Speedy Q Printshop User Guide

The Speedy Q Printshop is a website that allows customers to order printing and other goods and services online 24 hours a day 7 days a week. The Speedy Q Printshop offers a quick and easy print ordering experience similar to other online retail stores that you may be familiar with.

To access Speedy Q Printshop go to:

http://printshop.qc.cuny.edu/

You will see this page:

First Time Users | Contact Us

Welcome to the Speedy Q Printshop, the Reprographics Department’s new online ordering store front!

The Speedy Q Printshop is designed to make the ordering process easier for both you - the customer, and us - your in house print service provider. You will be able to upload your files to be printed as well as place all ordering instructions at one convenient time.
Getting Started

Before you can place a request within the Speedy Q Printshop you will need to register on the site and create your shopping cart.

To do this you will need:

- Your QC Username account information

If you do not already have an active QC Username you can activate it in the College Accounts Management System (CAMS) at:


If you have forgotten your QC Username password you can reset your password at:

https://cams.qc.cuny.edu/login2.aspx

Once you have your QC Username and password, you can log onto the Speedy Q Printshop website.
Logging Into The Speedy Q Printshop

Back on the Home Page, on the right hand side of the screen you will see the Login section.

To log into the website:

1. Enter your Queens College Username.

2. Enter your password.

3. Click Login.
Uploading PDFs to the Speedy Q Printshop

1. Go to the Speedy Q Printshop website and login.

2. Once you have logged in, on the Home Menu, select a category you want to print in, for example, Black & White Printing, Digital Color Printing, or Large Format Printing.
3. After selecting the printing option, you come to a page where you get a description of that particular printing option. If this is the printing option you want, select the **Begin** button at the bottom of the page.

![Black & White Printing](image)

4. Fill out a name for this particular print in the **Job Name** box. In the **Quantity** box, enter the quantity or the number of copies that you will like to order.

   Note: You can name this job/print anything you like. This name is used to identify this particular job.

   ![Job Name Table](image)
5. Next, upload a file by clicking on the **Choose File** button. This will allow you to locate the file you want to have printed. Once you have located the file, select the file and then press **OK**.

**Note:** If you are using a Mac, you will have to click **Choose**, instead of **OK**.

6. Check **Convert to PDF (recommended)**. This checkbox converts your file into a PDF file.

**Tip:** If you check **Add to ‘My Saved Files’ for future use**, this will allow your document to be saved on the website and can be used later. This function is great for items that are going to be printed multiple times throughout the year.

7. Click on the **Upload File** button. This will allow your file to be uploaded onto the site into a PDF Format. Once your file has been uploaded, you will see a PDF icon and the name of your document in the preview window to the right of the screen. Click the **Next** button, located at the bottom of the screen, to continue.
1. Select your Print Options. On the **Print Option** page you choose options such as the type of paper, single or double-sided printing, and binding.

2. Enter special instructions in the **Special Instructions** box.

   - Use the **Special Instruction** boxes to:

     - Indicate any special instructions or requests you may have for our Print Shop staff that may not be covered in the standard Print Options area.

     - If you have one or more pages that will be treated differently than the rest of your job. For example, you may wish to have your entire job printed in Black and White except for page 1, which should be printed in color.

3. Once all the printing options are selected, click **Next**, located at the bottom right of the page.
Review & Preview

1. Review & Preview your print job.

The “Review” screen gives you a preview of what your job will look like, with the options you’ve chosen, once it is printed. You are also given a review of all the options you have selected. If you have missed an option, or picked one in error, click the Previous button to go back a screen to correct it.

2. Check the “I Approve (REQUIRED)” checkbox.

   *Note: To see a breakdown of your bill select the View Pricing Summary button.*

3. Click on the Add to Cart button to add your order to your shopping cart.
Shopping Cart

After clicking the Add to Cart button, you will be redirected to the shopping cart page.

1. Click the Calendar Icon to select your desired ship date and time. Then click Save.

2. Select a delivery Method from the drop down list and then click “Checkout”.
   a. Central Receiving – Have your finished product sent to your office
   b. Customer Pick-Up – Come by the Print Shop to pick up the finish product.
Finalizing Your Order

1. Enter your budget code in this format: ‘##### 00 ####’, then click Next.

2. Review your order and click the Place My Order button to finalize and submit the order.

3. The Order Confirmation page will appear. Take note of the Order Number, in the event you need to contact the Print Shop regarding your order.

4. To check the status of your order, click Order Status from the banner on top of the page.
Contact Us

Who do I call for help?

Contact the Print Shop
For questions about an order, please contact the print shop at:

William Najarro
Queens College
65-30 Kissena Boulevard
Jefferson Hall - Basement
Flushing, NY 11367
United States
718-997-4484
reprographics@qc.cuny.edu

Contact a System Administrator
If you encounter any problems with the web site, please contact the site administrator at:

Josephine La Tempa Solomon
Queens College
65-30 Kissena Boulevard
I- Building
Flushing, NY 11367
United States
718-997-5933
347-739-1934
Josephine.latempasolomon@qc.cuny.edu