



THE SCHOOL DISTRICT OF
PHILADELPHIA

School District of Philadelphia Printing and Mailing Services Print Portal User Guide

Step 1: Log in



Step 2: Account Settings



Step 3: Custom Orders



Step 4: Cart Overview



**Step 5: Order History,
Additional Offerings**

Step 1: Log in

The screenshot shows the top navigation bar with the school district logo and the department name. Below the navigation bar, there is a 'Hours of Operation' section for Monday - Friday 9am-5pm. To the right, there is a login form with fields for 'User ID' and 'Password', and a 'Log In' button. Below the login form are links for 'Sign up' and 'Forgot your password?'. The main content area features three sections: 'Order With Confidence', 'Don't Wait in Line!', and 'In a Hurry?'. A 'Get Started Today' section encourages users to log into their account. At the bottom, a 'Get Started Now' section highlights 'IT'S FAST AND EASY' and lists steps: 1 Log In, 2 Upload Files, 3 Choose.

Log in:
You will be redirected to the Online Portal home page

The screenshot shows the main menu of the website. The navigation bar includes 'home', 'my account', 'help', and 'Logout'. Below the navigation bar, there is a 'Orders Manage Files' section with a 'CART [1]' icon. The main content area features a grid of service options: 'Upload a File', 'Request a Poster', 'Order Letterhead', 'PNL Document', 'Saddle-Stitched Book', 'Order Business Cards', 'Postcards', 'Order NCR', 'Order Envelopes', and 'Need Help? Email Us'. A 'Need Help?' section provides a link to the 'Print Portal Help Guide Here'.

Note: Images in this document may vary slightly from site

Step 2: Account Settings

Please verify your account information through the “My Account” button in the top right of the home page. Modifying any of these fields will autopopulate the information into your cart when ordering.



My Account:
Clicking “My Account” will bring you to your account details page

Contact Information:
Input your contact information

Shipping Information:
Input your shipping address

Email Options:
Set your email preferences for job notifications

Step 3: Custom Orders

To order print jobs begin at the home page with “Upload a File”.


Click to browse and locate your file or drag and drop with the upload a file icon



Print settings such as paper choices, black and white or color printing, binding options etc. will be discussed in the cart section of this user guide


Step 4: Cart: Basic Overview

From the cart page, follow the steps to select your printing and shipping options.



THE SCHOOL DISTRICT OF
PHILADELPHIA

Printing and Mailing Services Department




1/ Cart

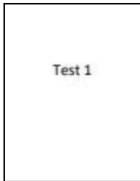
Select print options, quantity per recipient and billing information. Click **Place Order** to submit your order.


Cart ID 5146

Order Estimate \$0.50

Provide an optional name for your order.
Naming your order can be helpful for reordering.

Item 1  **Replace File** **Continue Shopping**




Test 8 Page Color.pdf 
8 Pages
8.50x11.00 Inches

Unit Price **\$0.50**

Quantity

Click the image to review the proof.
Select your print options, then click Preview to review this item prior to ordering.

Your Selected Print Options Print B/W, 1-Sided, 8.5 X 11 Text White 20 lb, Scale Down Only

 **Preview / Change Options**

Please approve this document for printing:

I have viewed the proof and preview (when available) and approve the document for printing.

Enter special instructions for this item. Provide a sample of the item before processing my order.

Print Options:
Select this button to change your paper, size, color, bindery, and many more options

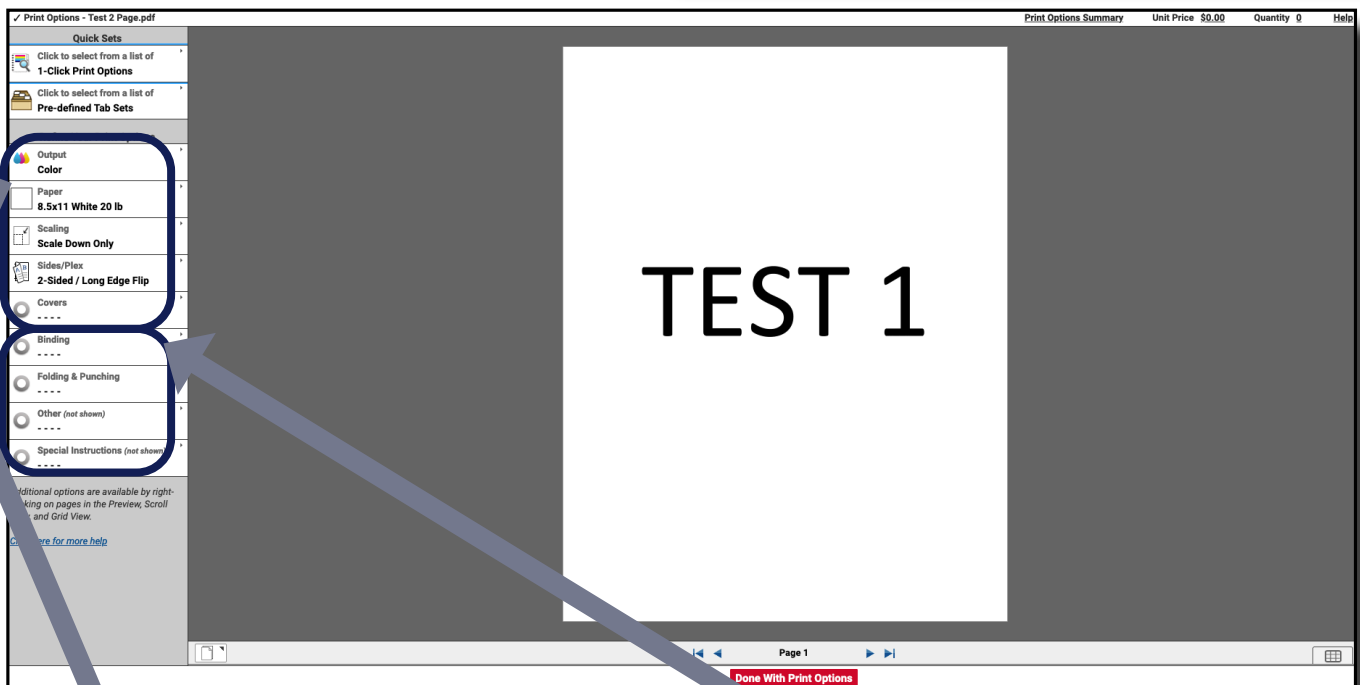
Print Options: Overview

Clicking on the “Print Options” button labeled in the previous page brings you to a dynamic preview of your job. The preview will update based upon your selected print options on the left hand column.

Document Preview:

The software will provide a dynamic preview of how your job will print.

**Please be aware, what you see is nearly a perfect interpretation of what will be printed



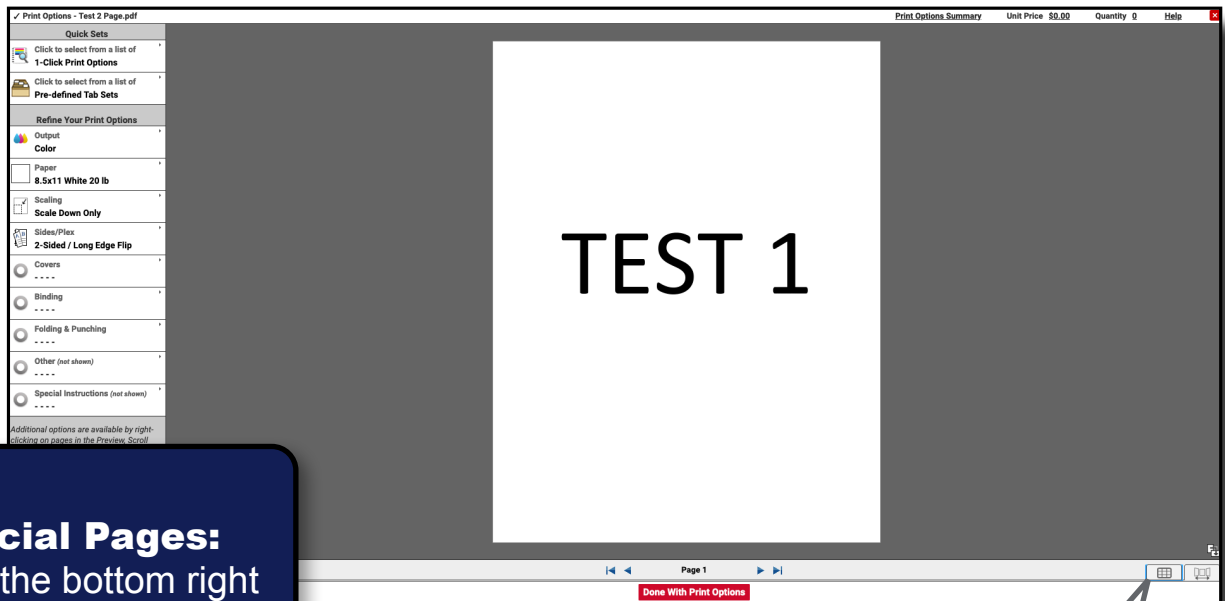
Refine Print Options:

You can choose your paper, output (B&W, Color), covers, plex (one/double sided), scaling etc. For custom paper sizes/custom jobs, please enter special instructions on the main cart page or at the bottom of this section.

Choose Finishing Options:

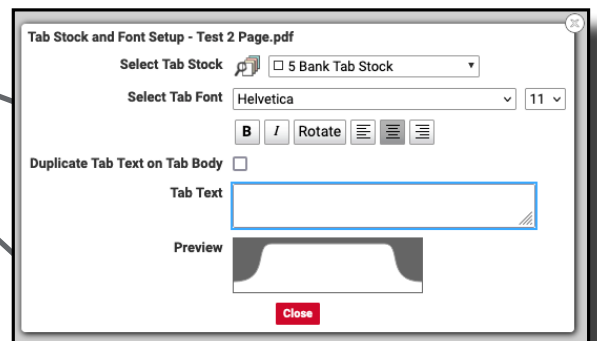
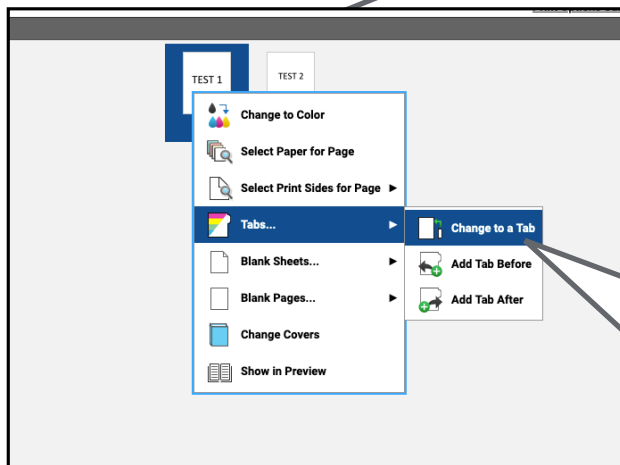
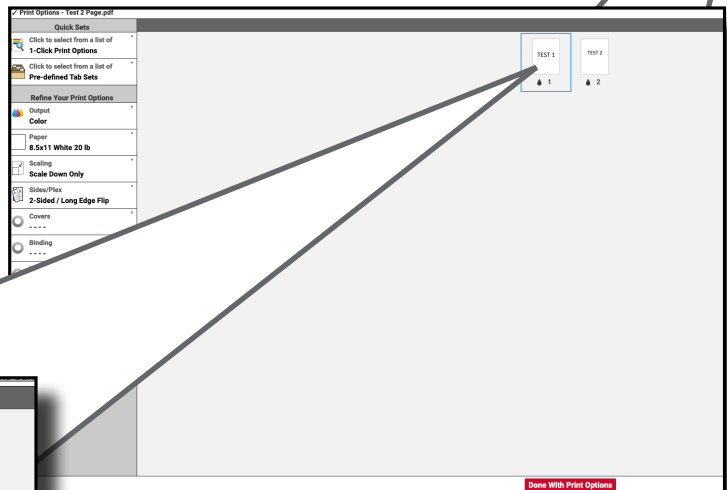
These range from binding (plastic coil/staples), folding, and other for options you may not see in the other sections. Please type your special requests into the special instructions page of the cart

Print Options: Special Pages



To Add Special Pages:

Click the icon in the bottom right of the preview. Right click on any of your pages. A menu will pop up from which the user can add blank pages, add tabs, or convert current pages to tabbed pages. To add text on the tabbed portion, enter in "Tab Text"



Cart: Overview Continued

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1/ Cart
Select print options, quantity per recipient and billing information. Click **Place Order** to submit your order. **Cart ID 5146**

Provide an optional name for your order.
Naming your order can be helpful for reordering. **Order Estimate \$0.50**

Item 1 **Replace File** **Continue Shopping**

Test 1 **Test 8 Page Color.pdf**
8 Pages
8.50x11.00 Inches
Unit Price **\$0.50**
Quantity **1**

Click the image to review the proof.
Select your print options, then click Preview to review this item prior to ordering.

Your Selected Print Options Print B/W, 1-Sided, 8.5 X 11 Text White 20 lb, Scale Down Only
Preview / Change Options

Please approve this document for printing:
 I have viewed the proof and preview (when available) and approve the document for printing.

Enter special instructions for this item. Provide a sample of the item before processing my order.

Special Instructions

Cut to 3x5

Cancel Save

Special Instructions:
Please use this area to relay any print option relevant instructions. The print staff will do their best to print to your exact specifications. It should be left blank if no additional instructions are needed.

Enter Quantity:
Please enter a quantity greater than 0.

Shipping/Billing Information

Please verify and change your shipping information as necessary. Default values can also be changed in the “My Account” page.

Shipping Information

Add Address

I would like my order completed by: Friday, August 25, 2023
Please call us if you would like your job shipped so we can provide and shipping cost estimate.

Test Test
location
Pennsylvania
United States
aidan.hamor@ricoh-usa.com

Select a Shipping Method
Hold for pickup Pick up during business hours

Delivery Estimate
Monday, August 28, 2023

Ordered Items	Quantity
1 Test 8 Page Color.pdf	1

[Enter shipping instructions for this recipient](#)

Shipping Method:
Select from the various shipping method options

Requested Delivery:
Select the timeframe you would like your order shipped by. This will affect your delivery estimate date

Billing Information

Test Test
location
Pennsylvania
United States
aidan.hamor@ricoh-usa.com

Order Estimate **\$0.50**
Click the price to view the cost details

Select Billing Codes for Payment

RQI

Money Order #

Check #

[Enter billing instructions for this order](#)

[Start a New Cart](#) [Continue Shopping](#)

Billing Information:
Enter the appropriate information in the billing section

Order Cost Information

Please verify and change your shipping information as necessary. Default values can also be changed in the "My Account" page.

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Cart
Select print options, quantity per recipient and billing information. Click **Place Order** to submit your order. Cart ID 5146

Provide an optional name for your order.
Naming your order can be helpful for reordering. Order Estimate **\$0.50**

Item 1

Test 8 Page Color.pdf
8 Pages
8.50x11.00 Inches

Unit Price **\$0.50**
Quantity 1

Click the image to review the proof.
Select your print options, then click Preview to review this item prior to ordering.

Your Selected Print Options Print B/W, 1-Sided, 8.5 X 11 Text White 20 lb, Scale Down Only

Please approve this document for printing:
 I have viewed the proof and preview (when available) and approve the document for printing

Enter special instructions for this item. Provide a sample of the item

Cost Details:
Select the "Order Estimate" to see an itemized breakdown of the cost for this order

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Item Charge Details

Order Information
Order # 5146

Item	Category	Option	Quantity	Unit Price	Option Total	Item Total
Test 8 Page Color.pdf Print: Original Pages: 8, B/W, 1-Sided, 8.5 X 11 Text White 20 lb, Scale Down Only Quantity: 1 \$0.50 each	Paperstock	8.5 X 11 Text White 20 lb	8 sheets	\$0.0180	\$0.14	
	Printer : Plex	B/W : 1-Sided	8 impr.	\$0.0450	\$0.36	\$0.50

Recipient	Category	Option	Quantity	Unit Price	Option Total	Shipping Total
Test Test						\$0.00
					Subtotal	\$0.50
					Tax 0%	\$0.00
					Total	\$0.50

Return

Submitting Orders

Once you have finished configuring your item, you may place your order or continue shopping.

Test 1 **8 Pages**
8.50x11.00 Inches Quantity 1

Click the image to review the proof.
Select your print options, then click Preview to review this item prior to ordering.

Your Selected Print Options Print B/W, 1-Sided, 8.5 X 11 Text White 20 lb, Scale Down Only
[Preview / Change Options](#)

Please approve this document for printing:
 I have viewed the proof and preview (when available) and approve the document for printing.

[Enter special instructions for this item.](#) Provide a sample of the item before processing my order.

Shipping Information [Add Address](#)

I would like my order completed by: **Friday, August 25, 2023**
Please call us if you would like your job shipped so we can provide you and shipping cost estimate.

Test Test **Select a Shipping Method**
location Pennsylvania United States aidan.hamor@ricoh-usa.com
 Pick up during business hours

Delivery Estimate
Monday, August 28, 2023

Ordered Items	Quantity
1 Test 8 Page Color.pdf	1

[Enter shipping instructions for this recipient](#)

Billing Information

Test Test
location Pennsylvania United States aidan.hamor@ricoh-usa.com

Select Billing Codes for Payment

RQI

Money Order #

Check #

[Enter billing instructions for this order](#)

[Start a New Cart](#) [Continue Shopping](#) [Place Order](#)

Order Estimate \$0.50
Click the price to view the cost details

Place Order:
Once you place your order you will receive a notification email (if set in your account settings) regarding the details of your order

Order Confirmation

Once you have arrived at this page your order has successfully been submitted for approval. You will receive an email confirmation from if you have email delivery set in your account preferences.

Please note, if you have not reached this page, your order has not been submitted.

Printing and Mailing Services Department

Orders [Manage Files](#)CART [0]

Order Submitted

Your order 5146 has been submitted for processing.
An order confirmation email will be sent to you (if enabled).

 [Print Receipt](#)

Order Information

Order Name Order 5146 08/23/2023	Order Number 5146
Submitted On 08/23/2023 6:17 PM	Requested ship date 08/25/2023
Customer name Test Test [Test]	Site Department of Printing Services

Ordered Items

Ship to Test Test

Qty	Item / Form #	Workgroup / Folder	Price Each	Extended Cost
1	Test 2 Page.pdf	Test default	\$5.83076	\$5.83
			<i>Total Price</i>	\$5.83

Billing Information

Test Test	Phone / Email
location	aidan.hamor@ricoh-usa.com
Pennsylvania	2 (Work #)
United States	
	Account Codes
	RQI 12345
	Money Order # None Provided
	Check # None Provided

Step 5: Order History

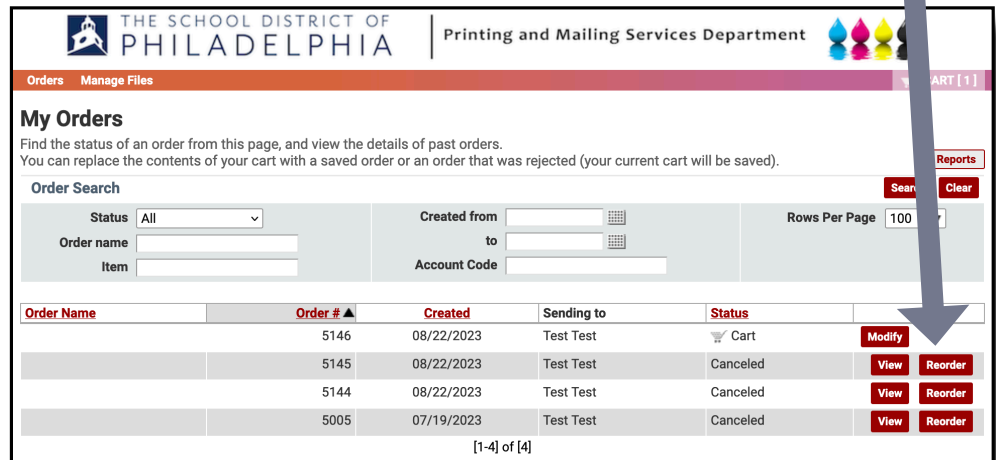
Scroll to the bottom of the page to view various other icons such as order history, previously uploaded files, and this user guide. Within your Order History, you can reorder past jobs and the system will keep the job specifications for you in a new cart so that reordering is seamless.

View Order History:
Select this option to see your previously submitted jobs



Reorder:
Files may be re-ordered. The system will configure your job exactly as it was submitted previously. The print/shipping options will all be the same as the original order

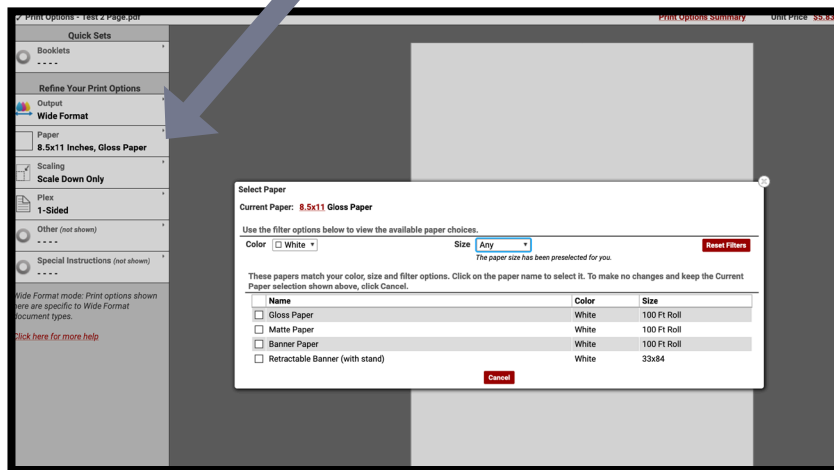
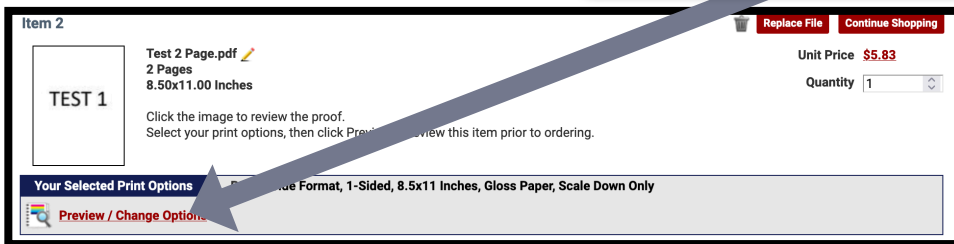
Note:
Files do expire and may need to be re-uploaded the original order



Posters and Banners

The online copy center portal offers many more options in addition to the catalog and custom print jobs!

Posters/Banners:
Upload your file to this icon



Request a media:
Select "Preview/Change Options", then click paper in the left hand column. Select "Any" from the size dropdown to view all medias. If prompted, enter the desired size of your poster or banner.

Other Features



Variable Documents:
Request business cards, letterheads,
NCR documents, or school labeled
envelopes

Contact

**For Questions or Assistance With the
Print Portal Please Contact:**

Email: printandmailservices@philasd.org
Phone: 215-400-4770