

The background features a complex network of blue lines and arrows. Some lines are solid, while others are dashed. The arrows point in various directions, creating a sense of movement and connectivity. The overall aesthetic is clean and modern, typical of a corporate or institutional presentation.

# PRINT SERVICES ONLINE ORDERING SYSTEM

Pamela Hyman – Director of Print Services

# TODAY'S TOPICS

- Print Services Overview
- Create an Account
- Place an Order
- Quote Orders
- Manage Your Print Orders
- UB Branded Stationery
- Mailings
- New Services
- Ordering Tips

## Print Services Overview



Campus Mail Center, North Campus.

Monday – Friday, 8 a.m. to 4 p.m.

Faculty/Staff parking lot behind our building facing Millersport Highway.

Grab and Go pick up station for easy, quick, and contactless order pickup.

Shipping to all 3 campuses via Campus Mail.

[Printservices@buffalo.edu](mailto:Printservices@buffalo.edu)

\*\*\*BEST WAY TO CONTACT US\*\*\*

716.829.3528

# Create an Account



Copies



Stationery



Posters

*We're here to help!*

Recommended Links

- Campus Mail
- UB Logos
- Printed Stationery Guide
- Templates and Tools
- How-To Help Documentation

**Note:** Useful links at the bottom of our homepage.

**Note:** UBIT credentials needed for registration.

Select the Site/Department that best fits your UB affiliation.

## Profile Details

Enter some basic information in order to take advantage of the features this site has to offer.

All fields are required.

**Enter Your Contact Information**

First Name \*

Middle Initial

Last Name \*

Email Address \*  [Show Help](#)

Phone Number \*  [Show Help](#)

Site / Department \*  [Show Help](#)

Site Mail Stop or Area

Site Address Line 1 \*  [Show Help](#)

Site Address Line 2

Site City \*

Site State

Site Postal Code \*


Site Country

**Create Your Login**

User Name \*

Password \*

Confirm Password \*

Verify  I'm not a robot 

**Select an Action**

# buffalo.webdeskprint.com
















# Place an Order

## Steps

1. Select Category
2. Select Finished Size
3. Print Order Information
4. Finishing
5. Attach Files
6. Billing and Delivery

## Step 1: Select Category

What best describes the Category of your Printing Request?

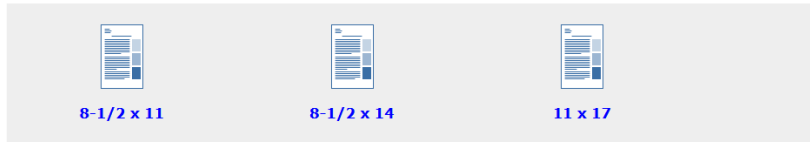
 Black Ink Copies	 Color Ink Copies	 Brochures	 Booklets	 Books	 Post Cards
 Posters	 Envelopes	 Notecards	 Certificates	 Pads	 NCR / Carbonless
 Tent Cards	 Stickers & Labels	 Binding Only			

Design  
Services Now  
Available!

Don't see a category that fits your project?  
Email us at [Printservices@buffalo.edu](mailto:Printservices@buffalo.edu) for assistance.

## Step 2: Select Finished Size for Black Ink Copies

What best describes the Category of your Printing Request?



Copy Orders include sizes  
8.5x11 up to 12x18.

Poster Sizes include 18x24 and up.  
Anything smaller should be submitted  
as a Copy Order.

If you need a smaller size than what is  
listed for any given category, select the  
closest one and let us know in the  
**Special Instructions** what size you  
need!

## Step 3: Print Order Information

**Job Type** Black Ink Copies - 8-1/2 x 11  
**Contact** Pamela Hyman  
**Phone** 716-829-2930  
**Site** Print Services  
[Edit Site Information](#)

**Job Name**   
**# of Copies**  [What is this?](#)  
**Format**  1 Sided  2 Sided  
**# Originals**  [What is this?](#)  
**Ink Color**  Black  
**Stock Style**  [What is this?](#)  
**Stock Weight**  [What is this?](#)  
**Paper Color**


<input type="radio"/> Blue	<input type="radio"/> Goldenrod
<input type="radio"/> Gray	<input type="radio"/> Green
<input type="radio"/> Ivory	<input type="radio"/> Lilac
<input type="radio"/> Pink	<input type="radio"/> Salmon
<input checked="" type="radio"/> White	<input type="radio"/> Yellow

Main Paper

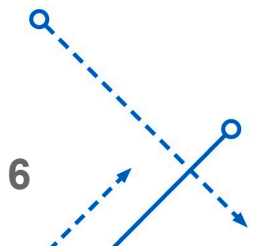
## Step 4: Finishing

**Binding**  None [Change](#)  
 None  Staple 1 Top


**Hole Punches**  None [Change](#)  
 None  E 3 Side

**Collating**  No Collating  Collate  



**Special Instructions**



## Step 5: Attach Files

 **Attach a File?**

## Step 5: Attach Files

 **Attach a File**

Please upload your print ready files.  
PDF, Word, or PowerPoint are preferred.  
[Hide File Type Guidelines](#)

Click Browse to Select a File

Select Attachment Type

Special Instructions

By uploading this file, I agree that it is used lawfully and adheres to organization standards.

I agree to the above statement

## Step 5: Approve the Attached File

**Please note: some formatting options (i.e. graphics, fonts sizes, font types) may NOT be preserved during the conversion process. Select "No" for "File Approved?" to use the original file.**

Original File Name   
 File Size   
 Attachment Type   
 View Converted File [7672\\_PrintServicesOnlineOrderingSystem\\_10052023\\_PH.pdf](#)

**Notes**

File Approval
  OK As Is - Proceed with Project  
 Not Approved - Make Changes and Send Proof  
 Not Approved - Make Changes and Proceed with Project (No Proof Necessary)

## OK As Is – Proceed with Project

approval to use your file converted to PDF by the system.

## Not Approved – Make Changes and Send Proof

small changes needed, proof sent, original file will be used.

## Not Approved – Make Changes and Proceed with Project

small changes needed, **no** proof sent, original file will be used.

### Step 6: Billing and Delivery


Job Name: test  
 Type: Black Ink Copies - 8-1/2 x 11  
 # of Copies: 1 [Back to Edit Quantity](#)  
 Total: \$0.04  
 (\$0.04 Each)  
 This is your initial ESTIMATE. Price may vary.

Site:

Billing: Account Number (State RF or UBF Only) or type "Other" for alternate payment methods

Additional Billing Instructions:

Shipping Information

Suggested Due Date:  

Delivery:  Hold For Pick Up  
 Ship To Address  
 Ship to Site

Site:

Attn:

Department:

Shipping Address:

Address2:

City:

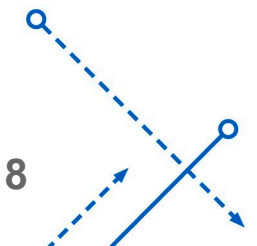
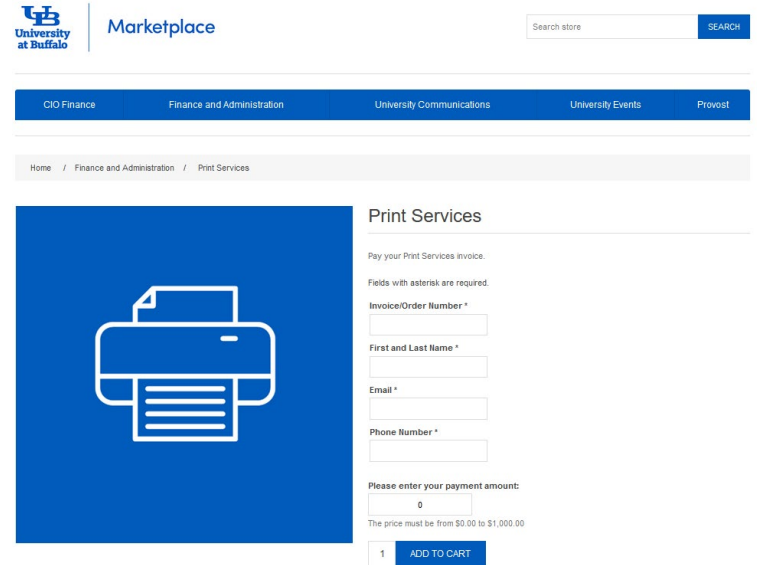
State (Abbreviation):

Postal Code:

Country:

We accept UB  
 account numbers:  
 State  
 123456 or 123456-12  
 Research Foundation  
 1234567-1-12345  
 UB Foundation  
 1234-123456  
 or 0-12345

Paying for an order with your  
 personal credit card? We will send  
 you the link to process your payment  
 via UB Marketplace.





## Quote Orders

- Select the category you wish to receive a quote for
- Make your order selections to the best of your ability
- At the end of the order form, select Save As Quote
- We do not monitor Quote Orders, but if you send us an email, we will check your order over for accuracy so you can stay on budget
- If the price is right, simply log back in and view your order from your My Orders tab under the top navigation and view the order you wish to proceed with. Make any necessary changes and submit your order.

**Order Detail for Order ID 4619**

[Back](#) [Edit Order](#) [Copy Order](#) [Print Ticket](#)

[Cancel Order](#) [Submit Order](#)

<b>Estimate</b>	\$0.04
<b>Price Each</b>	(\$0.04 per Set)

<b>Job Name</b>	test	<b>Status</b>	Quote Only
<b>Site/Dept</b>	Print Services	<b>Date Due</b>	10/16/2023
<b>Contact</b>	Pamela Hyman	<b>Due Time</b>	
<b>Account Number</b>	Other		
<b>Terms</b>			
<b>Additional Billing Instructions</b>			

<b>Order Category</b>	Black Ink Copies
<b>Finish Size</b>	8-1/2 x 11

# Manage Your Print Orders

Orders can be tracked from start to finish from your My Orders List found in the top navigation.

Reorder the same thing weekly? Every semester? Select that previous order, View it, and Copy it, Replace files if necessary, and Submit! All your previous order information will be pre-populated.

**Order Detail for Order ID 4619**

[Back](#)
[Edit Order](#)
[Copy Order](#)
[Print Ticket](#)

[Cancel Order](#)
[Submit Order](#)

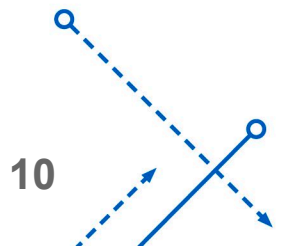
<b>Estimate</b>	\$0.04
<b>Price Each</b>	(\$0.04 per Set)
<b>Job Name</b>	test
<b>Site/Dept</b>	Print Services
<b>Order Category</b>	Black Ink Copies
<b>Contact</b>	Pamela Hyman
<b>Finish Size</b>	8-1/2 x 11
<b>Account Number</b>	Other
<b>Status</b>	Quote Only
<b>Date Due</b>	10/16/2023
<b>Due Time</b>	
<b>Terms</b>	
<b>Additional Billing Instructions</b>	

## My Orders

Order Filter for Pamela Hyman

<b>Print Category</b>	<b>Site/Dept</b>	<b>Created Date Start</b>	<b>Status Date Start</b>	<b># Records per Page</b>	<input type="checkbox"/> Shipped
All Orders		mm/dd/yyyy	mm/dd/yyyy	100	
<b>Status Category</b>	<b>Job Name</b>	<b>Created Date End</b>	<b>Status Date End</b>	<b>Account Number (State RF or UBF Only) or type "Other" for alternate payment methods</b>	<input checked="" type="checkbox"/> My Orders Only
All		mm/dd/yyyy	mm/dd/yyyy		
<b>Order Type</b>	<b>OrderID</b>	<b>Project Contains</b>	<b>Requisition# Contains</b>		
All Types					
<a href="#">Apply Filter</a>		<b>1 Orders Found</b>		<a href="#">Export List</a>	<a href="#">NVDA Accessibility Instructions</a>

OrderID	Type	Req#	Job Name	Contact	Project	Site/Dept Code	Account Number (State RF or UBF Only) or type "Other" for alternate payment methods	Amount	Created Date	Status Date	Shipped	Status	View	Actions	Submit Quote	Delete Quote
4619	Print		test	Pamela Hyman		Print Services	Other	\$0.04	7/6/2023	7/6/2023	No	Quote Only	<a href="#">View</a>			
Total of Visible Amounts \$0.04																



# Managing Multiple Accounts

Are you in charge of managing multiple accounts and need to see orders others have placed? Email us at [Printservices@buffalo.edu](mailto:Printservices@buffalo.edu) and we will give you Admin permissions to view other accounts.

Once the accounts have been added to your profile, you can view them all from your My Orders list. You must uncheck the box “My Orders Only” then you will see all accounts associated with your profile.

## My Orders

Order Filter for Pamela Hyman

Print Category All Orders	Site/Dept 	Created Date Start mm/dd/yyyy	Status Date Start mm/dd/yyyy	# Records per Page 100	<input type="checkbox"/> Shipped
Status Category All	Job Name 	Created Date End mm/dd/yyyy	Status Date End mm/dd/yyyy	Account Number (State RF or UBF Only) or type "Other" for alternate payment methods Contains	<input checked="" type="checkbox"/> My Orders Only
Order Type All Types	OrderID 	Project Contains 	Requisition# Contains 		
Apply Filter		1 Orders Found		Export List	

**Note:** Must uncheck My Orders Only to see other accounts

OrderID	Type	Req#	Job Name	Contact	Project	Site/Dept Code	Account Number (State RF or UBF Only) or type "Other" for alternate payment methods	Amount	Created Date	Status Date	Shipped	Status	View	Actions	Submit Quote	Delete Quote
4619	Print	test	Pamela Hyman			Print Services	Other	\$0.04	7/6/2023	7/6/2023	No	Quote Only	View	Edit		

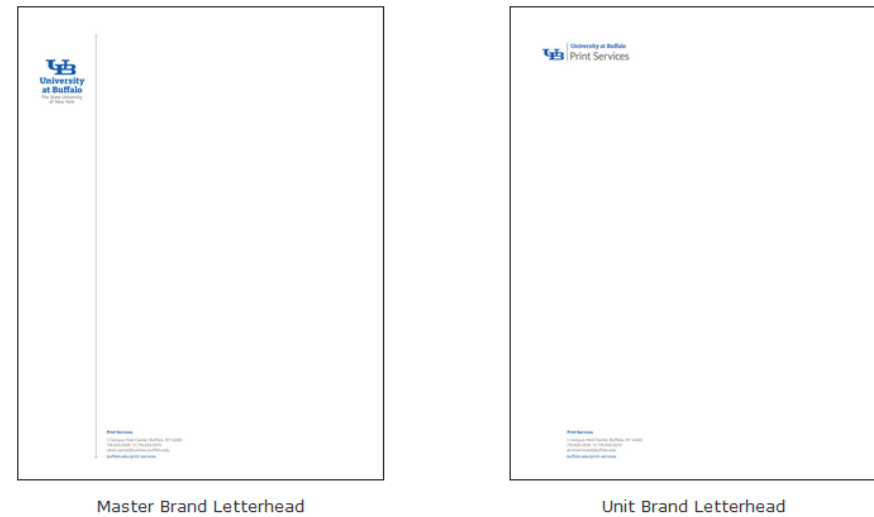
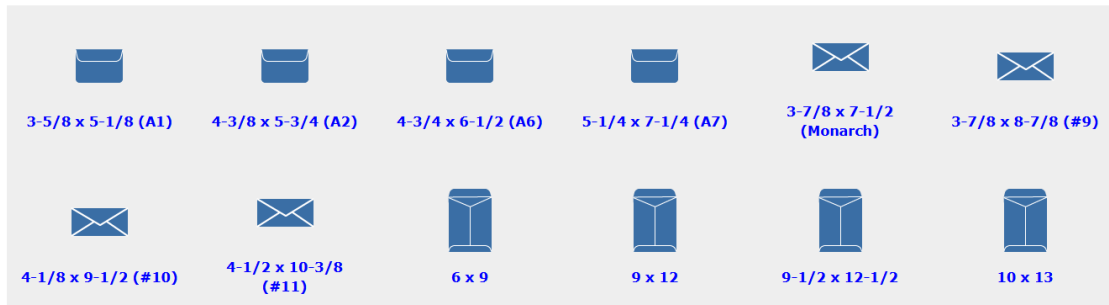
Total of Visible Amounts \$0.04

# UB Branded Stationery

- Business Cards have a set template for the front, but you have various options for the back side.
- Letterhead and Envelope options include the Master Brand or Unit Brand
- Envelopes come in various sizes



UB Branded Envelopes will be formatted as per [University Communications Guidelines](#). Proofs will be sent via email upon order submission.  
 Sending a mailing out? Submit your excel spreadsheet and [Campus Mail Services Request](#) form along with your envelope order. Copy Orders must be placed separately for included mail pieces.



## Mailings

- We offer mailing services via Campus Mail or USPS
- An excel spreadsheet can be uploaded with your Envelope or Postcard order
- Mailings sent via Campus Mail must include separate columns for Name, Department, Room Number, and Building Name
- Mailings sent via USPS are sent either Bulk Rate or First Class. Your mail list will be processed according to the USPS standards in place for either option
- A Campus Mail Services Request form will need to be filled out for your mailing. It can be found at [www.buffalo.edu/campus-mail](http://www.buffalo.edu/campus-mail)

## New Services

- Design Services – We now have a designer on staff who can help bring your ideas to life! Starting from scratch or minor tweaks? Place your design order today! Projects include but are not limited to; brochures, postcards, and flyers!
- Die Cutting – Want a special shape cut out for your next project? This new machine can cut it out for you! We have tested it out with tent cards, mini boxes, and stickers. Have ideas for your next project? Email us at [printservices@buffalo.edu](mailto:printservices@buffalo.edu)

## Ordering Tips

- Have a print ready file (crops and bleeds when necessary)
- Check the UB Brand webpage for helpful templates
- Turnaround time for most orders can be 1-2 business days for pickup at Print Services (allow extra time for delivery)
- Ensure your account number is correct
- Select the proper due date when submitting
- Check your file for errors
- Make sure your request is clear and concise, so, we can begin production of your job as soon as possible

**Get your student refund faster.  
Enroll in Direct Deposit.**

Enroll in Direct Deposit to receive your financial aid or tuition/fee overpayment refund faster.

- **Saves you time.**
- **No lost or stolen checks.**


Sign up to have refunds of your financial aid or tuition/fee overpayment deposited directly into your U.S. bank account.

**Here's how:**

1. Go to your **HUB Student Center**.
2. Click **Billing/Payments** then **Payment Options**.
3. You will then be brought into **QuikPAY** where you can click **Manage Refunds** in the menu.

**Find out more:**  
[buffalo.edu/studentaccounts](http://buffalo.edu/studentaccounts)

The University at Buffalo is partnered with Nelnet Campus Commerce to provide direct deposit of your refunds. You may have your financial aid or overpayment refunds (excluding credit card overpayments) deposited directly into your U.S. bank account.

 **University at Buffalo  
Student Accounts**

# THANK YOU!

## How did we/I do?

**Take the *Session Survey* on your smart device using the QR Code on your schedule.**