

Online Print Service Exclusively for Simmons University Faculty and Staff

The process is easy and convenient

Placing Your Order

- Log into the Copy & Mail Center Digital Storefront – (website – <http://www.collegiatepress.com/simmons/>) – use your Simmons credentials
* See tutorial for assistance in using the site for the first time
- Upload your file
- Fill out the instructions
- At check out be sure to fill in your delivery address
- *(If you need assistance setting up your file, we have design/layout support available)*

We can Provide Delivery to your remote/home Office

- Fill in your address at checkout in the shopping cart
- Your completed order will be shipped through US Postal Service (typical delivery is 2-3 days)

Need Assistance with order – Lets meet by phone or zoom

Phone – 617-521-2428

Email – copymail@simmons.edu

Zoom – Call or email to request a quick training by Zoom

*DSF Tutorial

LOG IN PAGE

- Go to: www.collegiatepress.com/simmons, click on **Faculty & Staff**.
- Navigate to **Send Us Your Print Job**, then click on **Ready to Order** as shown.
- Enter your Simmons University credentials.

COLLEGIATE PRESS
Your partner in print and mail solutions

Simmons UNIVERSITY

WELCOME TO THE SIMMONS UNIVERSITY COPY & MAIL CENTER (powered by Collegiate Press)

Through our website you can submit a copy or print job, order stationery, order posters, obtain graphic design assistance, find special student discounts, and much more.

Please select one of the links below to learn more about what we offer.

[STUDENTS](#) [FACULTY & STAFF](#)

COLLEGIATE PRESS
Your partner in print and mail solutions

Simmons UNIVERSITY

WELCOME FACULTY/STAFF!

WELCOME TO THE SIMMONS UNIVERSITY COPY & MAIL CENTER (powered by Collegiate Press)

the Faculty/Staff portion of our website. The within is designed to meet your specific needs.

ess of activating all the features on the site, but test it out, and let us know what you think.

ccess, if you have any questions, don't hesitate to give us a call at 617-521-2428.

READY TO ORDER

TUTORIAL

REQUEST AN ACCOUNT

PRINT SOLUTIONS

GENERAL SERVICES

CLASS PACKS

MAIL SERVICES

REQUEST AN ESTIMATE

SEND US YOUR PRINT JOB

HOURS OF OPERATION

COMMENT CARD

SIMMONS UNIVERSITY CONTACT INFO:
617-521-2428
copymail@simmons.edu

Simmons UNIVERSITY

Hi, You are trying to access something that requires you to sign in with your [Simmons account](#).

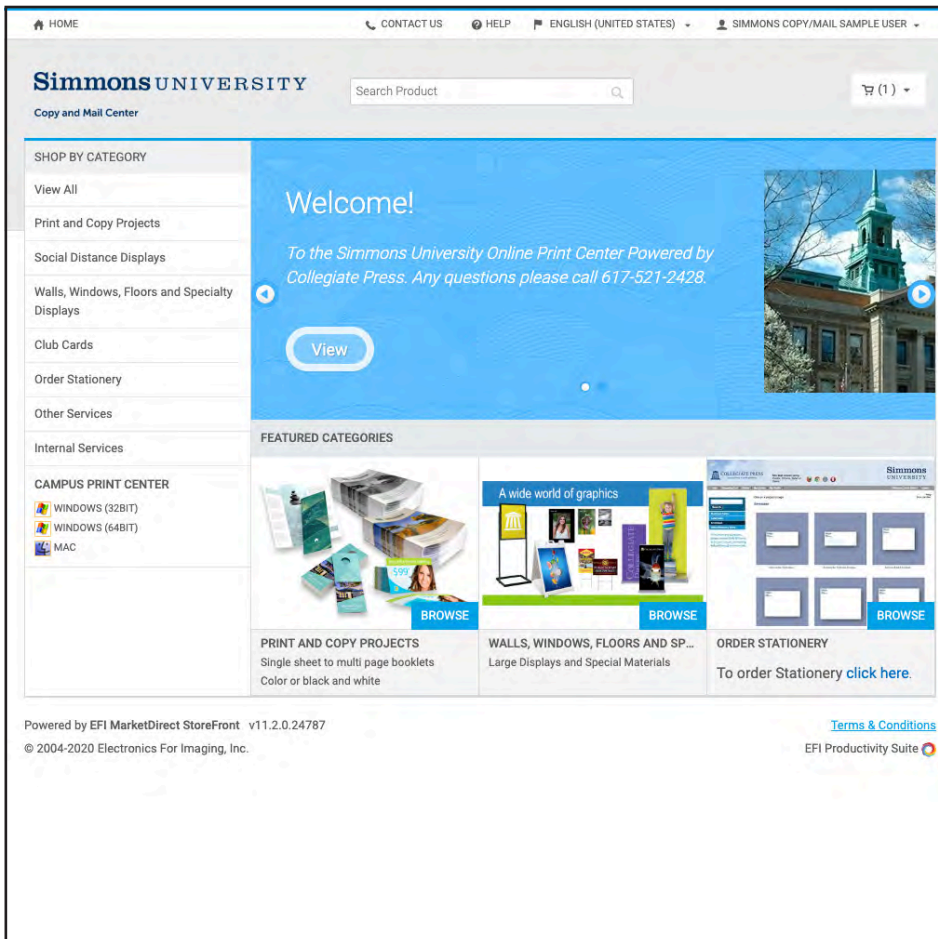
Your Username

Your Password

Sign Me In

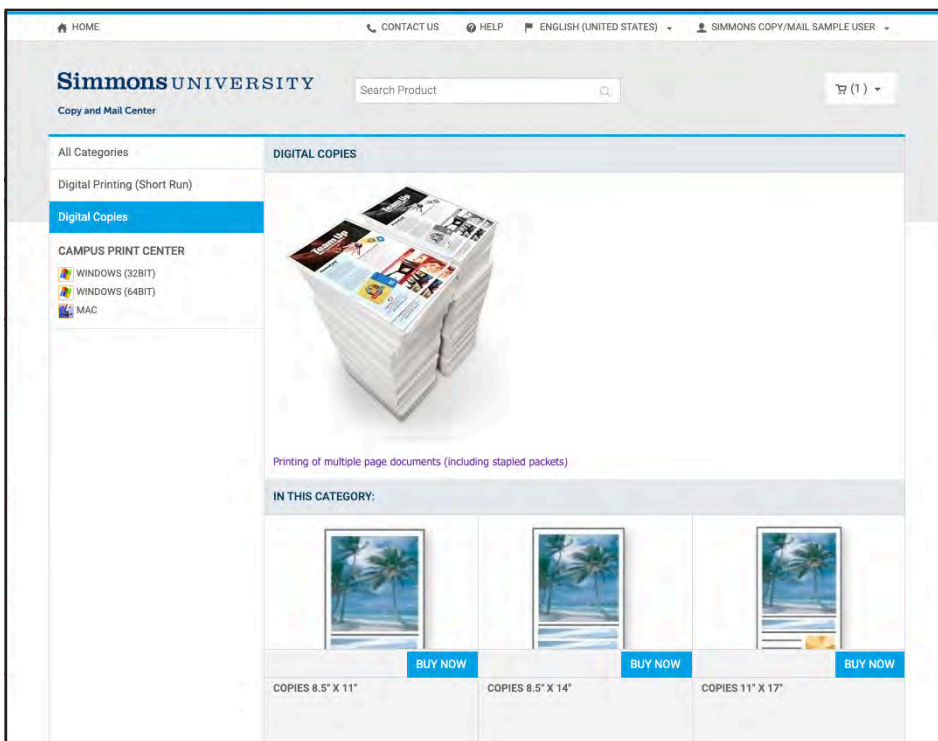
[Can't access your account?](#)

Need help? Contact [Technology at Simmons University](#)



HOME PAGE

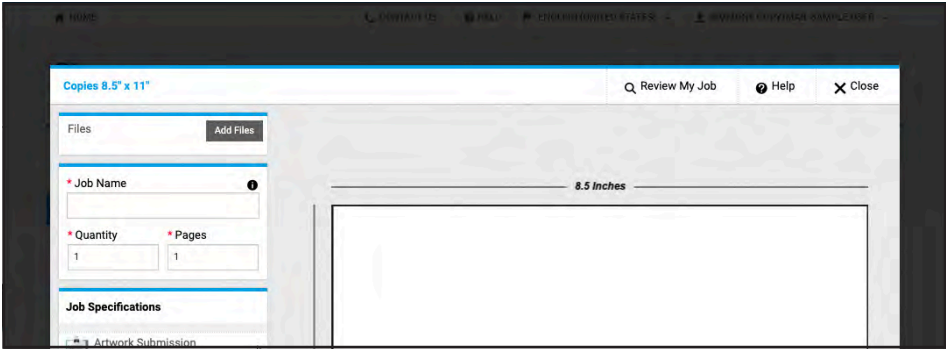
- Select the product category from which you would like to order, and click **Browse**.



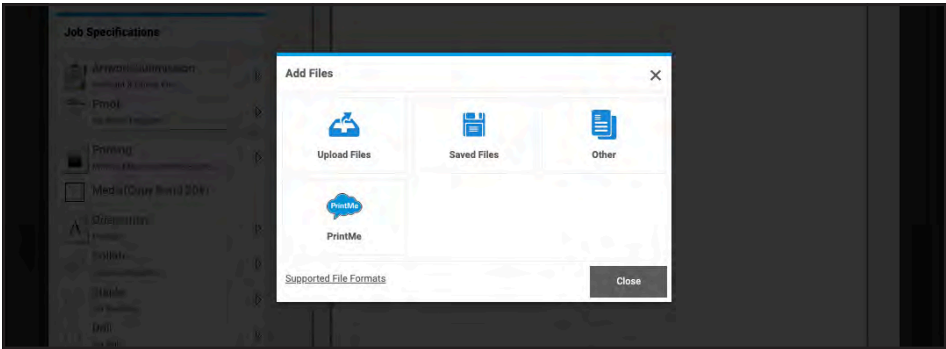
- Select the specific type of product you'd like to order, and click on **Buy Now**.

UPLOAD YOUR FILE

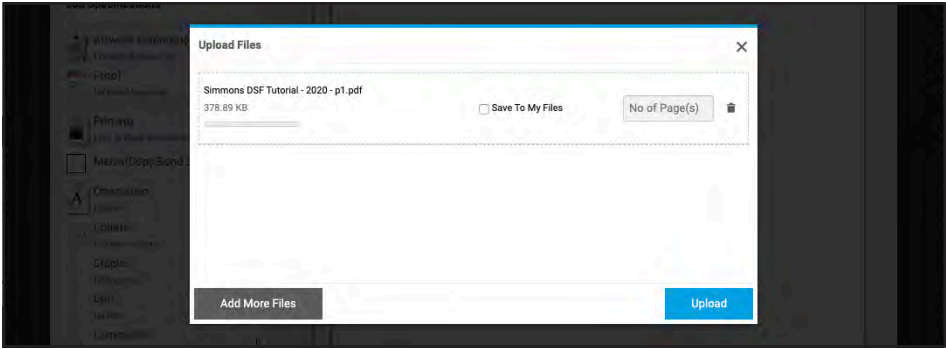
- Click the **Add Files** button in the upper left.



- Select the source of your files. This will usually be **Upload Files**. Click on **Close**.

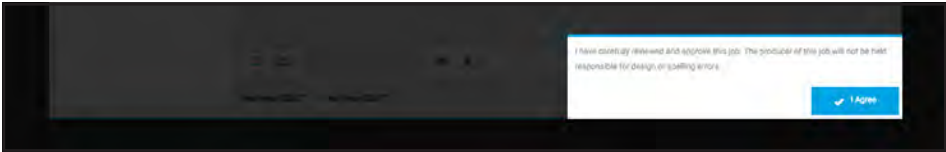
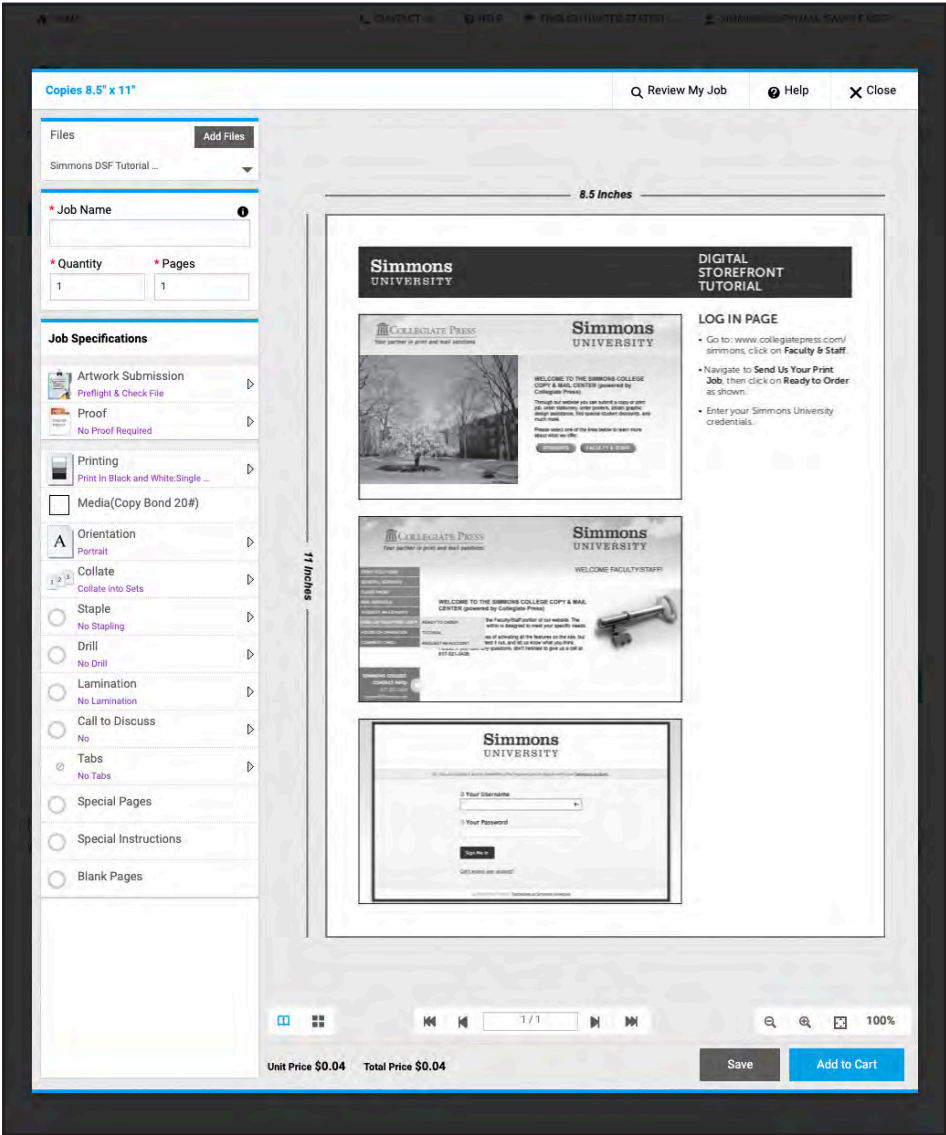


- Click the **Add More Files** button if you would like to submit more than one file.
- When done, click the **Upload** button.

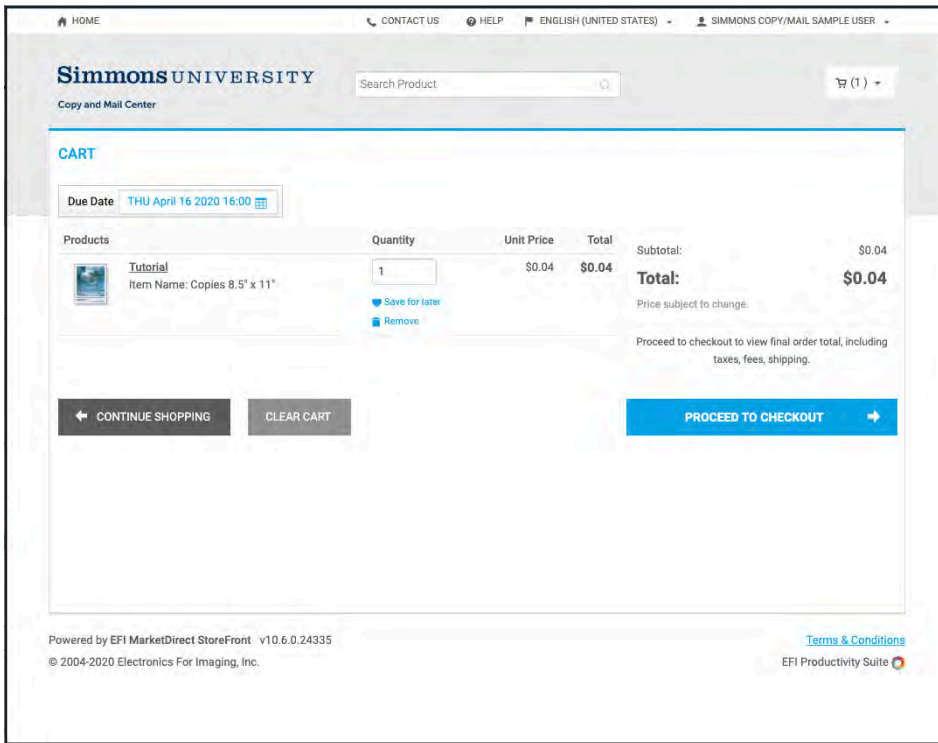


JOB DETAILS

- When your files have uploaded, you will be shown an on-screen preview.
- Enter a **Job Name** for your order.
- Enter the number of copies you require under **Quantity**.
- Choose additional options for your order under **Job Specifications**.
- Click **Add to Cart** when finished.

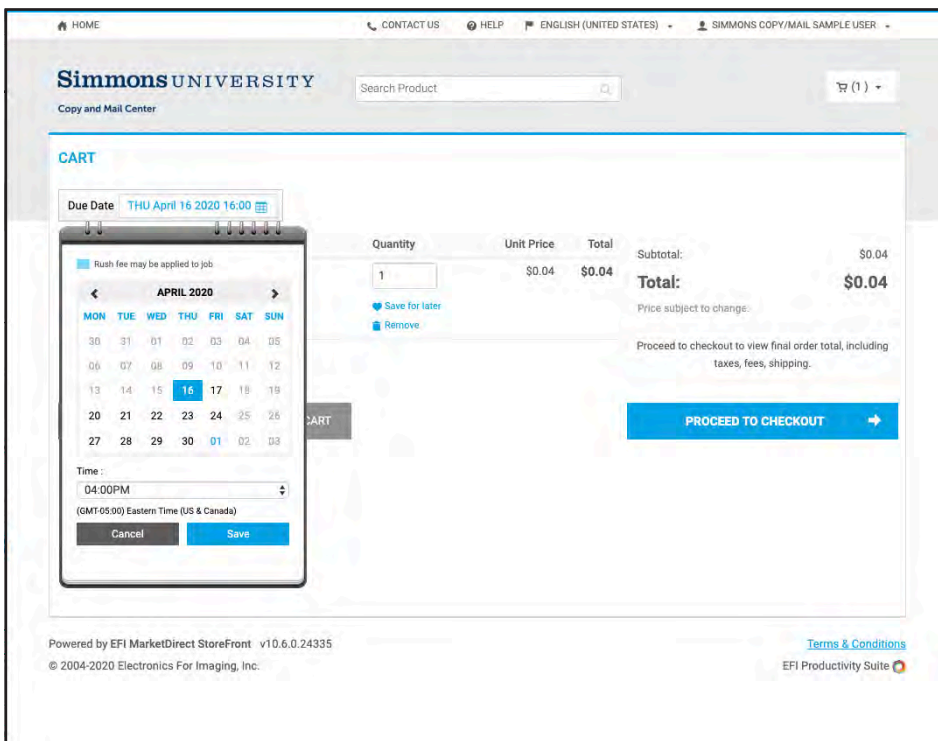


- Review your submission carefully. Click **Agree** when you are sure that your order accurately reflects your needs.



SHOPPING CART

- Review the contents of your Shopping Cart.



- Click on **Due Date** to request a date and time for your order's completion.
- When you're ready, click on **Proceed to Checkout**.

HOME CONTACT US HELP SIMMONS COPY/MAIL SAMPLE USER

Simmons UNIVERSITY
Copy and Mail Center

1 Shipping 2 Payment 3 Finish

Select a shipping address & shipping options

SHIPMENT 1
Please select a shipment type.
Internal Campus Delivery

ADDRESS
[Add from Address Book](#)

* First Name:
Simmons Copy/Mail

* Last Name:
Sample User

Address Line 1:
400 The Fenway

Address Line 2:

Address Line 3:

City:
Boston

Country:
United States

State/Province/Region:
MA - Massachusetts

Zip/Postal Code:
02115

Phone Number 1:

Company:
SIM18-Staff

* Email:
a.boucek@neu.edu

Delivery Instructions

Save to My Address Book

You must click save to proceed with checkout.

Products
Tutorial

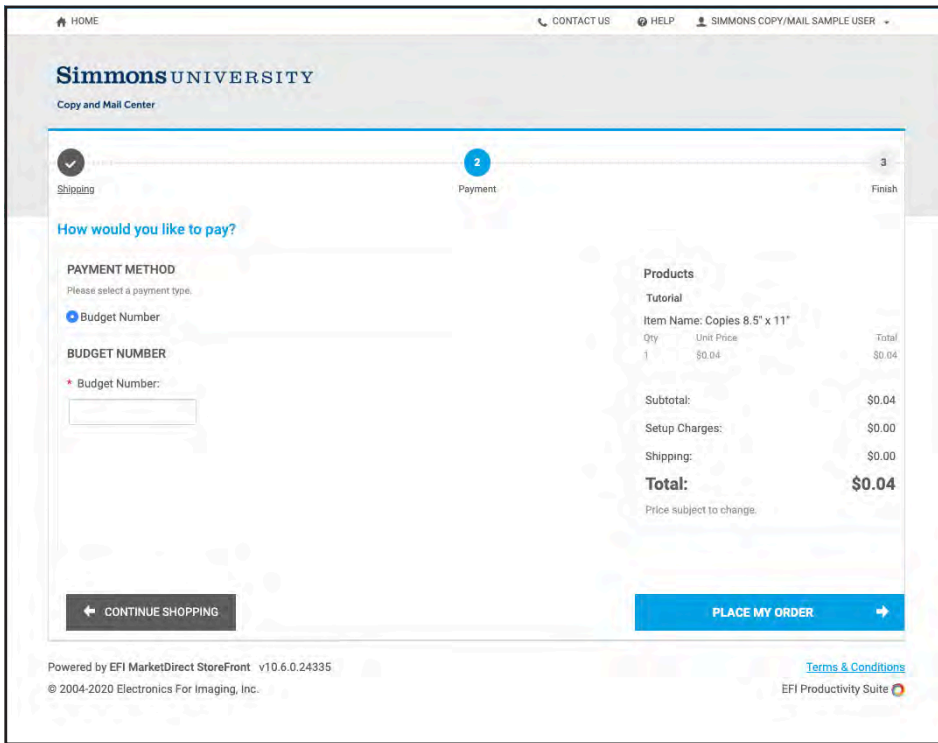
Qty	Unit Price	Total
1	\$0.04	\$0.04
Subtotal:		\$0.04
Shipping:		\$0.00
Total:		\$0.04

Price subject to change.

Powered by EFI MarketDirect StoreFront v10.6.0.24335
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EFI Productivity Suite

SHIPPING OPTIONS

- Verify or update your shipping address and options. Information marked with an asterisk is required.
- Click **Save** or **Proceed to Payment** when you are ready.



PAYMENT

- Enter your budget number. Do not include any dashes, spaces or other dividers.

(Please note: you will not be able to submit your order without this step being completed – if your account is not available in the system, please log out and your order will remain in your cart.

- Click **Place My Order** to finalize and submit order.
- You will receive an email confirmation from Printcenter@collegiatepress.net with your DSF order number, confirming that your order processed.
- You will receive another email when the status of your order has been changed to approved or declined.