Print Shop Pro WebDesk
Online Ordering for Lane Printing/Graphics

pspweb.lanecc.edu/PSP/app

Print Shop Pro WebDesk-Printing/Graphics   Contact Us

NEW USERS —

Please read these instructions _before_ you begin.

LANE employees are already "Registered Users" in the Print Shop Pro system. For **USER NAME** please use your **L-Number** and then your **Passphrase** (just like ExpressLane).

If you work for Lane Community College **DO NOT** use the **"Not a Registered User?"** section at the bottom. _This is for off campus customers only._

If this is your **first Log In**, it is a two step process.

1. Log in and complete your profile
2. Send a Groupwise email with your FOAP to our group account called **Printing & Graphics**

Enter your L# & passphrase

Registered Users

| User Name | | Show Help |
| Password | | Show Help |

Login

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

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	Show Help
Phone Number	541-463-0000	Show Help
Site	Printing & Graphics
Site Address	Building 7	Show Help
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.
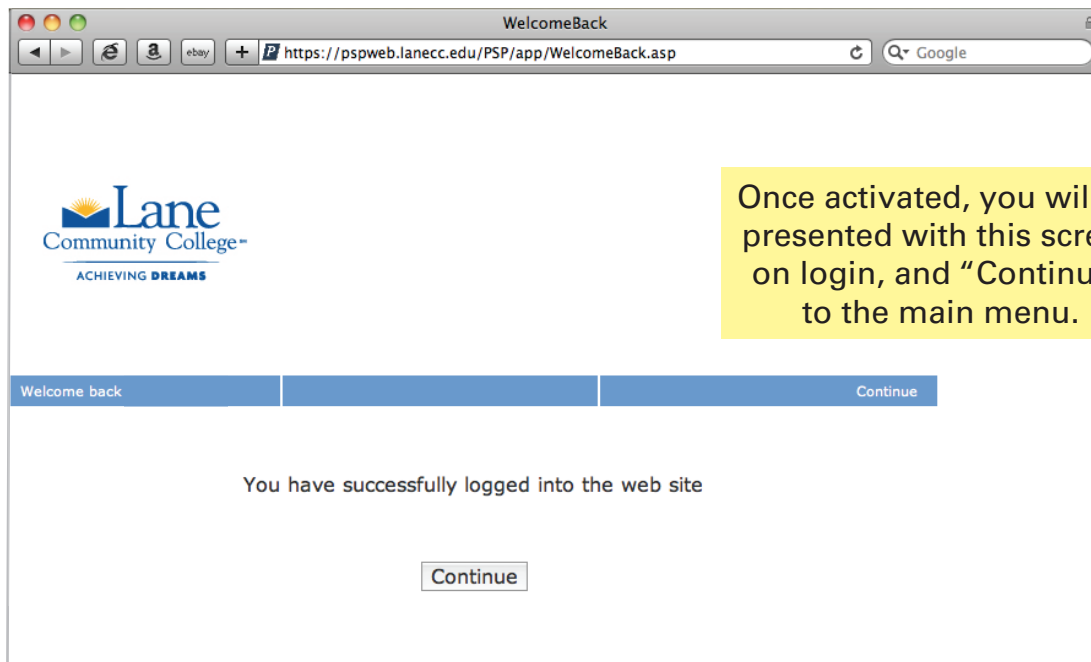
Update your:
- Phone no.
- Site (at Lane)
- Site Address (building & room)

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

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

1. After upating 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.

Once activated, you will be presented with this screen on login, and "Continue" to the main menu.

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

Printing Order
Store Orders

Lane
Community College™
ACHIEVING DREAMS

Welcome to Printing & Graphic's Online Ordering W

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

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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.

Sample "Quick Copy" order

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

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**

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

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   English 101

# of Copies   10   What is this?

Main Paper

Format   ○1 Sided ●2 Sided

Originals   20   What is this?

Ink Color   ●Black

Paper Style   [Bond ▾]   What is this?

Paper Weight   **20#**   What is this?

● Black
✓ Bond
Cover
Index
Text

Paper Color

○ Blue		○ Buff	
○ Canary		○ Cherry	
○ Goldenrod		○ Gray	
○ Green		○ Ivory	
○ Lilac/Orchid		○ Pink	
○ Salmon		○ Tan	
● White			

Blue
○ Canary
○ Gold

Cover Stock   ☑Include Front Cover   ☑Include Back Cover

[<< Back]   (Continue >>)

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.

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

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
- ○ Canary
- ○ Green
- ○ Salmon
- ○ Buff
- ○ Cherry
- ○ Ivory
- ○ White

(callout)
- ○ 1 Sided ○ 2 Si...
- [Index ▾] What is...
- ✓ 110#
- 90#
- Blue
- ○ Canary
- ○ Gre...
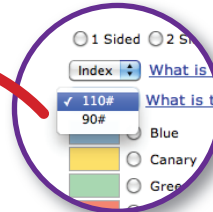
Back Cover

Format	○ 1 Sided ○ 2 Sided ● No Print
Paper Style	[Index ▾] What is this?
Paper Weight	[110# ▾] What is this?

Paper Color

- ● Blue
- ○ Canary
- ○ Green
- ○ Salmon
- ○ Buff
- ○ Cherry
- ○ Ivory
- ○ White

(<< Back) (Continue >>)

5

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

Step 4: Finishing

Binding   None [Cancel]

◉ None   ○ **E** Staple 1 Top   ○ **E** Staple 2 Side

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

Hole Punches   None [Cancel]

◉ None   ○ **E** 2 Top   ○ **E** 3 Side

Collating   ○ No Collating   ◉ Collate

E₁ **E**₂ **E**₃   **E**₁₂₃

Select basic bindery options

Special Instructions

[   ]

[Back <<] [Continue >>]

Step 4: Finishing

Binding   **E** Staple 1 Top [Change]

Hole Punches   **E** 3 Side [Change]

Collating   ○ No Collating   ◉ Collate

E₁ **E**₂ **E**₃   **E**₁₂₃

Summary of your choices.

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

Special Instructions

[   ]

[Back <<] [Continue >>]

Step 5: Attach Files

Attach a File?

[<< Back]   [Yes]   [No - Skip Attaching a File >>]

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

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

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

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	E	Staple 1 Top
Hole Punch	E	3 Side
Collate	☑ E₁E₂E₃	

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

26660

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** (Main Paper)	☑ **2Sided**	Xerox D110/D125 Copier	☐	100 /100
1/set (10)	Single	1	**110# Index Blue 8-1/2 x 11** (Front Cover)	☐	Xerox D110/D125 Copier	☐	10
1/set (10)	Single	0	**110# Index Blue 8-1/2 x 11** (Back Cover)	☐	Xerox D110/D125 Copier	☐	0

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**

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*.

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

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

Step 1: Select Category

What best describes the Category of your Printing Request?

Select the type of order

This example is for Color Copies

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
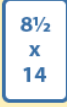
Custom Order

Design only

Staff Directory

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

Step 2: Select Finished Size for Color Copies (Posters, Flyers, etc)
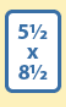
What best describes the Category of your Printing Request?

8½ x 11	8½ x 14	11 x 17	5½ x 8½
8-1/2 x 11	**8-1/2 x 14**	**11 x 17**	**5-1/2 x 8-1/2**

	5 x 7	O	3½ x 2
4.66 x 8.5	**5 x 7**	**5-1/2 x 7-1/2**	**BC - 3-1/2 x 2**

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

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	Drama poster
# of Copies	75 What is this?
Graphic Design	☐

Main Paper

Format	⦿1 Sided ◯2 Sided
# Originals	1 What is this?
Ink Color	◯Black ⦿Color ◯Both
Paper Style	Coated Color Copy Text ▲▼ 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.

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

Step 4: Finishing

Binding   None [Cancel]

○None   ○ [E] Staple 1 Top ○ [E] Staple 2 Side

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

Folding   None [Change]
Cutting   None [Change]
Hole Punches   None [Change]
Collating   ●No Collating ○Collate ○Reverse Collate

[E₁][E₂][E₃] [E₁E₂E₃]   [E₃E₂E₁]

Scoring   ☐
Perforating   ☐

Special Instructions

[Back <<] [Continue >>]

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**...
           [000000-000000-000000-000000 ▼]
           [Show All My Account Numbers]

Delivery   **Suggested Due Date**   [4/19/2016] 📅

           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 >>)

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.

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.

From the "Order Detail" click "Copy Order" to begin the new 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
Site	Printing & Graphics ⬍
Contact	Neil Isaacson

Order Category   Color Copies (Posters, Flyers, etc)
Finished Size   11 x 17 ⬍

Status
Date Due
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

(Cloned From Order#26662)

# of Copies   75   **Special Instructions**

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.

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

Order Detail for Order ID 26704

<< Back   (Edit Order)   (Copy Order)   (Print Ticket)

(Submit Order)   (Cancel Order)

| Estimate | $56.10 |
| 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) |

	Purpose	**Size**	**Style**	**Color**	**Weight**	**Sides**	**Originals**
Paper	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	☐ E₁ E₂ E₃
Reverse Collate	☐ E₃ E₂ E₁
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.

USPS – Plan & Design   https://www....ices_ltr.pdf   User account...ity College   Webtools   Lineco Self ...splay Stands   Webtools

APPLY & ENROLL   PROGRAMS   STUDENT LIFE   CONNECTIONS   ABOUT

Search or AskLane

Lane Community College™

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 ...

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Community
Employees

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