

# Print Shop Pro

## UMass Mail & Print Webdesk

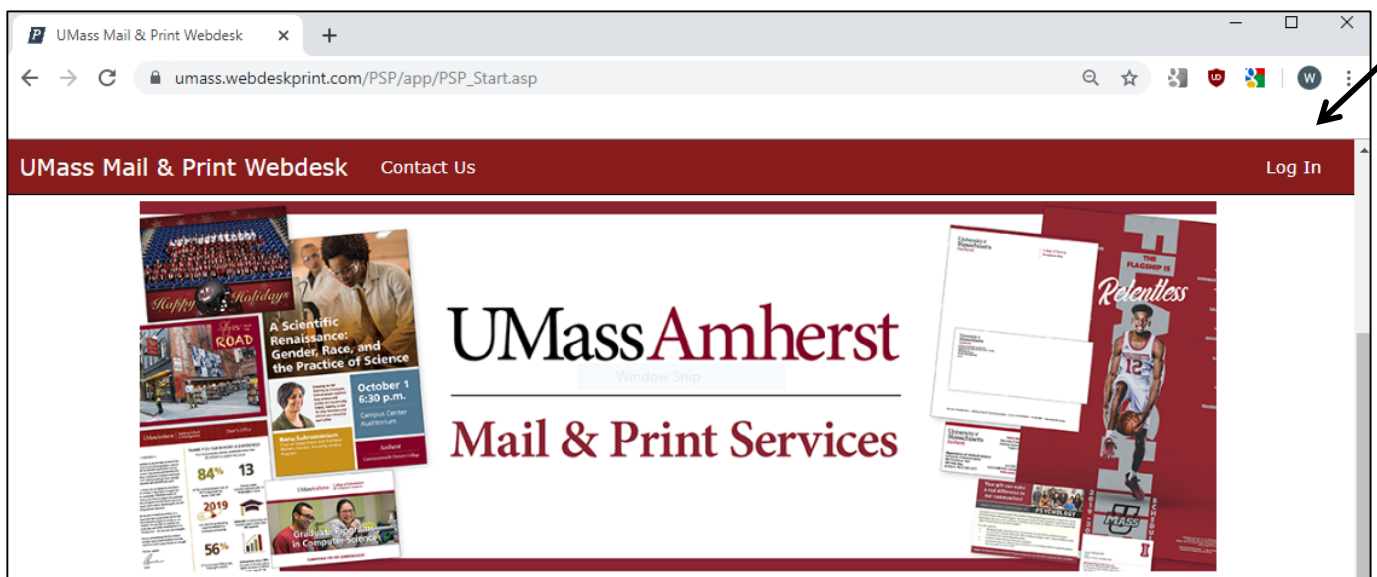
### How to Order Business Cards

#### Step 1

Access UMass Mail & Print Webdesk by going to:

<https://umass.webdeskprint.com/>

Log in by following the link in the top right corner



#### Step 2

Click "Login Using Your UMASS NetID"

If you do not have an account yet, logging in with your NetID will prompt a new user registration.

To register, fill in any required information. Then, click "Update."

For any questions about user registration, call (413) 577-9500

## Step 3

After logging in, you will be auto directed back to the home page

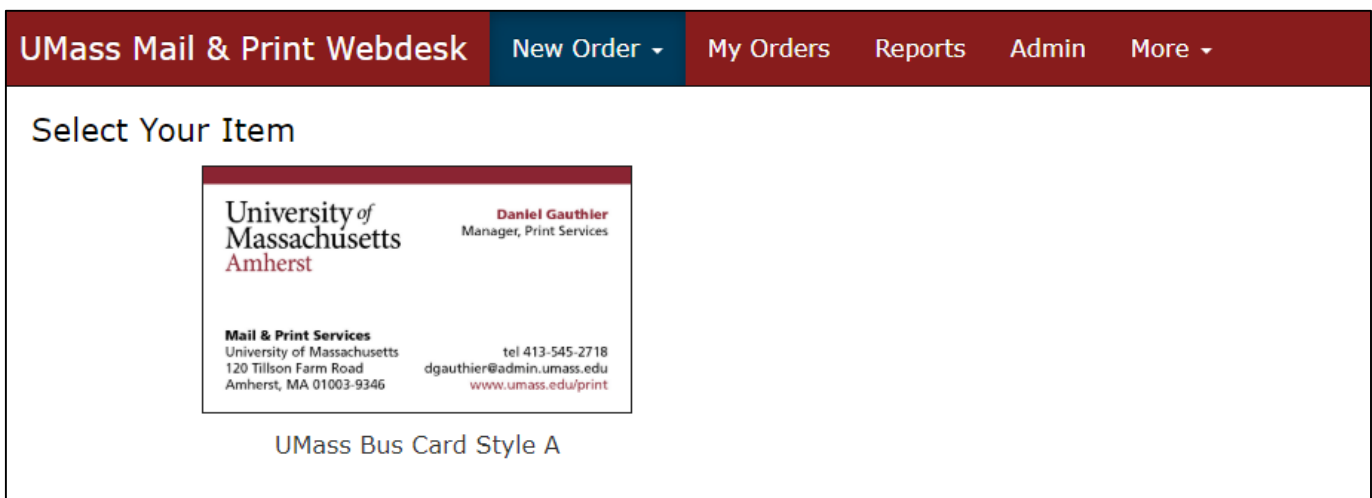
Click on the link for “Business Cards”



The banner features the UMass Amherst logo and the text "Mail & Print Services". Below the banner are five blue buttons with icons and labels: "Print and Copy", "Stationery", "Mailing Services", "Business Cards", and "Store Items". An arrow points from the "Business Cards" button to the "Business Cards" link in the navigation bar above.

## Step 4

Select the style of business cards you prefer



The interface shows the "UMass Mail & Print Webdesk" header with navigation links: "New Order", "My Orders", "Reports", "Admin", and "More". Below the header is a section titled "Select Your Item" which displays a preview of a business card style. The card is for Daniel Gauthier, Manager, Print Services, at the University of Massachusetts Amherst. It includes contact information for Mail & Print Services.

UMass Bus Card Style A

Note: double-sided and single-sided business cards have differing price ranges

## Step 5

You will then be on the “Build Your Item” screen.

Fill in any information that you would like on your new Business Cards.

Text will be printed exactly as entered.

**Name:**   
Enter your full name.

**Job Title:**   
Enter job title.e.g. Associate Professor

**Department:**   
Department. e.g. Print Services

Then, click “Continue,” which can be found at the bottom left of the page.

## Step 6

You will then be on the “Proofread Your Order” screen.

A sample of the card will be displayed, which you can preview at any point by clicking “Preview PDF”



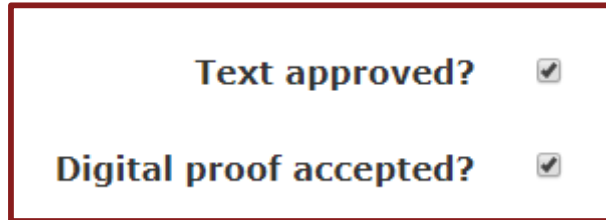
Carefully check the PDF proof, this is a sample of the final product.

**Name:** Daniel Gauthier  
**Job Title:** Manager, Print Services  
**Department:** Mail & Print Services  
**Building and Room Number:**  
**Street Address:** 120 Tillson Farm Road  
**City, State Zip:** Amherst, MA 01003-9346  
**Contact 1:** tel 413-5454-2718  
**Contact 2:**  
**Contact 3:**  
**Email address:** dgauthier@admin.umass.edu  
**Website:** www.umass.edu/print

To fix any errors in these fields, you can click the “Back” button in the bottom left corner to return to the previous page.

## Step 7

Once you have proofread your order, approve both the text and the digital proof by checking the boxes shown below.



A screenshot of a web form with two checkboxes. The first checkbox is labeled "Text approved?" and is checked. The second checkbox is labeled "Digital proof accepted?" and is also checked. The entire form is enclosed in a red rectangular border.

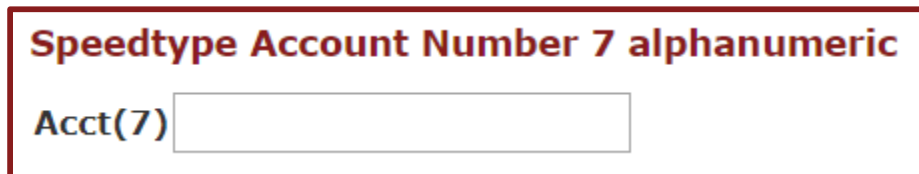
These fields can be found at the bottom of the screen. Once checked, click “Continue”

## Step 8

You will then be on the “Contact and Order Information” Screen  
Some of the information will be auto filled.

Confirm the accuracy of all information shown.

Enter the Speedtype Account Number, (including the leading A)



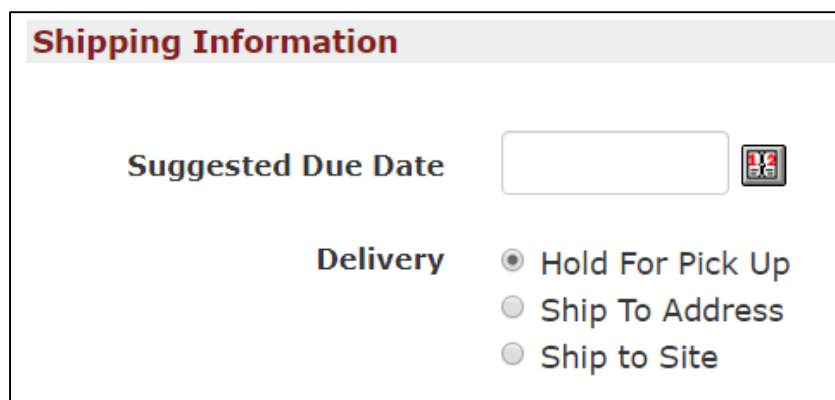
A screenshot of a web form showing a label "Speedtype Account Number 7 alphanumeric" in red. Below it is a text input field with the placeholder "Acct(7)". The entire form is enclosed in a red rectangular border.

Select a Quantity. Estimated prices are shown next to each quantity.

## Step 9

Shipping Information.

Select a suggested due date, and delivery type



A screenshot of a web form titled "Shipping Information" in red. The form contains two main sections. The first section is "Suggested Due Date" with a text input field and a calendar icon. The second section is "Delivery" with three radio button options: "Hold For Pick Up", "Ship To Address", and "Ship to Site". The "Hold For Pick Up" option is selected. The entire form is enclosed in a black rectangular border.

For free campus shipping, select “Ship to Site”

For off campus shipping, select “Ship to Address.” Additional charges apply.

If you would like to pick your order up when it is ready, select “Hold for Pick Up.”

Enter shipping address if applicable. Click “Continue” at the bottom of the page.

## Step 10

### “Order Summary”

This is a summary of your order.

To submit your order, click “Finish” at the bottom of the page.

Back

Save as Quote

Cancel Order

Finish



Note: After clicking finish, it may take several moments before the confirmation page loads. Please be patient.

After receiving the confirmation page, you are all set!  
Check your email for an additional confirmation notice.

For any questions not answered by our guide,  
contact Mail & Print Services at: (413) 577 – 9500