote Only
Site Printing & Graphics **Order Category** Color Copies (Posters, Flyers, etc) **Date Due** 4/19/2016
Contact Neil Isaacson **Finished Size** 11 x 17 **Due Time**
Account Number 000000-000000-000000-000000 **Graphics Work Required**
Date Ordered 4/19/2016

of Copies 75 **Special Instructions** (Cloned From Order#26662)

Paper	Purpose	Size	Style	Color	Weight	Sides	Originals
	Main Paper	12 x 18	Coated Color Copy Text	White	100#	One Sided	1

Attachments

Binding None
Folding None
Cutting None
Hole Punch None

Collate 
Reverse Collate 
Scoring
Perforating

Ship To Ship to Other
Address1 Neil Isaacson
Address2 Building 7
City, State Zip Eugene, OR 97405
Shipping Phone 541-463-5372

Delivery Note
Customer Note

<< Back [Edit Order](#) [Copy Order](#) [Print Ticket](#)
[Submit Order](#) [Cancel Order](#)

Click "Submit Order" to complete the reorder.



COLLEGE ONLINE POLICY AND PROCEDURE SYSTEM

- » Alphabetical Listing
- » Category Listing
- » Search COPPS

- » Board Policies

PRINTING: STATIONERY, BUSINESS CARDS AND NOTE PADS

Type: Procedure
Category: Institutional Integrity
Department: Marketing and Public Relations
Phone: (541) 463-5889
Primary Contact: Tracy Simms
Contact Email: simmst@lanecc.edu
Date Adopted: Saturday, May 1, 1999
Date Last Reviewed: Sunday, September 1, 2002
Narrative:

The college's stationery, envelopes, business cards, and note pads are standardized to reduce production costs, eliminate waste from obsolescence and to provide a unified image of the college. Printing/Graphics has samples of these items and a notebook with the specifications. To ensure standardization, these items are to be produced by Printing/Graphics. This applies to all college departments. Departments that have questions or wish to modify the standards should contact the Executive Assistant to the President at (541) 463-5889.

6-8p.m.: Getting Outta Town

Lane offers #SCUBA as a PE credit! Check out PE 182A for more details. #LCC #Titans ...

- | | | |
|----------------------------|----------------------------------|---------------------------|
| Admissions | Lane Home | Calendars |
| About Lane | Future Students | Library |
| Employment | Current Students | Locations |
| Lane A-Z | Community | Search |
| Contact Us | Employees | Newsroom |



All Social Media at Lane