1) CCIU Print Shop - Creating A Log in Account
   a) Go to https://escprintshop.cciu.org/DSF
   b) Click on Register
   c) Create Account – All * fields are required
      i) Enter “School District”
      ii) In Department/Building, Enter WCASD and your school. For Ex. WCASD-Spellman
      iii) Do NOT enter a Cost Center
iv) After all the information has been completed, click the Continue button.

d) On the next screen, click on the Register Button.
i) You will receive an email from ESCPrintShop@cciu.org with subject Welcome to the ESC Print Shop!

ii) After the CCIU has verified your information, you will be notified and will then be able to log into the print shop

   (1) NOTE, please leave a day for the CCIU to finish your registration process

iii) CCIU Contact

   (1) For questions on general printing, please contact Roger atRogerS@cciu.orgor 484-237-5026

   (2) For questions on pricing or concerns, please contact Tonia atToniaF@cciu.orgor 484-237-5355

   (3) To request a quote on a cost of a job prior to submitting an order, please email Ashley Walters atAshleyW@cciu.org.

   (a) Provide all the particulars of the job in your email
2) Ordering General Duplication print jobs:
   a) Go to [https://escprintshop.cciu.org/DSF](https://escprintshop.cciu.org/DSF) and login

   i) From the Home Screen, select the type of print job. Please make sure if you are requesting a booklet with saddle stitch binding that booklet is selected from this list. See 2).

   (1) If you want a booklet with combs or tape, select general duplication
b) After you select General Duplication on the Next Screen, select Begin.

c) On the following screen
   i) name your job and enter the quantity
ii) You must Upload File – Offline Material tab cannot be selected.

iii) Click Browse

iv) Navigate to file location, select the file and click Open button

v) If you would like to use this file for future use, click Add to My Saved Files

vi) If file is NOT a PDF then click Convert to PDF

vii) Click Upload File

viii) After the file(s) are uploaded, you can

   (1) Click Next Button or
   (2) Click Save My Job

May 11, 2015
d) The Next Screen will take you to:

<table>
<thead>
<tr>
<th>Print Options</th>
</tr>
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<tbody>
<tr>
<td>Call to Discuss:</td>
</tr>
<tr>
<td>Color or B&amp;W:</td>
</tr>
<tr>
<td>Paper/Media:</td>
</tr>
<tr>
<td>Scale to Fit:</td>
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<tr>
<td>Duplex:</td>
</tr>
<tr>
<td>Collate:</td>
</tr>
<tr>
<td>Drill:</td>
</tr>
<tr>
<td>Tabs:</td>
</tr>
<tr>
<td>Front Cover:</td>
</tr>
<tr>
<td>Back Cover:</td>
</tr>
<tr>
<td>Padding:</td>
</tr>
<tr>
<td>Request Proof:</td>
</tr>
</tbody>
</table>

(1) Select Color or Black and White
(2) Select paper size and paper color
(3) Select Duplex

(4) Select if you want job collated
(5) Select Drill
(6) Under tabs, select Insert Tabs
   
   (a) In Tab #1: type text that should be printed on first tab
   
   (b) Select
       
       (i) Insert Tab Before Page or
           
           1. Enter page number
       
       (ii) Insert Tab After Page or
           
           1. Enter page number
       
       (iii) Insert Tab After File or
           
           1. Select File
       
       (iv) Insert Tab Before File
           
           1. Select File
   
   (c) To add a second tab, click Add New Tab

   Front Cover: No Front Cover
   Back Cover: No Back Cover
   Padding: No Padding
   Request Proof: I want to review a single copy of my job BEFORE it is printed. *(May impact turnaround time.)*

(7) Select Front Cover color

(8) Select Back Cover color

(9) Padding 

   (a) Select number of sheets per pad
       
       (i) 100/pad
       
       (ii) 75/pad
       
       (iii) 50/pad
       
       (iv) 25/pad

(10) Request Proof – check box if you want proof of job before it is printed
## Finishing Options

<table>
<thead>
<tr>
<th>Option</th>
<th>Setting</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cut Type</td>
<td>No Cutting</td>
</tr>
<tr>
<td>Fold</td>
<td>No Folding</td>
</tr>
<tr>
<td>Staple</td>
<td>No Stapling</td>
</tr>
<tr>
<td>Bind Type</td>
<td>No Binding</td>
</tr>
</tbody>
</table>

### Special Instructions:

(11) Select Cutting Option

- **No Cutting**
  - Cut in Half
  - Cut in Quarters
  - Cut to Full Bleed
  - Cut to Image Edge
  - Cut to Specific Margin
  - Specific Width and Height
(12) Select Folding Option
   (a) Blueprint fold
   (b) C Fold
   (c) Double-Parallel
   (d) Gate Fold
   (e) Half Fold
   (f) Letter
   (g) Tri-Fold
   (h) Tri-Fold (Out)
   (i) Z Fold

(13) Select Stapling Option
   (a) 2 Staples Left Side
   (b) 1 Staple Bottom Left Corner
   (c) 1 Staple Upper Left Corner

(14) Select Binding Option
   (a) GBC
      (i) Select Color
   (b) Tape Bind
      (i) Select Color
   (c) Saddle Stitch should not be selected for General Duplication

(15) Type any special instruction

(16) At any point, you may click Save My Job

(17) Once finished, click Next
(18) From this screen, you can preview the job and make modifications to your print selections.

(19) When finished, click Add to Cart.
e) Shopping Cart

**Shopping Cart**

1. Select Due Date and Time

2. Verify or Edit Quantity

3. Method of Delivery = Courier

4. Click Save when finished with Recipient #1

5. When finished click Checkout

---

(1) Select Due Date and Time

(2) Verify or Edit Quantity

(3) Method of Delivery
   
   (a) Select Courier to have CCIU Courier delivery job to Spellman and then Rory will delivery job to your building.

(4) Enter Recipient #1 information being sure to include your WCASD building
   
   (a) Once Recipient #1 information is entered, click Save

(5) Select Checkout
f) Checking Out

Checkout

Payment
Payment Methods:
Other Account:

Other Account
For internal clients only, enter your 3-digit copier code: 833

i) For checkout, enter your phone number
   (1) If the box for entering a three digit internal code appears, Enter 833
ii) Click Next
iii) On the Review Your Order screen, click Place My Order