

# Print Shop Pro – Student Instructions

## Registering For an Account:

- [printservices.hope.edu](http://printservices.hope.edu)
- OR
- KnowHope
    - *Campus Services*
    - *Print Services*

Log in using your IHope username and password (without the @hope.edu)

Campus Print & Mail Services Contact Us

Log In using your **IHope** Username and Password

Registered Users

User Name christopher.vankz Show Help

Password \*\*\*\*\* Show Help

Login

Complete your Contact Information (all fields are required)

Your site is:  
**Hope College Student**  
\*\*\*This is VERY important or you will not be able to place an order

Campus Print & Mail Services New Order My Orders Reports More

This is your first time in the Print Shop Pro WebDesk. Your account has been registered.

Make modifications to your profile if necessary, when complete click on the "Update" button below.

Contact Information

First Name Erik

Middle Initial

Last Name Freund

Email Address erik.freund@hope.edu Show Help

Phone Number Show Help

Site Please Select

Site Address Show Help

Site City

Site State Please Select

Site Zip Code

Select an Action

Update Back

Select:  
*Return to homepage*

Campus Print & Mail Services New Order

Profile Updated


Your profile information has been updated.

GO Click here to return to your profile

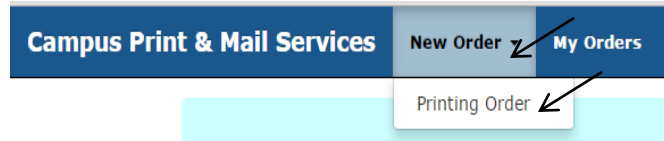
GO Return to homepage

## Placing an Order:











Log in using your 1Hope username and password (without the @hope.edu)



Select:  
*New Order*  
*Printing Order*



Select the Category that best describes your printing request.

 Black Ink Copies	 Color Ink Copies	 Test, Quiz, or Exam	 Letterhead
 Print and Fold	 Print and Cut	 Booklets	 Brochures
 Books	 Matte Finish Poster (suitable for laminating)	 Photo Gloss Poster	 Research Poster
 Lamination Only	 Transparencies		

Continue to fill out the questions specific to the type of order you are submitting.

A PDF proof will be presented to you when you upload your file. **Be sure to review the PDF as this is what your final product will look like!** Approving the proof is giving your OK to print.

The Billing and Delivery page will give you an estimate for your request. Please note that this is an estimate based on what you entered. A final price will be calculated at the time your order is completed.

Be sure to select an account number:

- Select *See Billing Instructions for fund* and state *Cash* in the *Additional Billing Instructions* box.
- If you are submitting an order for a department, select *See Billing Instructions for Fund* and put their fund number in the *Additional Billing Instructions* box.

Select a new *Suggested Due Date* if necessary

Select a *Pickup Location*

*Finish* your order

**Campus Print & Mail Services** New Order My Orders R

Step 7: Billing and Delivery

Job Name **Testing**  
Type Black Ink Copies - 8-1/2 x 11  
Estimate # of Copies: 12  
Total: \$6.06 (Approximately \$0.51 Each)  
Estimate only. Final price may vary!

Billing Account Number  
Please Select

Additional Billing Instructions Please Select  
10150  
Cash (Cash)  
See Billing Instructions for Fund

Delivery Suggested Due Date 7/7/2015  
Delivery Hold For Pick Up  
Pickup Location DeWitt

<< Back Save As Quote Cancel Finish >>

### Order Process Complete

Thank you for your order. Please Click **Print Ticket** and send it to **Copy Works** with the hard copy of what you would like to have copied.

Order # **CW526**  
Job Name **Testing 2**  
Current Status **Pending Approval**  
[Click here to View Order Order Summary](#)

[Print Job Ticket](#)

You will receive a confirmation email when Print Services has received your order and again when your order is complete.