

## 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.

FedEx Office <sup>SM</sup> Print Online				
Log in to FedEx Offic	e <sup>sm</sup> Print Online			
Custom text messag	es like this one can be added to most screens on the application.			
User ID:				
Password:	Log in			
	Forgot your User ID or Password?			

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.

load and Print	Upluad/Select Files	Sel Options/Preview		Add to Ca
Sample Presentation				
ag files to change the	order in which they will appear in	n your document		
Sample Presentation	1.ppt	Comp	ete 오	Remove
Sample Presentation	2.ppl	Comp	ete 🖒	Remove

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.

We can print your file at its current size. However, to FedEx Office Print Online, you will need to convert you like to proceed?	
Convert to a standard size	Use this file
Convert your file to one of these standard sizes: Letter - 8.5" x 11" Cogal - 8.5" x 14" Tabloid - 11" x 17"	To continue without changing the size, provide some instructions about how you would like your document producad Any special instructions added below will prohibit your ability to preview your file, see an estimated price, pay online or have the document locally delivered
Convert	400 characters left

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.
- 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

- Local delivery is chosen ad 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<sup>®</sup>.
- 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.



	Check Out	Cart	Delivery	Payment
Deliv	ery Method:	Local Delivery		*
lease	r Due Time: e note the time selectional time is required	ted is for printing for shipping and	finishing your ord local delivery.	ler.
Prefe	erred Locations	Search		
Pref	erred locations			
	Location		Contact	
0	Cupertino CA Hom 20660 Homestead Ri Cupertine, CA 95014 MAP_IT>	1	(408) 777-1000 usa5147@fede	e.com
	approx. order ready to	ine		
0	Folsom CA 1111 Riley St Folson, CA 95630-35 <u>MAP IT&gt;</u>	08	(916) 983-9898 usa0274@feda	.com
		ina		
	approx. order ready to			

# **Defining contact and recipient information**

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

Same As Recipient	Clear		Same As Contact	Ciaar	req
* First Name:			This	is a business addres	5
*Last Name:			* First Name:		
*Address 1:			*Last Name:		
Address 2:			Company:		
* City:			*Address 1:		
*StateProvince:	3eled		Address 2		
*Z P/Pestal Code:			* City:		
* Country:	US	*	* State/Province:	Select	
* Phone:	1	Ext.:	*ZIP/Postal Code:		

- 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

 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.

Check Out Cart	Delivery	Payment	Confirmation	
Payment			▼ Cart	Edit
Payment Method:	American Express	RO	Documents Qty Price	
* Account Number:	Pay at Center	7-2	Presentation2.pdf 1	\$0.80
• Exp Date:	American Express		Subtotal	\$0.80
	Diner's Club Discover Card		Discount	1
<ul> <li>Name on Card:</li> </ul>	VISA	-	Shipping	0.77
Billing Address	Same As Contact		Packing	-
Billing Address:			Pickup/Delivery	EdR
Billing Address 2:			Order Completion: 1 day(s)	
. City:			Delivery Method: Local Delivery	
= State:	Select *		FedEx Office Center: 5545 Lyndon B Fwy	Johnson
• ZIP:			Dallas, TX 7524	0
			(972) 701-9533	
			View Map	

- 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.
- 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

Drint Driver

screen.

Flint Driver	
The print driver lets you print to FedEx Office <sup>SM</sup> Print Online directly from your favorite software, saving you valuable time.	Find Out More