



Online Ordering

Business Cards | Letterhead | Envelopes

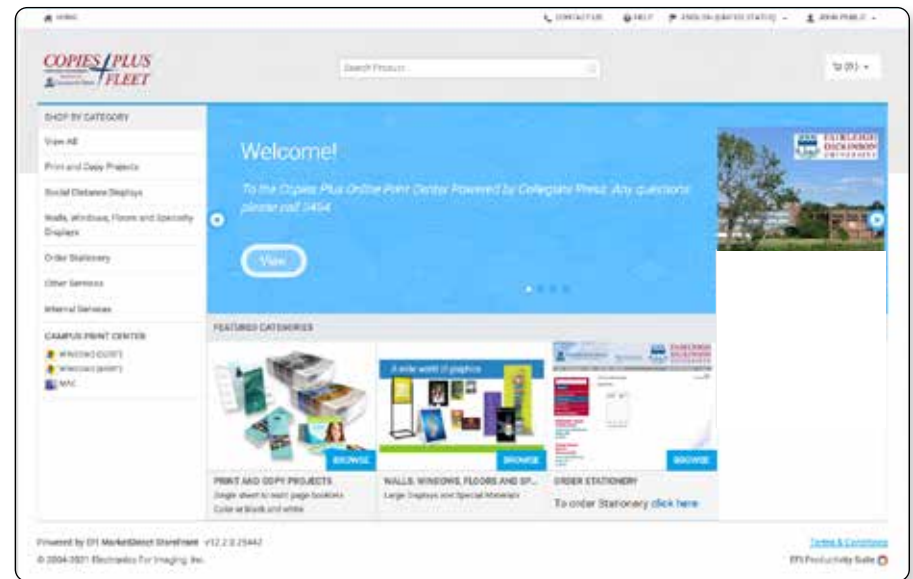
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FAIRLEIGH DICKINSON
POWERED BY
 COLLEGIATE PRESS **FLEET**

LOGGING IN

- 1 Go to copiesplus.myprintdesk.net/dsf and enter your FDU University credentials.



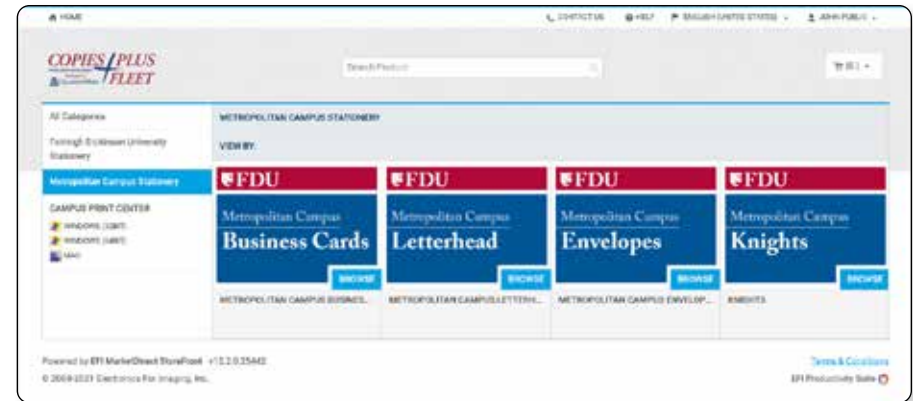
- 2 Select **Stationery Products** from the Featured Categories at the bottom of the page, or from the list of categories on the left.
 - *You may also navigate the available categories by using the links in the column to the left.*



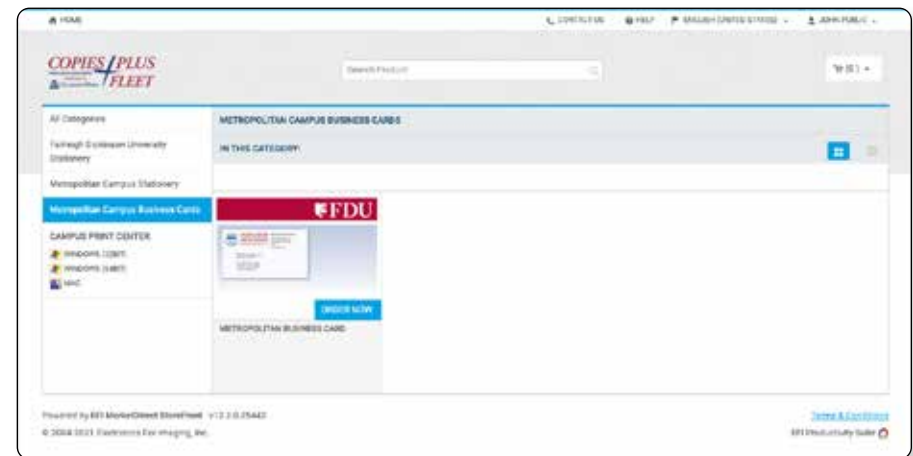
SELECT PRODUCT

3 Select the category for the type of product you'd like to order and click **Browse**.

- *You may also navigate the available categories by using the links in the column to the left.*



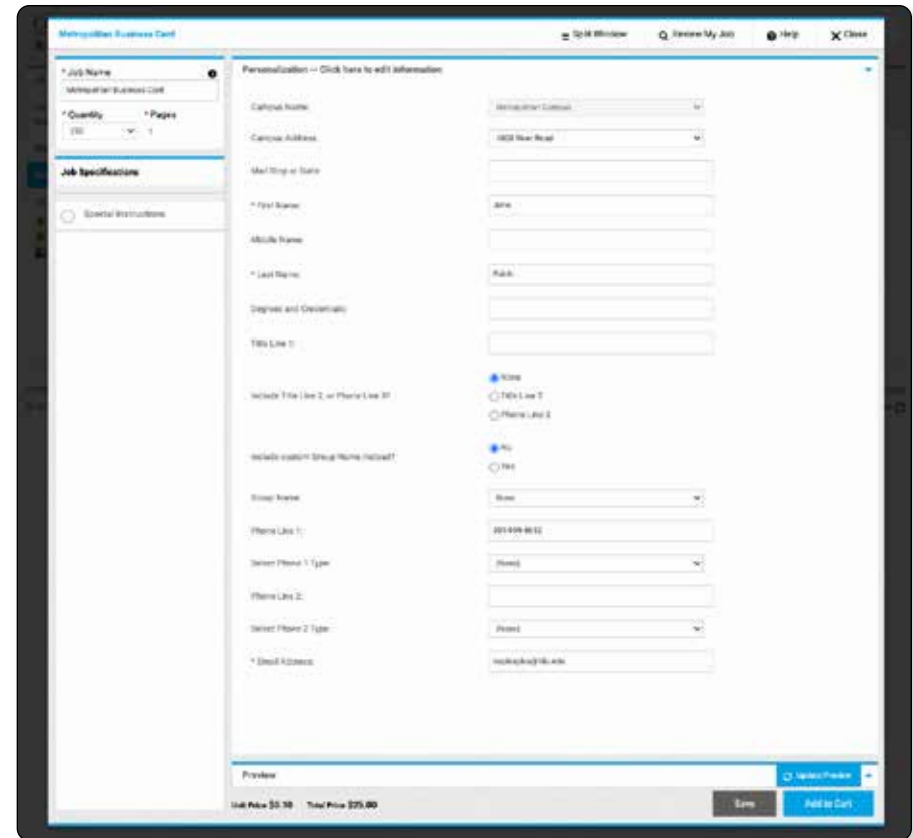
4 Navigate the sub categories to find the product you would like to order. Click **Order Now** to start Personalizing your item or click on Continue Shopping.



PERSONALIZATION

5 Fill in the fields required for the product you have selected. Some items will be automatically filled in based on the content of your user profile.

- *Required fields will be marked with a red asterisk.*
- *Some fields may require specific information. A pop up message will let you know if anything needs to be changed.*
- *Any input fields that are marked by two diagonal lines in the lower right corner will accept line returns as you enter your text, allowing more control in the way your project is formatted.*



The screenshot shows the 'MetroPCS Business Card' personalization interface. The 'Job Name' field is empty. The 'Personalization' section contains several fields: 'Campus Name' (dropdown), 'Campus Address' (dropdown), 'Mail Stop or Suite' (text), 'First Name' (text), 'Middle Name' (text), 'Last Name' (text), 'Degree and Organization' (text), 'Title Line 1' (text), 'Include Title Line 1 or Phone Line 1?' (radio buttons), 'Include custom Group Name instead?' (radio buttons), 'Phone Name' (dropdown), 'Phone Line 1' (text), 'Select Phone 1 Type' (dropdown), 'Phone Line 2' (text), 'Select Phone 2 Type' (dropdown), and 'Email Address' (text). A 'Preview' section at the bottom shows 'Unit Price \$5.38' and 'Total Price \$25.90'. Buttons for 'Save' and 'Add to Cart' are visible.

6 Fill in the **Job Name** field in the top left corner of the window.

- *This contains the product name by default, but changing it to include details specific to this order will be helpful when reordering this item.*

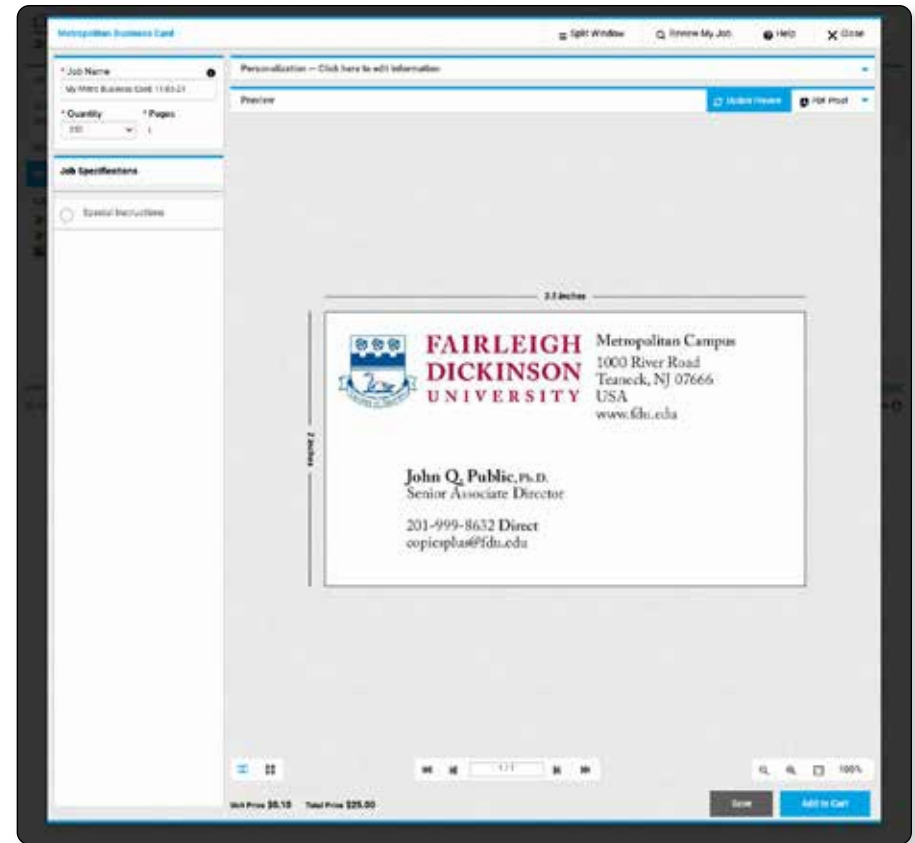
7 Select the print quantity.



The screenshot shows the same 'MetroPCS Business Card' personalization interface. The 'Job Name' field is now filled with 'My Metro Business Card 11-01-21'. The 'Personalization' section contains the same fields as the previous screenshot, but the 'Phone Name' dropdown is now set to 'None'.

PREVIEW

- 8 Click **Update Preview**. Once document is generated, it will display on screen.
- *You may zoom in and out using your scroll wheel or by using the controls in the lower right corner. Click and drag to move the page around.*
 - *Use the controls at the bottom center to navigate any additional pages.*
- 9 Review your preview thoroughly. Make sure that all content you entered appears as expected. The order will be printed exactly as it is displayed on screen.
- *If you need to edit or adjust anything, click the Personalization bar at the top of the window. Make your adjustments and click Update Preview again.*
 - *If you wish to download a PDF proof of your file, click the PDF Proof button next to the Update Preview button.*



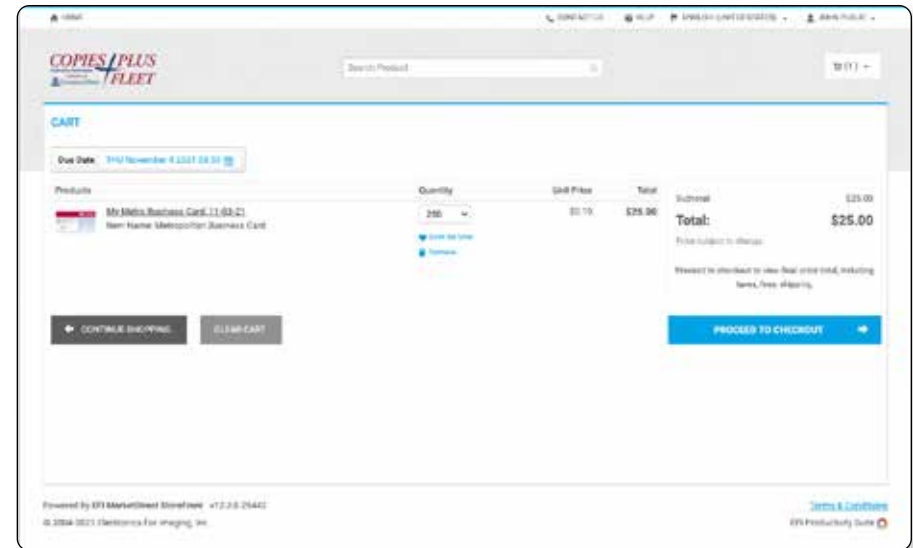
- 10 When you are satisfied with the preview, click the **Add to Cart** button in the lower right corner of the window. You will be asked to confirm that you have reviewed the Preview and are approving the job to be printed as shown in the Preview. Click **I Agree**.



SHOPPING CART

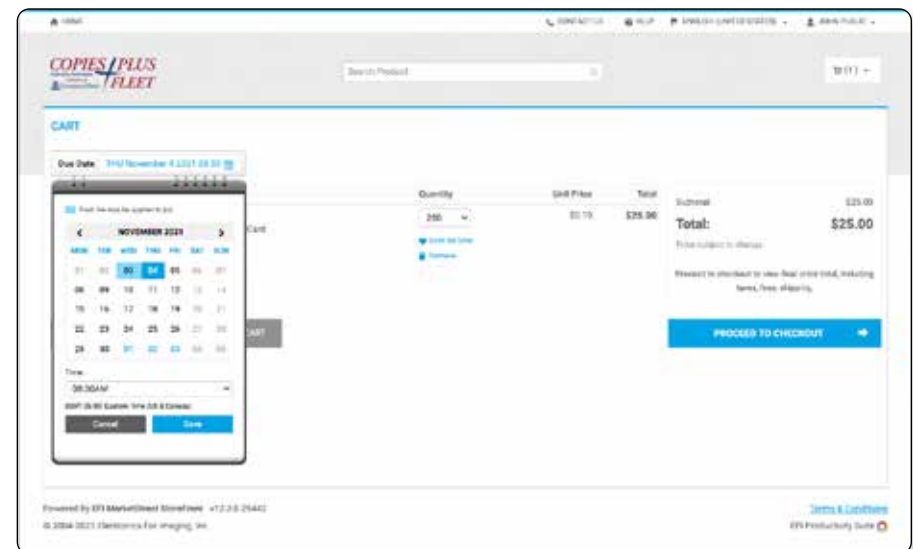
11 Review the contents of your Shopping Cart.

- *Using the options to the right of your purchases, you may adjust the quantity, put an item on hold, or remove it entirely from the Shopping Cart.*



12 Click on **Due Date** to request a date and time for your orders completion.

13 When you're ready, click on **Proceed to Checkout**



SHIPPING

- 14 Verify or update your shipping address and options.
Information marked with an asterisk is required.
- 15 If you have made any changes to your default shipping information, click **Save**. Click **Proceed to Payment** when you're ready.

The screenshot shows a web interface for a shipping form. At the top, there's a navigation bar with 'CONTACT US', 'HELP', and 'MY ACCOUNT'. The main heading is 'COPIES PLUS FLEET'. Below the heading, there are three steps: 'Shipping', 'Payment', and 'Track'. The current step is 'Shipping', which is titled 'Select a shipping address & shipping options'. The form is divided into two main sections: 'SHIPMENT 1' and 'Products'. The 'SHIPMENT 1' section includes a dropdown for 'Please select a shipment type' (currently set to 'Internal Campus Delivery') and an 'ADDRESS' section. The address fields are: 'First Name' (John), 'Last Name' (Public), 'Address Line 1' (1000 West Road), 'Address Line 2' (Address 1 CP1-01), 'Address Line 3' (), 'City' (Trenton), 'County' (), 'Country' (United States), 'State/Province/Region' (NJ - New Jersey), 'Zip/Postal Code' (07906), 'Phone Number 1' (201-999-6655), 'Company' (FDU Staff), and 'Email' (edp@fduplus.edu). There is also a 'Delivery Instructions' text area and a checkbox for 'Save to My Address Book'. At the bottom of the form, there are 'Save' and 'Cancel' buttons, a note 'You must click save to proceed with checkout.', an 'Add another shipment' button, and a 'CONTINUE SHIPPING' button. The 'Products' section on the right shows 'My Metro Business Card, 11-03-21', 'Item Name: Metrotop for Business Card', 'Qty: 100', 'Unit Price: \$19.00', 'Subtotal: \$19.00', 'Shipping: \$0.00', and a 'Total: \$25.00'. At the bottom right, there is a 'PROCEED TO PAYMENT' button. The footer contains 'Powered by EPI MarketDirect Storefront v13.1.0.25482', '© 2004-2021 EDocware For Imaging, Inc.', and 'EPI Productivity Suite'.

PAYMENT

16 Enter your Budget Number.

This will be the first 7 digits with a hyphen after the first number: (ex: 1-000000). You will not be able to submit your order without this step being completed. (see note*)

17 Click **Place My Order** to finalize and submit order.

Once your order is submitted you will receive an email from printcenter@collegiatepress.net confirming receipt of your order.

This email will also contain your order number.

**Note: If your account is not available in the system, please log out and your order will remain in your cart.*

Notify Copies Plus at ext: 2454 and they will assist you with adding your GL account to the system.

