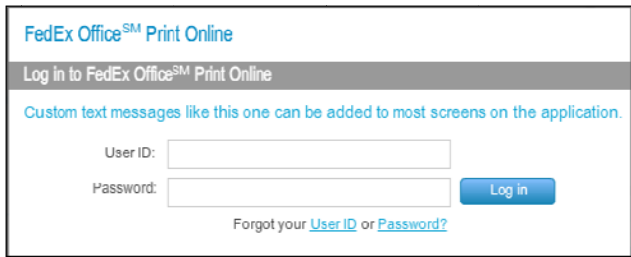
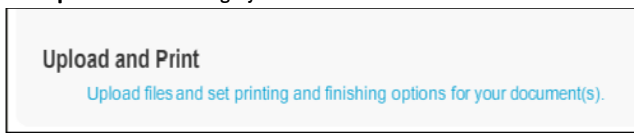


Logging in to your FedEx Office Print Online Corporate site

1. Open your browser and navigate to:
<https://printonline.fedex.com/v2.1.0/xavier>
2. Input user ID and password and click **Log In**.

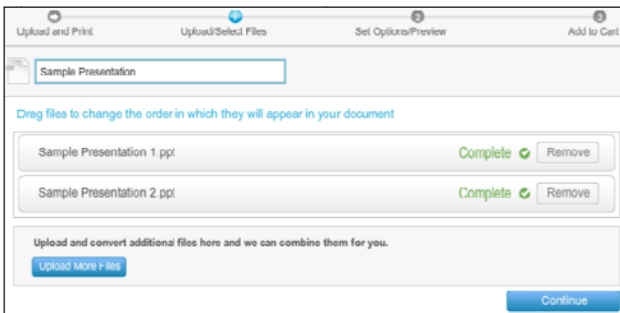


3. Click **Upload and Print** to begin your order.

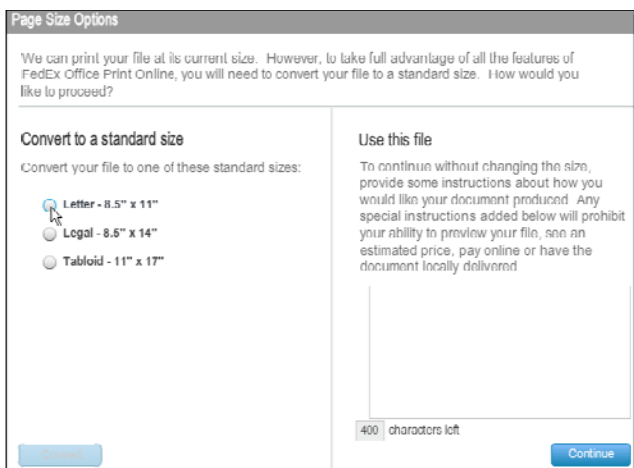


Adding files and choosing printing options

1. Click **Upload** to navigate to the file(s) for your document.
2. Select file(s) for uploading. Maximum file size is 100MB each. If combining multiple files in a document, the files may be selected and uploaded together. Drag and drop uploaded files into desired order.



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



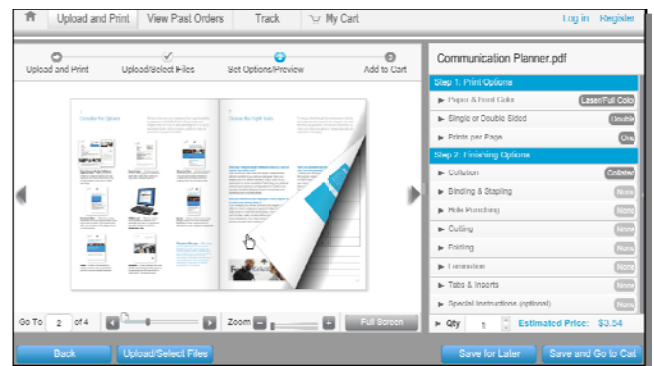
NOTE: Full preview and pricing may not be available online for nonstandard page sizes. A FedEx Office team member will contact you within 30 minutes of order submission to discuss your order.

4. If needed, continue adding files using the **Upload More Files** button.
5. At the top of the window, designate a name for the document, if desired.
6. When finished uploading all the files for the document, click **Continue**.

Configuring your document

1. Configure your document by selecting printing and finishing options at right. Preview and estimated price will dynamically update to reflect your selections.

TIP: Click on **Estimated Price** to see detailed pricing.



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.

Pricing and Payment Exceptions

Prices provided are estimates if you choose to pay for your order at a FedEx Office location. The FedEx Office location producing the order calculates the final price.

FedEx Office Print Online Corporate is unable to provide online pricing if:

- Your site is not set up for online pricing.
- You enter special instructions.
- FedEx Office Print Online Corporate cannot recognize one of your file formats, or has a conflict with a file, such as a conflict with page sizes.

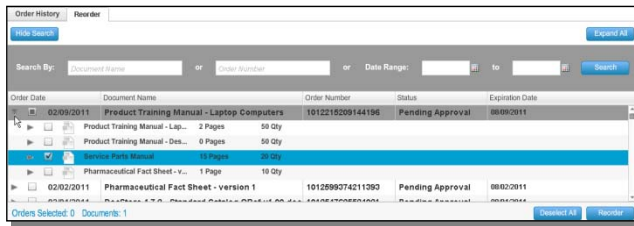
You cannot pay online if:

- You are logged in to a site that is not set up for online pricing.
- FedEx Office Print Online Corporate is unable to provide online pricing.
- You use a credit card with a billing address outside the U.S.

2. Review your document preview by clicking and dragging pages, or by using the controls at the bottom or sides of the preview window. This is your online proof of the finished document.
3. Click **Save and Go to Cart** when done.

Viewing and reordering from past orders (if enabled)

1. Click **View Past Orders** in the main navigation toolbar at the top of the FedEx Office Print Online window. **Order History** window opens by default.
2. Upload and Print orders may be reordered (if enabled) for six months from last date of order. Click the **Reorder** tab to access a list of documents available to reorder.



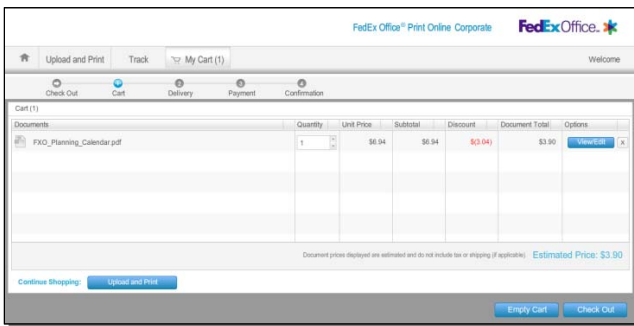
TIP: Click on the **Show Search** button to expand the Search tool to search by document name, order number and/or date range.

TIP: Click on the arrow next to a line item to see a list of the documents in it.

3. Place a checkmark in the box next to any item, to include it in your reorder.
4. Click the **Reorder** button at the bottom of the screen to place the selected items in your shopping cart.

Completing your shopping cart options

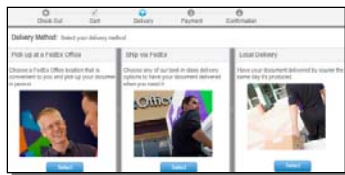
1. Adjust quantity as needed (quantity defaults to 1).



2. You can view, edit, delete or create more documents; empty your shopping cart and start over; or proceed to **Check Out**.

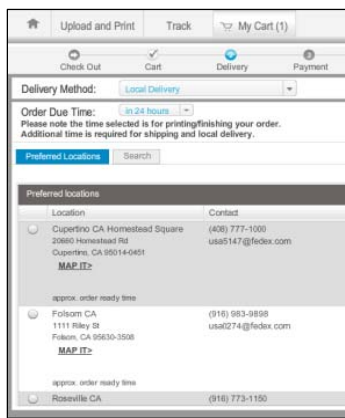
Entering shipping and production details

1. Local delivery is chosen as your **Delivery Method** but you may specify a different method if you would like to pick up your order or have it shipped via FedEx®.
2. Click an option in the **Order Due Time** list to specify when you want your order completed. If you need a specific due time or a shorter due time, please call the FedEx Office center



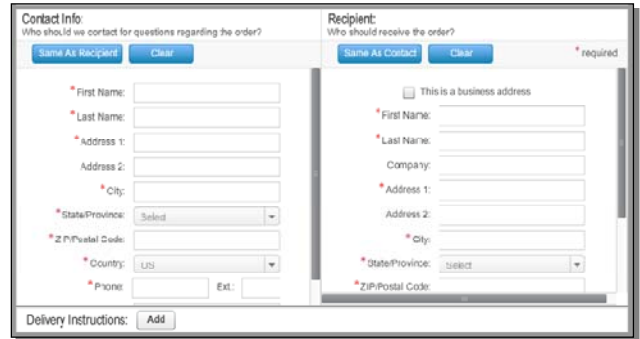
NOTE: the **Order Due Time** does not include shipping or local delivery time.

3. Your local FedEx Office center is selected as your production location on the **Preferred Locations** list. But you may click **Search** to find a FedEx Office center anywhere in the country when you need to print in another location.
4. Click **Continue**.



Defining contact and recipient information

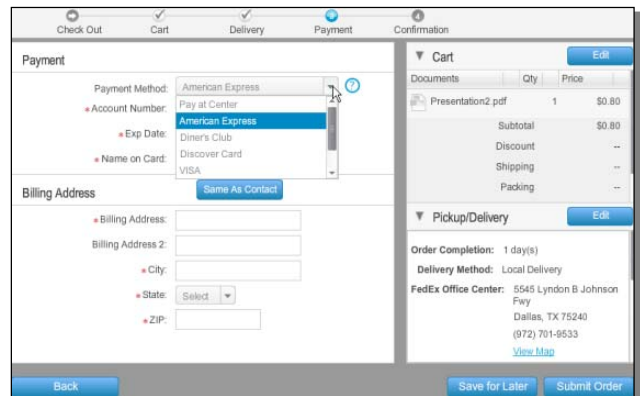
1. Use options in the **Contact Info** and **Recipient** window to enter the required information.



2. If recipient address is a business address, click the checkbox next to **This is a business address**.
3. Click the **Add** button to enter any special **Delivery Instructions**.
4. Click **Continue**.

Providing payment information and completing your order

1. Select a **Payment Method** from the drop-down list and enter the required information. If you choose FedEx Office Account number, your order will be billed back to your department through the university internally.



2. Click **Submit Order** to complete your order. If your company has applied spending limits to your FedEx Office Print Online Corporate order site, you will receive a warning message if you exceed the limits. Adjust documents and quantities in your order so it does not exceed the limit, or click **Continue** to request approval.
3. You will receive an on-screen confirmation as well as an email confirmation (if enabled). The confirmation is your receipt and will contain order details and a tracking number to allow you to track your order status.

TIP: You may track your order by clicking the **Track** button at the top of the order window or by going to www.fedex.com/tracking.

Accessing the FedEx Office print driver (if enabled)

The **FedEx Office print driver** enables you to select FedEx Office® Printer from the print menu of any Microsoft Windows application. Your files will automatically be converted to PDF and a browser launched to the **FedEx Office Print Online Corporate** login page. Complete instructions are available upon download of the driver from the FedEx Office Print Online Corporate home screen.

