

# PRINT-IT JOB SUBMISSION GUIDE FOR STAFF

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## Accessing the System

Open a web browser and go to <a href="https://print-it.ul.ie">https://print-it.ul.ie</a>

- The first time you login you will be asked to complete your profile.
- Enter your Department & Phone Number.

Edit profile							
In this dialogue you can define your profile settings.	In this dialogue you can define your profile settings.						
User information							
User name:	18167101@UL						
First name:	SVEN						
Last name:	18167101						
Department:	Student						
Location:	18167101						
Company:	University of Limerick						
Telephone number:	0871234567						
Email address:	18167101@studentmail.ul.ie						

• Scroll down to set your email notification preferences and click the **Save** button.

Email notifications		
Notify me by email when:		
The order is accepted		
☑ The order is ready 1		
The order is rejected		
A quotation is requested		
The price approval is accepted or rejected		
Preferences		
Use delivery information from the order history when reordering		
	2	Save

• You can now choose the type of job you want to submit to the print room

A4 & A3 Printing Pasa saleta for dancere colour and more print recustor.	Posters Poders from 44 up to 40 size. Printed on high quality mat 180gen	Brochures A4 and A3 holded Brothures.
Stapled Booklets A5 and A4 Stepled Booklets	Lamination Laminate your soper documents to add strength and durability.	Glue/Spiral Bound Booklets Glue/Spiral Bound Booklets
Roll Up Banners Roll-up banners and displays are user-thendy ways of straining attention by but tack this, event, anownoom, promotion, shop issuinter or sporting electrorizatisation.		

## A4 & A3 Printing Example

• Within the A4 & A3 Printing category you can choose from the below two products.

Home > A4 & A3 Printing		
10% A4 & A3 Black A4 & A3 Standard Printin	ack & White ng in Black & White	A4 & A3 Colour A4 & A3 Standard Printing in Colour

#### Submitting a Print Job

- Click the Digital File button to upload the document you want to print. Files have to be in PDF format
- Select the number of copies you want and choose your finishing options (single/double sided, paper, cover, orientation, stapling and punching).

Digital file	You have to add on	e or more files to the job.									
+ Preview											
			2	Copies	Colour Black & white	1-sided or 2-si 2-sided	ided	Media A4 White Paper 8	n,	Cover None	×
				Cover media A4 White Card 16	Orientation and bin. Portrait		×	Punching None	×		
	Go to page: 1 of 6 🕅 🔌	1 2 3 4 5 6 <b>)</b>									

- As you update your print job the estimated price will also be updated.
- The **Remarks** section allows you to add specific instructions for the print room staff.
  - This can be used if a finishing option you require is not available on screen.
- Select a add a date to inform the print room of when the print job is required.
- Click the **Add** button to add your print job to your shopping cart.

Remarks: Remarks	Job Information: Required by date	29 Oct 2019	 Price estimation: Calculate now Pages of original	1		
	More settings: Caliate	¥ \$	Estimated cost Number of colour pages Number of BSW pages	€-180 € 1.62 0 1		
					Cancel	Add

#### Checking out a submitted job

- Once you have added your job to the cart you need to check it out in order to send it to the print room.
- Click the Shopping Cart Icon in the top right-hand corner of the screen and click **Checkout**.



- The Checkout screen allows you to select the appropriate **Cost Centre** to be charged for the cost of the job.
  - Students are not required to enter a cost centre.
- Click the **Submit** button to finalise your order.

M & 13 m k M g g g g g g g g g g g g g g g g g g	Basket			
Determination Concernitormation Concernitormation Concernitormation Concernitormation   Order remark Environmation Environmation Environmation Environmation Environmation   Order remark Environmation Environmation Environmation Environmation Environmation Environmation   Order remark Environmation Environmation Environmation Environmation Environmation Environmation   Environmation Environmation Environmation Environmation Environmation Environmation	A4 & A3 Black & White	Copies 20		
Order remarks   Owner informat   Roy, Roy, Whitein, Cardractora, Nd Gree, Od 2000   Seet cast cer   1000   1000     Other informat   Roy, Roy, Whitein, Od 2000   Seet cast cer   1000   1000     Other informat   Roy, Roy, Whitein, Od 2000   Seet cast cer   1000   1000     Other informat   Roy, Roy, Whitein, Od 2000   Seet cast cer   1000   1000     Other informat   Roy, Notein, Od 2000   Roy, Whitein, Od 2000   Seet cast cer   1000     Other informat   Roy, Whitein, Od 2000   Roy, Whitein, Od 2000   Seet cast cer   1000   1000     Other informat   Roy, Whitein, Od 2000     Other informat   Roy, Whitein, Od 2000     Other informat   Roy, Roy, Roy, Roy, Roy, Roy, Roy, Roy,				 Estimated price € 1.62
			Owner informat Roy, Roy.Whelan, Contractors, Not Given, 0873286735,	

- You will receive an email from the Print Room when the job is ready for collection.
- Where your cost centre is not available, please forward an approval email from the cost centre manager to ITDOfficeServices@ul.ie after which the system will be updated.

- The status of submitted print jobs can be tracked in the **Order List** section.
- You can also edit the job here or re-order the job using the previously selected options.
  - You can edit the job up until the printroom operator has accepted the job.



### **Paper Originals**

- Some products such as Lamination and Roll up Banners will not require a digital file.
- You will however be required to manually enter a name for your job and the number of copies required.
  - Type a name for your job in the text field.
  - Enter the number of Copies.
  - $\circ$   $\;$  Select the size of the lamination and submit your job.

Hardcopy Lamination	
Files	
Paper original	
Lamination Request   BW pages: 0   0 Colour pages:	
+ Preview	
Copies Lamination 4 Copies Size)	Lamination
	(Select Poster Size)
	A4 Lamination
	A3 Lamination
	A2 Lamination
	A1 Lamination
	A0 Lamination
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