

Xerox Print Services Portal Orientation



CREATED FOR GEORGE BROWN COLLEGE

Introducing Enhanced Print Services: Printsys Program for Faculty and Staff

We are thrilled to offer this transformative initiative as Xerox introduces Printsys, a web-based tool designed to enhance the efficiency of ordering print and print-related services for George Brown College.

DEAR FACULTY AND STAFF

This guide is tailored for GBC faculty and staff members who will be among the first to experience the advantages of our online print request system, [printsys](#).

Starting on February 5th 2024, you can begin exploring the features and benefits of this updated and innovative service.

Following the successful completion of this pilot, these services will be extended to GBC alumni in the fall.

KEY BENEFITS OF SUBMITTING PRINT REQUESTS ONLINE

Submitting print requests online unlocks a range of benefits for faculty and staff:

Flexibility: Submit print requests 24 hours a day, 7 days a week.

Transparent Pricing: Access accurate pricing information before placing an order.

Time Efficiency: Save time by easily reordering requests from your order history.

Confirmation: Receive email confirmations for all your online print requests.

Expense Monitoring: Review the total spend for your order history.



SUPPORT IS AVAILABLE

If you encounter any issues while using the portal, support is available through the College's main campus print site.

- **George Brown Casa Loma Campus**
RM C 210 – 160 Kendal Ave
Toronto, Ontario M5R 1M3
p 416-415-5000 ext 4220
- **George Brown St James Campus**
Building A RM B 114 – 200 King E
Toronto, Ontario M5A 3W8
p 416-415-5000 ext 2007

FEEDBACK

As part of our commitment to continuously enhance the Print Portal and meet the evolving needs of George Brown College, Xerox values the input of faculty and staff members involved in the process. Your feedback is integral to our improvement efforts.

Please submit your feedback via email to: gbcspjprint@xerox.com, with the subject line: 'Xerox Print Portal Feedback.' Xerox may follow up with individuals who provide feedback for clarification purposes.

Thank you for your valuable contributions to improving our service offerings.

Casa Loma Campus and St James campus print centres are available Monday to Friday from 8am - 4pm.

Delivery to Waterfront Campus is available on Tuesday and Thursday.


Introducing Enhanced Print Services: What is **Printsys**?


Printsys is a comprehensive digital ordering solution for faculty at George Brown College. This centralized purchase system is provided as an inclusive service as the exclusive method for requesting production from the Xerox Print Centre. Below is a step-by-step guide on creating a print requisition for production.



Online Ordering System

Username

Password 

I'm not a robot 

START BY CREATING AN ACCOUNT

To begin using the Xerox Print Services Portal in your internet browser, visit:

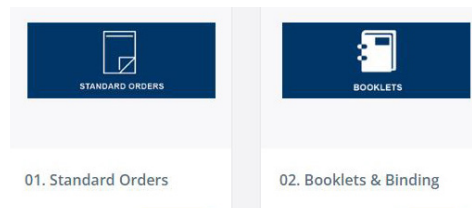
<https://gb-staff.printsys.net/en-CA/store/login>

Click “[Register as a new account](#)”

You may have to confirm your email address the account via email before being able to sign in. Make sure to enter a valid email address.

SELECT YOUR ORDER TYPE

Printsys provides a variety of preset ordering options, ranging from Postcards and architectural drawings to business cards. If you are seeking a standard order, simply select ‘01. Standard Order’ and proceed to the next step.



JOB SUBMISSION

On the next page, choose “[Upload Documents](#)” and select the file you intend to upload, ensuring it is one of the supported file types, and proceed to the next step.

Note: If you plan on dropping off a file to the Print Centre, select “[Don't have a document to upload? Click here.](#)” And choose either “[Hardcopy](#)” or “[Electronic device](#)” and proceed to the next step.

DEFINING YOUR PRINT SPECIFICATIONS

Start by creating a Project Name. A helpful suggestion is using your course and name of the upload. For example “[MATH1234_Test1VersionA](#)”

COPYRIGHT NOTICE

The Xerox Print Centre requires express written consent from the publisher before reproducing, scanning, storing, or transmitting copyrighted material for print requisitions, and cannot replicate copywritten material.

Project Information

Project Name: *

Copyright Notice

I hereby declare that:

This document is free of copyright

This document is subject to copyright

The next two pages will focus on the print specifications for your request. To ensure that your print is done correctly and on time, choose from the following:

PRODUCT SELECTION

Choose the type of job you are requesting. The form options will change with the different job request.

Your options are

- Standard - Small Format
- Pad – NCR Padding
- Wide Format – HUB requests
- Scanning
- Fax - Unavailable

Product Selection
Job format: Standard

Print specifications

Print type: Black & White

Format: 8.5 x 11

Number of pages black & white: * 1 sheet duplex = 2 pages

Number of copies: *

Duplex:

Arrangement layout option:
 Head to head Head to toe

Sorting option:
 Collated Uncollated

PRINT SPECIFICATIONS

Enter the desired printing, finishing and packaging options and select “Calculate” to display the pretax price for the request.

PRINT TYPE

- Select from the drop down menu black and white, colour, or bw/colour.

FORMAT

- Select from the drop down the size of your print. This will determine the printed size of your project. Ex: 8.5”x11”

NUMBER OF PAGES

- If you’ve uploaded a .pdf or word document, the pages will automatically calculate; if not, type in the number of uploaded pages.

NUMBER OF COPIES

- Type in the total number of copies that you would like printed of your upload.

DUPLEX

- Double sided print is automatically selected with any document over one page. **If you’d like your document single sided, unclick the box with the check-mark.**

LAYOUT OPTIONS

- This determines the orientation of your print. Standard duplex print is head to head. If you plan on binding a landscape presentation, select head to toe.

SORTING OPTIONS

- This will determine if you’d like your print copies grouped together (Pages 1-10) or separately (pages 1 together, pages 2 together, etc.)

Paper

Black & White Print

Paper: White Standard Bond 20lb Paper Colour: White - STP14336

Covers

Front Cover
Print: No cover

Back Cover
Print: No cover

PAPER

- Choose paper stock and paper colour available on site. If more than one colour option is available, it will appear in the Paper Colour dropdown menu.

COVERS

- Select this option to choose between a blank, single sided, or double-sided print cover.
- If a cover is required, additional stock and colour options will become available.

Note: Files submitted will be combined and printed as one file. For multiple jobs, please submit multiple requests in a single order.

Print requisitions submitted between 4:00 pm on a Friday and 9:00 am on Monday will be processed in the order of submission on Monday morning.

FINISHING OPTIONS

If your print request requires any additional finishing, you can select it from the following four options.

- Staple
- Bind
- Fold
- Hole Punch

Note: extensive finishing may require additional time and charges for production.

The 'Finishing options' section contains four columns, each with a dropdown menu:

- Staple:** Corner Portrait, Corner Landscape, Double Long Edge, Double Short Edge, Saddle Stitch
- Bind:** Cerlox, Paper Clip, Spiral Bind < 100 sheets, Spiral Bind > 100 sheets, Thermal Binding (Tape)
- Fold:** Double, Letter
- Hole punch:** 3-Hole, 1-Hole-Per Sheet, 2-Hole-Per Sheet, 3-Hole-Per Sheet, 4-Hole-Per Sheet, 5-Hole-Per Sheet

The 'Other options' section includes the following fields:

- Lamination: dropdown menu
- Single Cut: text input field
- Envelopes Insertion: dropdown menu
- Bundling: dropdown menu and Qty: text input field

OTHER OPTIONS

These are a list of additional finishing and shipping options available for your production request, including (but not limited to)

- Lamination
- Cutting
- Insertion
- Bundling

PRICE ESTIMATION

- This will provide a total cost for production before tax.

Note: This is a reference and may change based on stock finish and any additional production revisions.

The 'Price estimation' section includes:

- A note: "The price is for reference only and may vary according to the information provided."
- A "Calculate" button.
- A "Total : 5.92" display.

COMMENTS

- If you have any special instructions or notes for our production team, add them here.

The 'Comments' section features a large, empty text input area for providing special instructions or notes.

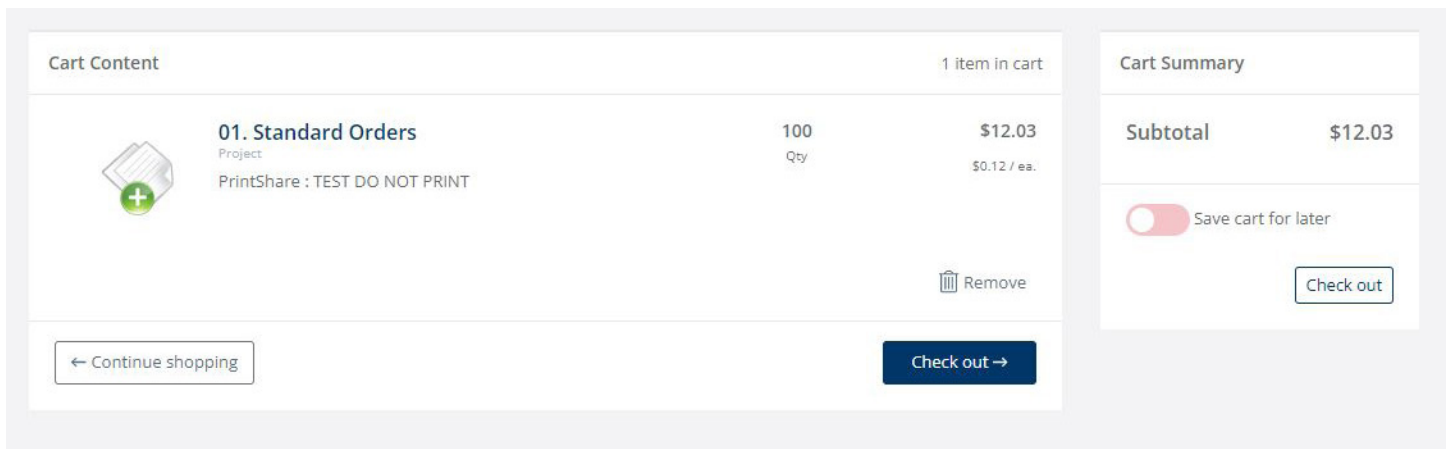
CONFIRM REQUEST

- When the file has been uploaded, and the finishing specified in detail, scroll to the bottom of the page and select "Confirm Request."

A blue button labeled "Confirm Request" is centered at the bottom of the page.

Be sure to double check the document preview to ensure that all the pages in the files are accurate and correct before selecting "Confirm Request"

Turnaround times are within 48 hours or three (3) business days from the receipt of accurate data, files, originals, and complete job specifications.



CART CONTENT

The cart will show a list of items requested, the quantity and cost before tax.

CART SUMMARY

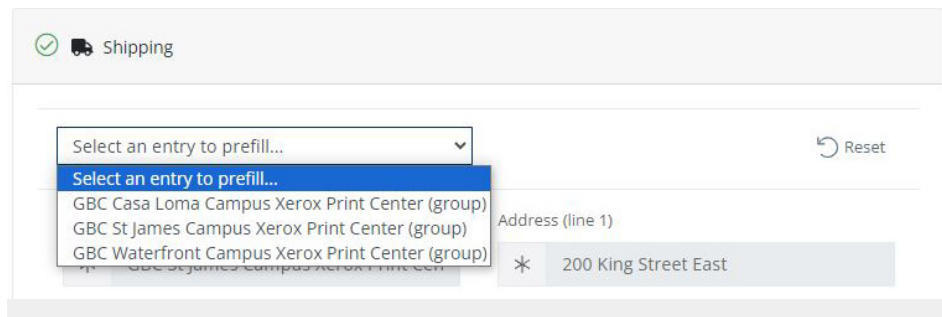
The cart summary will calculate the subtotal before tax of all items in the cart.

CONTINUE SHOPPING

To add additional items to your job submission, select “Continue shopping” and repeat the Job submission outlined from pages three to five.

If you are done with your order, be sure to double check the cart summary before selecting “Check out →”

This next section will focus on the checkout of your order, specifically shipping location, contact information and submission to production.



SHIPPING

- This section determines which campus location you would like to pickup your job order. Select a campus from the dropdown menu to prefill the form. If you are in need of shipment outside the campus locations, please fill out the form in full and click “Next” to move to the next step.

Additional notes

ADDITIONAL NOTES

- Use this section to send any notes to the site staff, such as print information, finishing or shipping notes.
- This will ensure that the printed requisition has the most detailed information for the production team.

Our production team will not modify requisitions unless specified in the job order (e.g., staples will not be included unless requested in finishing).

REQUIRED DATE

Job turnaround times are within 48 hours or three (3) business days from the receipt of accurate data, files, originals, and complete job specifications. Please choose a date to reflect this information.

Required date :

Charge Code

Requestor Email

First Name

Last Name

Time:

An accurate charge code must be included to submit your work order for print production.

Charge Code Format: Fund (3 digits) - Orgn (4 digits) - Acct (4 digits) - Prog (1 digit) (xxx-xxxx-xxxx-x)"

ADDITIONAL INFORMATION

Fill out this information accurately to ensure that your job order will be delivered to you and on time.

- Charge Code
- Requestor Email
- First Name
- Last Name
- Time of pickup

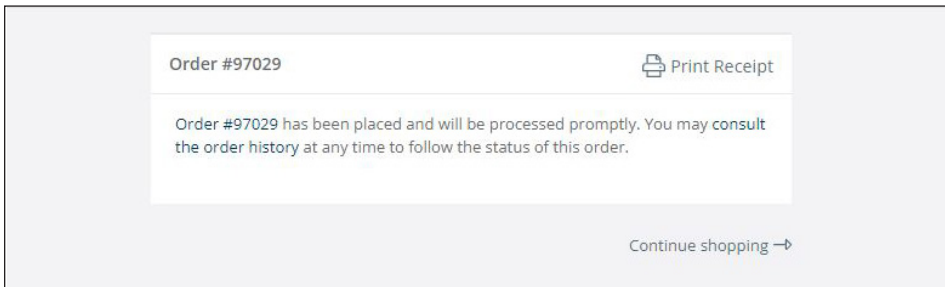
ORDER SUMMARY

- At this stage, the subtotal and HST will be available for review, with an estimated total cost. If this is correct, select "Next"

REVIEW AND CONFIRMATION

- Please review and confirm the following information before placing the order.
- If the information is correct, click "Place Order"

Turnaround time may be subject to negotiation, based on factors such as job complexity, production backlog, priority job backlog, and resource availability.



ORDER SUMMARY

The order confirmation will provide an order number for our production team. You can click the "Print Receipt" link and print the .pdf for your records.

If you are finished with your Order request, you can now close the window.

Thank you for using our online print production application. We appreciate your cooperation and understanding in adopting our new process while we phase out email and phone submissions.



Please submit your feedback via email to: gbcsjprint@xerox.com, with the subject line: 'Xerox Print Portal Feedback.'