

Web site address: prairiestate.edu/ezprint

How to use PSCEZPRINT



Search

All

- Home**
- [Copies](#)
 - [Classroom Manuals](#)
 - [Copies bw 50+](#)
 - [NCR](#)
 - [Paper and Stationery Items](#)



New faculty, please click on the **register** button on the right. If you don't know your budget cost center number, please e-mail pmaurer@prairiestate.edu, or come to the Duplication/Mail Room Center to view list.

Login

User Name:

Password:

Remember User Name

[Register](#)

[Forgot your password?](#)

- PSCEZPRINT MESSENGER**
- Install Driver:
- [Windows \(32Bit\)](#)
 - [Windows \(64Bit\)](#)
 - [Mac](#)

Featured Products



Copies 8.5 x 11 black and white



Copies 8.5 x 11 color



Copies 11 x 17 black and white

1. If you know your user name (first initial, last name) and password, you will start here.

2. If you do not know your user name, start here and register. Your user name is your first initial and last name.

1

2

Create an Account

To check out, you must create an account.
 Already have an account? [Sign In](#)

Contact Information

* First Name:

* Last Name:

* Phone Number 1:

* Department:

* Cost Center Account Number:

* E-Mail Address:

Account Information

* User Name:

* Password:

* Repeat Password:

* Security Question:

* Security Answer:

Terms and Conditions

Your use of the product and/or service is governed by ITS then current Terms of Use located at <http://itp.psu.edu/terms-of-use.html> and the other ITS written terms and conditions provided with the sale, product or service (such as ITS order confirmation terms, and ITS license agreement terms). If you do not agree to these Terms of Use, you may not use the product and/or service. ITS reserves the right to update the Terms of Use at any time.

I accept the terms of the license agreement.

Cancel Continue

If you are registering for the first time, this is the next screen you will need to complete. You will only need to do this once.

You must enter your 17-digit department printing budget code on this page. You can e-mail pmaurer@prairiestate.edu to request it, or come to the Duplication/Mailroom Center to view the list.

Please make sure that you click the **accept button** on the bottom before leaving this screen.

Check this box to move on.



Create an Account - Confirmation

Confirmation

Thank you, your account for online copy submission has been successfully created.

An e-mail confirmation has been sent to the e-mail address you provided.

[Get Started](#)

Once you have completed the registration process, you will see this screen. You can now begin to submit your duplication request.

Once you have logged in or registered, this is the starting page for ordering your duplication items.

We placed the most requested items on the home page. If you don't see what you need here, look at the box on the left under the word **home** for more choices.

Click on the link for the product (8.5 x 11 copies, etc.) to begin your request.

Welcome Pamela Hambrick! [Logout](#)

Search

All

- Home**
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 - [Copies bw 50+](#)
 - [NCR](#)
 - [Paper and Stationery Items](#)

Cart (0 items)
Your Cart is Empty.



New faculty, please click on the **register button** on the right. If you don't know your budget cost center number, please e-mail pmaurer@prairiestate.edu, or come to the Duplication/Mail Room Center to view list.

Selected Print Shop

PSCEZPRINT
202 S. Halsted St.
Chicago Heights, IL 60411
United States
Tel: 708-709-3630

Hours Of Operation

Sun
Closed

Mon-Thu
7:30 AM-7:30 PM

Fri
7:30 AM-4:30 PM

Sat
Closed

Current Print Shop Time
8/4/2011 10:05:50 AM

Featured Products



Copies 8.5 x 11 black and white

Chose this product for



Copies 8.5 x 11 color

Chose this product for



Copies 11 x 17 black and white

Please choose this product

Products



Progress **1** Upload Files **2** Print Options **3** Review

Job Name	Quantity	Unit Price	Subtotal
Copies 8.5 x 11 black and white	<input type="text"/>	-	-

[Update Price](#)

2

Upload File Offline Material

Select File: [Browse...](#)

Add to 'My Saved Files' for future use.

Convert to PDF (recommended)

[Supported File Types](#)

[Upload File](#)

My Saved Files

[Delete](#) [Preview](#) [Add File](#)

File(s) Added to This Job

No files have been added to this job

To add files, browse and upload a document or add files from My Saved Files.


3

[Save My Job](#)

[Cancel](#) [Next](#)

1. Please type your name in the box under Job Name. You can delete this text and simply type in your name. Next, enter the number of copies you are requesting.
2. Then upload your file for printing by browsing for your file, saving and uploading, or, if you have hardcopy, choose Offline Material. If you choose Offline Material, you still need to click the add button in the bottom of that box.
3. After you upload the file, you can save the file here if it is something you print often and don't change. When you need it again, simply choose the file from my saved files and add file.

Once your file has uploaded, it becomes a pdf file. Click on the link to view the file to make sure it looks like you intended.

If you ever need help, the top of each page has a little round blue , just click and a help directory will pop-up.

Frame State College

Home Cart (0) :: My Account :: Order Status :: Print Shops :: Contact Us ::

Welcome Pamela Hambrick!

Progress 1 Upload Files 2 Print Options 3 Review

Job Name	Quantity	Unit Price	Subtotal
Copies 8.5 x 11 black and white		Update Price \$0.01	-

Upload File Offline Material

Select File:

Add to 'My Saved Files' for future use.

Convert to PDF (recommended)


[Supported File Types](#)

My Saved Files

File(s) Added to This Job

To reorder or remove a file, click on the document's icon and then click on Move Up, Move Down or Remove icon. Click on a file name to preview that document. Click Next when you are done configuring your files.

NOTE: Files will be printed in the order shown below.

 **SSCWKREQ.wpd**
1 Page
Saved Date: 8/4/2011 10:30 AM
Saved Time: 10:30 AM CDT
Uploaded via WebPage



This next screen is where you select the particulars for your job. (Whether you have uploaded files or placed a hardcopy in the box).

Choose paper color, orientation, stapling, hole punching, etc. Many selections are defaulted to the most requested items.

There also is a box on the bottom where you can list any special instructions.

The screenshot shows a web interface for configuring a print job. At the top, there is a navigation bar with links for Home, Cart (0), My Account, Order Status, Print Shops, and Contact Us. A welcome message for 'Patricia Hambrick' is visible. Below the navigation is a progress indicator with three steps: 1. Upload Files, 2. Print Options, and 3. Review. The main configuration area is divided into several sections:

- Job Summary:** A table showing job details.

Job Name	Quantity	Unit Price	Subtotal
Copies 8.5 x 11 black and white	5	\$0.02	\$0.09
- Print Options:** A series of dropdown menus and checkboxes for configuring the print job.
 - Orientation: Portrait
 - Print In Color: Print In Black and White
 - Sides: Double Sided
 - Paper/Media: 8.5 x 11 white 20 lb, Type: Plain
 - Scale to Fit: Scale my files to fit paper (when needed)
 - Staple: No Stapling
 - Collate: Collate into Sets
 - Drill: No Drill
 - Lamination Sheets: No Laminating
- Special Instructions:** A large text area for entering any specific requirements for the job.

At the bottom of the page, there are three buttons: 'Save My Job', 'Previous', and 'Next'.

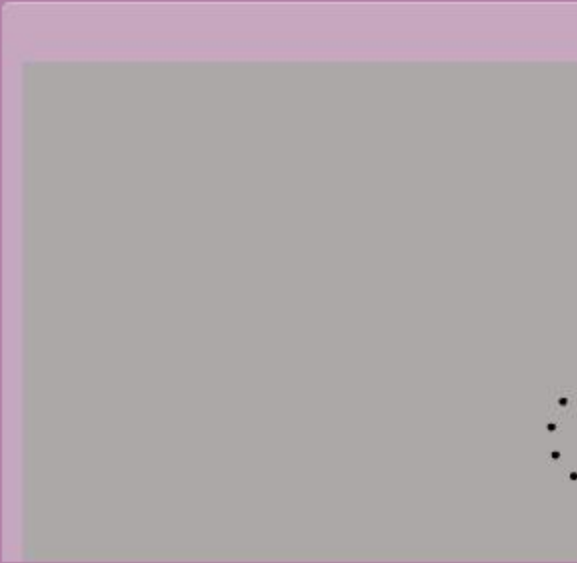
On this screen, if you have uploaded your document, you will have another opportunity to look it over.

The bottom gives you a summary of the options you chose. You can still go back and edit any options that may not be correct. Simply click the Edit button.

If all is fine, you must click the **approve** box on the bottom of this page. You will not be able to continue without checking this box.

After checking the box, select Add to Cart to continue.

Job Name	Quantity	Unit Price	Subtotal
Copies 8.5 x 11 black and white	5	Unit Price \$0.02	\$0.09



Review

File(s)	Edit
File Name	10100000110001
Page(s)	1
Upload Method	Upload Digital

Print Options	Edit
Orientation	Portrait
Print In	Print in Black and White
Color/Stroke	Double Sided
Paper/Media	8.5 x 11 white 16 lb
	80# (20 pounds) 75 gsm
	White
	Scale to Fit: No
Staple *	No Stapling
Collate *	Collate into Sets
Drill *	No Drill
Lamination Sheets *	No Laminating
Special Instructions *	
* Not Shown In Preview	

[View Pricing Summary](#)

Approve (REQUIRED)
I've carefully reviewed and approve this job. The PSC duplication center will not be held responsible for design or spelling errors.

[Save My Job](#) [Previous](#) [Add to Cart](#)



On this page you must enter the date you need your job. Add another request if necessary and tell us if you want it placed in your mailbox or the cabinet.

After choosing the due date you will need to click the Save that has popped up.

You will see that all of your information has populated in the information fields. Each page has a link called My Account. You can go there to change your demographic information.

If you have completed your request, click the Checkout button.

The screenshot shows a web application interface for a print shop. At the top, there is a navigation bar with links for Home, Cart (1), My Account, Order Status, Print Shops, and Contact Us. A user is logged in as Pamela Hambrick, with a Logout link. The main heading is "Shopping Cart", with buttons for "Continue Shopping" and "Checkout".

Below the heading, there is a section for "Requested Ship Date and Time" with a yellow input field and a calendar icon. To the right, the "Print Shop" information is displayed: PSCEZPRINT, 202 S. Halsted St., Chicago Heights, IL 60411, United States, Tel:708-709-3630.

The "Products" section is a table with columns for Products, Quantity, Item Price, and Item Total. It contains one item: "Copies 8.5 x 11 black and white" with a quantity of 5, an item price of \$0.02, and an item total of \$0.09. There are links for "Remove", "Update Price", and "Subtotal: \$0.09". The total for the cart is \$0.09.

Below the cart, there is a "Recipients" section with an "Add Another Recipient" button. Under "Recipient #1", there is a form to enter recipient information. The form includes fields for First Name (Pamela), Last Name (Hambrick), Company (pscezprintservices), Telephone (708-709-3619), and E-Mail Address (phambrick@prairiestate.ec). There is also a "Method" dropdown menu set to "Mailbox" and a "Delivery Instructions" text area. A "Save to My Address Book" checkbox is present, and a "Save" button is at the bottom right of the form.

At the bottom of the page, there are buttons for "Clear Cart", "Continue Shopping", and "Checkout".

Your account number will automatically populate here. Type in your department name, e.g. English, Math, Physical Science, etc.

Prairie State College **PSCEZPRINT**

Home [Cart \(1\)](#) [My Account](#) [Order Status](#) [Print Shops](#) [Contact Us](#)

Welcome Pamela Hambrick! [Logout](#)

Checkout **1. Payment** 2. Review

Payment
Payment Method:

Budget Code

Account Number:

Department Name:

[Cancel](#) [Next >](#)

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Welcome Pamela Hambrick! [Logout](#)

[Place My Order](#)

Review Your Order 1. **Payment** 2. **Review**

Requested Ship Date and Time 8/5/2011 1:30:00 PM CDT	Print Shop: PSCEZPRINT 202 S. Halsted St. Chicago Heights, IL 60411 Tel: 708-709-3630 United States
--	---

Products	Quantity	Item Price	Item Total
Copies 8.5 x 11 black and white	5	\$0.02	\$0.09
		Subtotal: \$0.09	
		Total: \$0.09	

Payment

Cost Center
 Account Number: 01-931900-54200-0000
 Department Name: Institutional Support Services

Recipients

Recipient #1 Edit	Method:	Products	Quantity
Pamela Hambrick pscezprintservices United States Tel: 708-709-3619	Mailbox	Copies 8.5 x 11 black and white	5

[Place My Order](#)

This screens requires that you verify all the information in your request.

This is your order confirmation page. You have successfully submitted your duplication request.

All hardcopy requests must be submitted with this page attached. We will not be accepting any work in the basket without this page attached.

There is a computer and printer available on the front counter in the Duplication/Mailroom Center.

Home Cart (0) :: My Account :: Order Status :: Print Shops :: Contact Us ::

Welcome Pamela Hambrick! [Logout](#)

Thank you for your order!

[Print this page](#) [Continue Shopping](#)

Order Confirmation

Order Number: 20	Order Status: User approved
Requested Due Date: 8/5/2011 1:30:00 PM CDT	As of: 8/4/2011 11:48:38 AM CDT
Submitted on: 8/4/2011 11:48:27 AM CDT	
Submitted by: Pamela Hambrick	
Tel: 708-709-3619	Print Shop: PSCEZPRINT 202 S. Halsted St. Chicago Heights, IL 60411 United States Tel: 708-709-3630

Products	Quantity	Item Price	Item Total
Copies 8.5 x 11 black and white	5	\$0.02	\$0.09
Item Name: Copies 8.5 x 11 black and white (1 Page)			
			Subtotal: \$0.09
			Total: \$0.09

Payment

Payment Method: Cost Center
Account Number: 01-931900-54200-0000
Department Name: Institutional Support Services

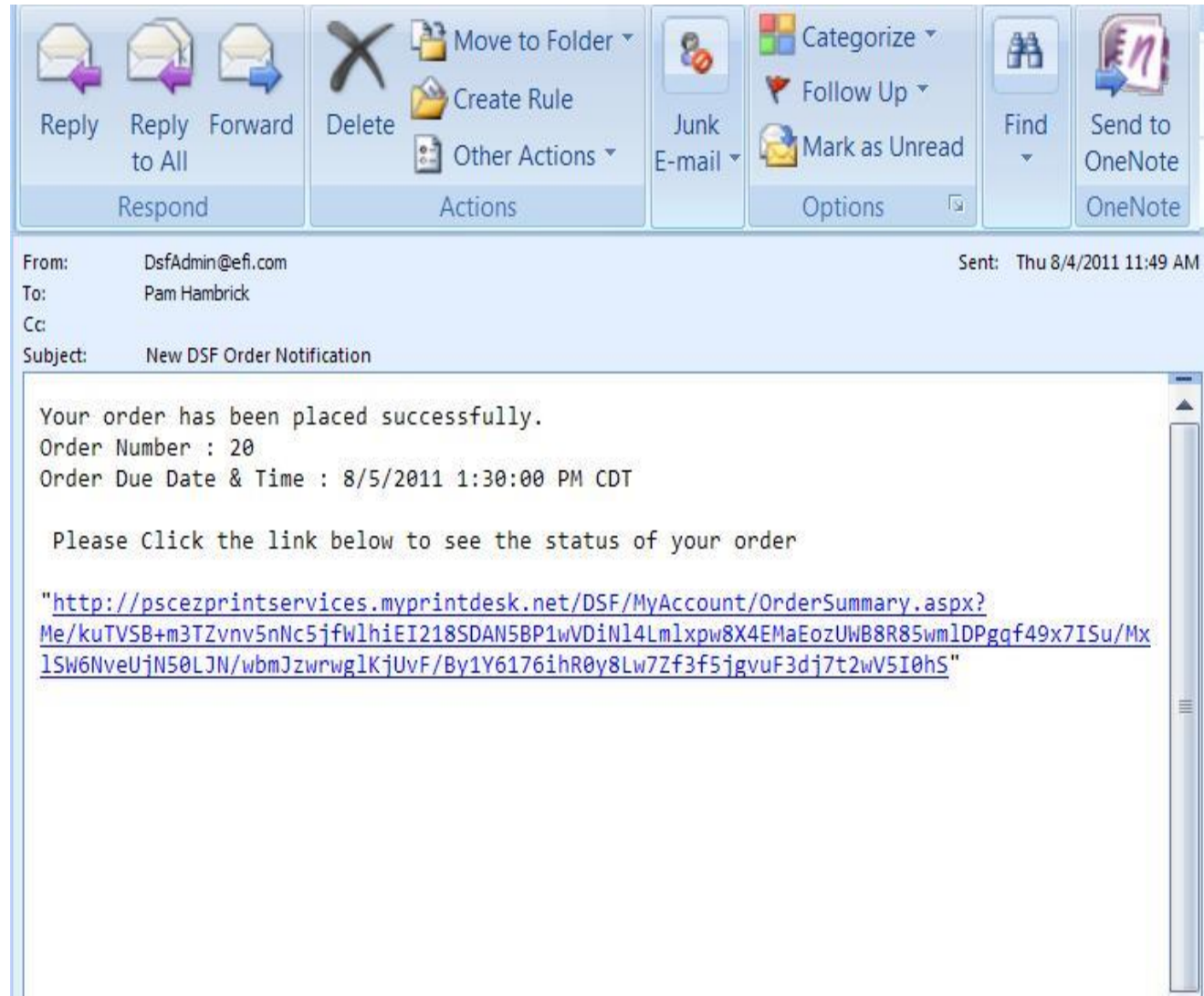
Recipients

Recipient #1	Method:	Products	Quantity	Shipping Status
Pamela Hambrick pscezprintservices	Mailbox	Copies 8.5 x 11 black and white5		
United States Tel: 708-709-3619 E-Mail: phambrick@prairiestate.edu				

[Print this page](#) [Continue Shopping](#)

You will receive an e-mail confirmation that your order has been successfully placed.

You will receive another e-mail when your order has been printed and is available in your mailbox or the cabinet.




The screenshot displays the Outlook interface for an email. The top ribbon contains several groups of icons: 'Respond' (Reply, Reply to All, Forward), 'Actions' (Delete, Move to Folder, Create Rule, Other Actions), 'Junk E-mail', 'Options' (Categorize, Follow Up, Mark as Unread), 'Find', and 'Send to OneNote'. Below the ribbon, the email header shows: 'From: DsfAdmin@efi.com', 'To: Pam Hambrick', 'Cc:', and 'Subject: New DSF Order Notification'. The email body contains the following text: 'Your order has been placed successfully. Order Number : 20 Order Due Date & Time : 8/5/2011 1:30:00 PM CDT Please Click the link below to see the status of your order'. A long URL is provided as a link: ["http://pscezprintservices.myprintdesk.net/DSF/MyAccount/OrderSummary.aspx?Me/kuTVSB+m3TZvvn5nNc5jfwlhiEI218SDAN5BP1wVDiN14Lmlxpw8X4EMaEozUWB8R85wmlDPggf49x7ISu/Mx1SW6NveUjN50LJN/wbmJzwrwglKjUvF/By1Y6176ihR0y8Lw7Zf3f5jgvuF3dj7t2wV5I0hS"](http://pscezprintservices.myprintdesk.net/DSF/MyAccount/OrderSummary.aspx?Me/kuTVSB+m3TZvvn5nNc5jfwlhiEI218SDAN5BP1wVDiN14Lmlxpw8X4EMaEozUWB8R85wmlDPggf49x7ISu/Mx1SW6NveUjN50LJN/wbmJzwrwglKjUvF/By1Y6176ihR0y8Lw7Zf3f5jgvuF3dj7t2wV5I0hS)

Home Cart (0) :: Contact Us ::

Search

All



New faculty, please click on the register button on the right. If you don't know your budget cost center number, please e-mail pmaurer@prairiestate.edu, or come to the Duplication/Mail Room Center to view list.

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User Name:

Password:




Remember User Name

[Register](#)
[Forgot your password?](#)

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Featured Products

 <p>Copies 8.5 x 11 black and white</p>	 <p>Copies 8.5 x 11 color</p>	 <p>Copies 11 x 17 black and white</p>
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PSCEZPRINT MESSENGER

Install Driver:

-  [Windows \(32Bit\)](#)
-  [Windows \(64Bit\)](#)
-  [Mac](#)

Every new thing has a learning curve. We believe that you will love this new system for ordering your duplication items. You also can order reams of paper, cases of paper, letterhead, etc. all right on this system. If the help button does not answer all of your questions, please contact any of the staff in Institutional Support Services.

Paulette Maurer, pmaurer@prairiestate.edu; Pam Hambrick, phambrick@prairiestate.edu; Jodi Pedersoli, jpedersoli@prairiestate.edu; Karen Clifford, kclifford@prairiestate.edu; or Patty Hughes, hughes@prairiestate.edu.

We welcome any feedback that you may have.