



Quick Reference Guide – Upload and Print

Log in to FedEx Office Print Online Corporate

- 1. Open your browser and navigate to https://printonline.fedex.com/v3.0.1_s7/xavier
- 2. Input User ID and Password and click Log in.

FedEx Office® Print	Online	
Log in to FedEx Office®	Print Online	
User ID:		
Password:	Forgot your User ID or Password?	Log in

3. Select an option from the **Order Documents** menu to begin your order.

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Upload & Print	Fr	rom Past C	rders	
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Upload Files and Create Documents

- 1. Click Upload to navigate to the file(s) for your document.
- 2. Select file(s) for uploading. Maximum file size is 100MB each. You may combine files to create a single document, or upload files separately to create multiple documents.

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U U	Add Or Select Files	2	Set Print Options	3	Add to Cart
		i rianner.pui			Save to K My Online Document

3. If your document has a custom page size, you may convert it to a standard size or use the file as-is. To use the file as-is, enter instructions into the **Keep this size** field about how you would like the document produced.



NOTE: Full preview and pricing may not be displayed for nonstandard page sizes. A FedEx Office team member will contact you within 30 minutes of order submission to discuss your order.

4. You may choose to add files to your document by adding them from **My Computer** or from **My Online Documents** (if available for your account). If combining multiple files into a

single document, you may override the default document name, if desired.

5. Once all files have been uploaded/selected, click **Set Print Options** to begin configuring your document(s).

Configure Document Print/Finishing Options

1. Configure your document by selecting print and finishing options from the menus at right. **Document Preview** and **Estimated Price** will dynamically update to reflect your selections.

TIP: Click on **Estimated Price** to reveal detailed document pricing.

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► Paper & Print Color	or Full Color								
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► Binding, Stapling & Covers	der & Spire			2.00	100			- H	
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Add Special Instructions Estim	ated Price \$81.21			in the second					
Save for later to 🕸 My Online Documents									
Back	d to Cart	001	1 10	n		- 63	Terra di		

- 2. Review your document preview by clicking and dragging pages, or by using the controls within the preview window. This is your online proof of the finished document.
- 3. If the options you need are not available, use the **Special Instructions** field to describe how you would like the document produced.

NOTE: Full preview and pricing may not be available online for documents with special instructions. A FedEx Office team member will contact you within 30 minutes of order submission to discuss your order.

4. Click **Add to Cart** once you have finished setting up your document.

View and ReorderFrom Past Orders

- Documents are available to reorder for a period of six months from last date of order (if enabled for your account). To reorder a document, use the From Past Orders button, or add a previously ordered document to your order from the My Cart page by clicking the Shop My Past Orders button.
- Switch to the Reorder tab to view eligible documents. Mark the checkbox besideall documents you would like to reorder.

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Hder Date	Document Name	Order Number	Status	Expiration Date	
09/30/2011	DecStore 4.7.2 - Standard Catalog QI	1012207190739377	Placed	03/30/2012	
► D P DecStor	e 4.7.2 - Standard Catalog QRef 4 Pages	1 Qty			

3. Click the **Reorder** button at the bottom of the screen to place the selected items in **My Cart**.

My Cart Options

1. Adjust document quantities as needed (defaults to 1).

My Cart	•	Review Your Cart	2		Delvery	3	,	aynad	(4) 04	ler Conglete
Doouments				Quertity		Unit Price	Subtotal	Discourt 🕐	Document Total	Options
Communication Plane	ner.pdf			15	10	\$8.00	\$120.00	\$(38.79)	\$81.21	View/Edit

2. You may continue shopping or Check Out.

Shipping and Production Details

1. The **Delivery Method** defaults to **Local Delivery/via FedEx Office courier.** You do have the option to pick up your order or have it shipped via FedEx .



- Click an option in the Order Due Time list to specify when you want your order completed. NOTE: the Order Due Time does not include shipping or local delivery time.
- 3. If the option is available for your account, choose a production location from the **Preferred Locations** list, or click **Search** to locate a FedEx Office location by address.

Xavier University uses FedEx Office Hyde Park for all orders.

P	elerred Centers Search			List	Мар
	Location	Contact	Hours		
•	Network Fulfilment Center 2201 W Plano, Pkwy Plano, TX 75075 MAP. IE-	(866) 269-6778 usa5023@fedex.com	Sun. Mon. Tue. Wed. Thur. Fri. Sut.	7:00 AM- 5:00 PM 7:00 AM- 5:00 PM 7:00 AM- 5:00 PM 7:00 AM- 5:00 PM 7:00 AM- 5:00 PM Closed Closed	
0	San Francisco CA Van Ness 1 Daniel Bumham Ct San Francisco, CA 94109 MAP IT>	(415) 292-2500 usa0299@fedex.com	Sun. Mon. Tus. Wed. Thur. Fri. Sat	9:00 AM- 9:00 PM 7:00 AM- 11:00 PM 7:00 AM- 11:00 PM 7:00 AM- 11:00 PM 7:00 AM- 11:00 PM 9:00 AM- 11:00 PM 9:00 AM- 9:00 PM	

4. Click Continue.

Contact and Recipient Information

1. Complete the **Contact Info** and **Recipient** form.

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			Contractor	-			1000
* First Name:			- n	iis is a business add	7855		
* Last Name:			" Fint Name				
Company:			* Last Name:				
"Address 1:			Company:				
Address 2:			* Address 1:				
* Chy:			Address 2:				
* State:	Select w		" Chr				
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- 2. If **Recipient** address is a business address, mark the **This is a business address** checkbox.
- Click the Add button to enter any special Delivery Instructions.
- 4. Click Continue.

Payment and Order Submission

- 1. **Payment Method** is defaulted to the FedEx Office Account Number.
- 2. Please enter your Organization or Fund Number and Department name for billing

Payment		Cart		Edit
Payment Netbod:	American Express v (7)	Documents	Quantity	Price
Account Number:	Pay at Center	Communication P	anner.pdf 15	\$120.00
* Exp Date: * Name on Card: Purchase Order Number:	American Express Direct Cib Discover Card VISA		Sublotal Discount Shipping Packing	\$120.00 \$(38.79) \$0.00
Billing Address	Same As Contact		Tax Total	\$6.70 \$87.91
• Biling Address: Biling Address 2:		E Pickup/Delive	у	Edi
= City. = State: = ZIP:	Solect v Seve bis payment mathed in My Profile	Requested Pick Up Delivery Method FedEx Office Center	10/25/11, 05:24 PM (G Pick up at a FedEx Off 2201 W Plano Pkwy Plano, TX 75075 (866) 269-6778 View Map	MT-4) Ce
Discounts		Context	uta5023@fedex.com tothidual Customer	- 1
FedEx Office Account Number:	error total.)	FedEx 123 Test Rd.	

Click Submit Order to complete your order.

3. You will receive an on-screen confirmation as well as an email confirmation (if enabled). This confirmation is your receipt and will contain order details as well as a tracking number to allow you to track your order status.

TIP: You may track your order by clicking the **Track Orders**linkfrom the **Home** screen or by going to<u>fedex.com/tracking</u>.

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