

Log in to FedEx Office® Print On Demand

1. Go to: fedex.com/apps/ondemand/xavier and enter your User ID and Password to log in.

	Welcome Log in to start printing.
	USER ID
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	PASSWORD
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OKFAN	Forget your <u>User ID</u> or <u>Password?</u>
	LOG IN
	For belo contact 1 800 GoEndEx (1 800 462 2220)

Create a Document

1. Choose **Print Products** to create a new document. Feature availability is dependent on your site configuration.

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Hello, sima	
B Want to order from your catalog?	Co Want to create a new project?
BROWSE CATALOG	BROWSE PRINT PROSUCTS

2. Choose a product type that best represents your desired finished product, and select **Get Started**.



3. Select **Browse Files** to add files from your device, or drag and drop your files.

4. You may upload multiple files and **Combine Files** as a single project, or choose **Keep Files Separate** to create a separate project with each file.



Upload Files
Uploaded files will be available in your workspace and can be added to projects.
Drag anywhere to add files
or
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For best results, use high-resolution files. Max file size: 150MB

pro	iject?
KEEP FILES SEPARATE	COMBINE FILES

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Workspace

1. In Workspace, you can associate your uploaded files with one or more projects. Files and projects are retained in Workspace for 30 days.

2. **Upload Files** or **Create Projects**, and drag and drop to associate files with projects, or to rearrange files within a project.

3. Once you have assigned your files with your project, select **Set Up Project** to choose print and finishing options.

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Set Up Project

1. Set up your project for printing by choosing options from the following menus:

NOTE: Default options may vary by print product.

Print Properties: Paper size, Paper type, color, sides to be printed, Orientation & Prints Per Page

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A- Finishing Options: Binding & Stapling, Cutting, Hole Punching, Folding, Print First Page on Cover, Front Binding Covers, Back Binding Covers, Binder Spine & Lamination

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B- Tabs & Pages: Blank Sheets, Tabs

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VIEW PRICE DETAILS		DUMPTITY I	Setal: 318.83	TO CART

- 2. Choose View Price Details for a price breakdown, including any discounts.
- 3. Choose the **Pencil** icon to change the name of your project.
- 4. Select **Additional Print Instructions** from **Advanced Options** to add instructions for producing your document that are not available as menu options.

NOTE: Projects with additional print instructions will not display pricing online. A FedEx Office team member will contact you to confirm your instructions and provide a price before producing your order.

- 5. Navigate the dynamic preview by selecting the left/right icons or by entering the page number you want to preview.
- 6. Adjust quantity as needed and select Add to Cart.



Cart

TEM DESCRIPTION	QTY	DISCOUNT	TOTAL	+ ADD PROMO CODE	
Poster Edit Remove	1		\$30.00	Subtotal	\$30.49
SHOW DETAILS 🗸				Total Discount	\$0.00
Reference Guide	1		\$0.49	Estimated Total	\$30.49
SHOW DETAILS \lor					
				CHECKOU	
				Document prices displayed are estima shipping, packaging and handling	ited and do not include If applicable) or tax.

1. At the **Cart**, you can modify item quantities, remove items from cart, return to editing print options for an item, or access other ordering options (based on your site configuration)

NOTE: Items saved to catalog in FedEx Office legacy applications (Print Online and DocStore) cannot be edited.

- 2. Select **Show Details** to see a price breakdown for an item.
- 3. Select **Continue Shopping** to create another project or add additional items from the catalog.
- 4. Select **Checkout** to proceed.



Checkout with Delivery

- 1. Choose **Deliver to Address**.
- 2. Enter an address for delivery and select Continue to Next Step.
- 3. Recommended Stores are FedEx Office locations that have been specifically identified by your organization to support your program (such as on-site or near-site locations), and are identified with a "star" icon. If enabled for your account, you can switch between the full FedEx office network of 2000+ locations, and your organization's Recommended Stores, by selecting the View Recommended Stores Only checkbox. If not enabled for your account, you will proceed directly to the next step: Delivery Method.

NOTE: On-site locations and hotel/convention center locations may not be displayed unless View Recommended Stores Only is checked.

4. Select a **Production Location** and select **Continue to Next Step** to choose your **Delivery Method**.



 Choose a **Delivery Method**. FedEx Office Local Delivery service is available for recipients within 30 miles of a FedEx Office production location. Local Delivery discount (if applicable) will be reflected in the Total Discount at **Order Summary**.

NOTE: For FedEx shipping: enter a Shipping Account Number to bill shipping directly to your FedEx account. Enter a Shipping Reference ID if needed or required.

6. Complete required fields for **Contact and Payment Information**.

NOTE: Specific billing information such as Department Code, Cost Center etc. may be required at checkout.

7. Review your Order Summary and click Submit Order.