

Print Services

File Cabinet user guide

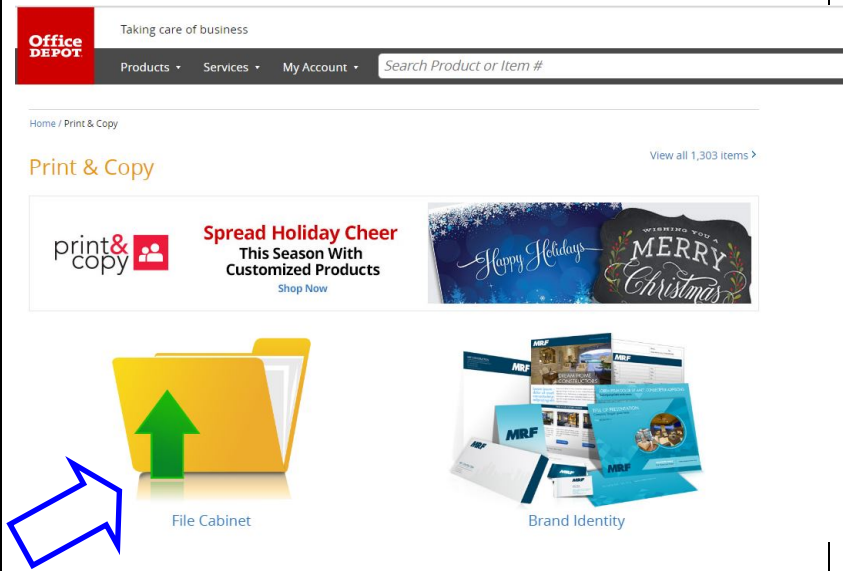


Office DEPOT®

Placing a Catalog Order	Screen
LOGIN www.officedepot.com/bsd/copyandprint - Enter your Login Name and Password - Click Login	Office DEPOT Taking care of business Chat NowContact Us Welcome to the Business Solutions Division Registered Customers Login Name Password Show Log In ☐ Keep me logged in Forgot your login name/password? Need Help Logging In? You take care of business. We take care of you. Not a customer? LET'S GET STARTED 

Access File Cabinet

- Click on **File Cabinet**



File Cabinet Login

- Enter your **Username** and **Password**

Training Department

U - training@brinksinc.com

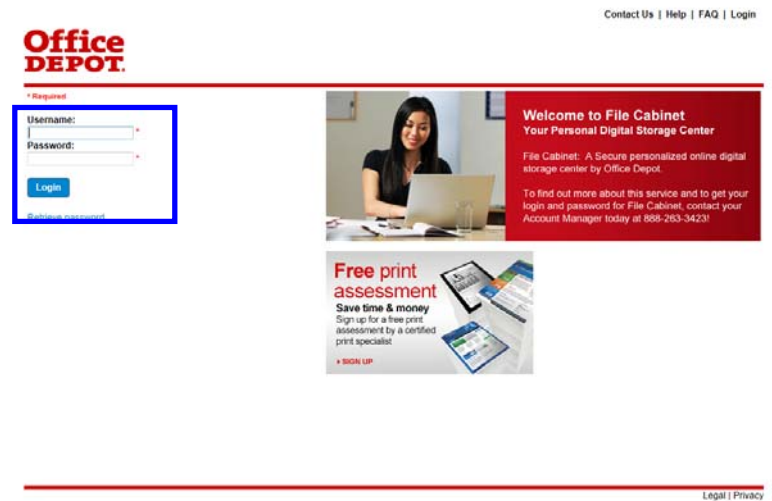
P - welcome

All Others

U - print@brinksinc.com

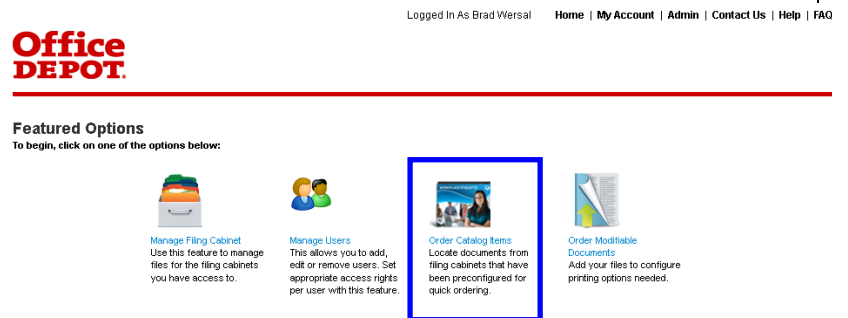
P - welcome

- Select **Login**



Order Catalog Items

- Select **Order Catalog Items**



- Review the listed assets
- Enter **Quantity**
- Select **Add**

Logged In As Tiffany Steele

Home | My Account | Admin | Contact Us | Help | FAQ

Office
DEPOT.

Home > Order Catalog Items > Catalog

Catalog

Catalog features any Filing Cabinet documents and personalized products to have been pre-configured and available for convenient ordering.

1 / 4

Corporate Default

Forms

Kim Watts

Training Binder 3inch

Training Binder 4inch

KIT Items

Employee Inj PM - Texas Only

Employee Injury Kit Califor...

Training

ACT Materials

Decision Driving Posters

DVDs

Training Forms

Corporate Default > Forms

ARM Brochure

Quantity: **Add**

Boxed Receiving Log (C...

Quantity: 5 **Add**

Boxed Shipping Log (CM...

Quantity: 5 **Add**

Branch R[®] Placemat/Book End

Branch H[®] Branch Riser

Daily Devout Time In V

- Select **View Cart**

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Office
DEPOT.

Home > Order Catalog Items > Catalog

Catalog

Catalog features any Filing Cabinet documents and personalized products to have been pre-configured and available for convenient ordering.

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KIT Items

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Training

ACT Materials

Decision Driving Posters

DVDs

Training Forms

Corporate Default > Forms

ARM Brochure

Remove

Boxed Receiving Log (C...

Quantity: 5 **Add**

Boxed Shipping Log (CM...

Quantity: 5 **Add**

Branch R[®] Placemat/Book End

Branch H[®] Branch Riser

Daily Devout Time In V

SubTotal: \$2.07

View Cart

- Select **Order Summary** to view itemized pricing for each document



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[Home](#) > [Catalog](#) > Catalog Order

Catalog Order



[Order Summary](#)

Preview	Item Name / Description	Price	Quantity	Total	Action
	1_letter_color_pages.pdf	\$0.90	5	\$4.50	Remove
Subtotal				\$4.50	

[Cancel Order](#)

[Continue Shopping](#)

[Add To Order](#)

- **Price Summary** view details listed
- Select **Close**

Price Summary

This order contains a single job.
This is only a summary.
Other charges may be applied as you complete your order.

Order Subtotal: \$4.50

Item #1	Document: 1_letter_color_pages.pdf Pages: 9	Page Size: Letter Final Size: Letter (8.5 X 11.0)	Quantity: 5		
Item	Configured Options	Quantity	Price	Total Price	
Impression :	B & W - All Pages	45	\$0.10	\$4.50	
Paper :	20lb BW - 24lb Color (White) - All Pages	45	\$0.00	\$0.00	
Total:				\$4.50	

[Print](#)



[Close](#)

- Modify **Quantity** option (if desired)
- Select **Add to Order**



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[Home](#) > [Catalog](#) > Catalog Order

Catalog Order

[Order Summary](#)

Preview	Item Name / Description	Price	Quantity	Total	Action
	1_letter_color_pages.pdf	\$0.90	5	\$4.50	Remove
Subtotal				\$4.50	

[Cancel Order](#)

[Continue Shopping](#)

[Add To Order](#)

- Click the 3 Check Boxes
- Select **Accept & Continue**

Price Summary

This order contains a single job.
This is only a summary.
Other charges may be applied as you complete your order.

- Please review to make sure you have...
- ☐ Confirmed all documents have desired printing options applied
 - ☐ Previewed all pages for content and layout
 - ☐ Entered desired quantity

Order Subtotal: \$2.07

Item #1	Document: Brinks Brochure (2).pdf.pdf	Page Size: Legal Final Size: Letter (8.5 X 11.0)	Quantity: 1		
Item	Configured Options	Quantity	Price	Total Price	
Impression :	Color - All Pages - Double Sided	2	\$0.29	\$0.58	
Paper :	20lb BW - 24lb Color (White) - All Pages	1	\$0.00	\$0.00	
Finishing :	Lamination	1	\$1.49	\$1.49	
Total:				\$2.07	

[Edit Order](#)

[Print](#)

[Accept & Continue](#)

Checkout

- Select **Checkout**

Office
DEPOT

Taking care of business

Help • Logout

Products • Services • My Account •

1

\$2.07

Print
Page
Available

ONLINE PRINT CENTER

Item # 102842 Entered Item # 102842

\$2.07

/ each

1

Edit

View

Remove

Job Name: ARM Brochure

Comments:

ARM Brochure

Edit

Continue Shopping

Update Cart | Empty Cart | Save Cart To List | Share Cart

Email • FAQs • Print

Order summary

Subtotal

\$2.07

Estimate Shipping & Taxes

Total (1 Item)

\$2.07

Checkout

Apply a coupon code

Order by item #

REVIEW DELIVERY DETAILS

Please verify the details listed in your checkout screen

- User Information
- Shipping Information
- Email Options
- Order Information
- Payment Information
- Delivery Options
- Click **PLACE ORDER**

NOTE: Print Order Delivery

- Production & delivery of your print order will be determined by the personalized options you selected
- Office Depot will call you to confirm order details and delivery availability

Office DEPOT
Taking Care of Business

Store Locator
Find a Store

Order by item #
Quick Order

1 item(s)
View Cart

Office Supplies | Furniture | Technology | Our Services | My Account

SEARCH GO

View All Products A-Z | Ink & Toner | Paper | Copy & Print | Bulletin Board

Home > Checkout

Checkout

Please verify all of your order information below and choose one of the options at the bottom of the page to submit your order.

User Information

User Name: Maria Peters
Phone: 561-564-9976
Email Address: maria.peters@demo.com

Shipping Information

SHIP TO
OFFICE DEPOT CORP
6600 N. MILITARY TRL
BOCA RATON, FL 33486-2434
USA

Email Options

☒ I would like an email confirmation for this order.
Send an email confirmation to another contact
Additional Email Address:

Order Information

* Required Information

COSTCTR ADM01MG

MALCODE N016N

* Contact:

CARMEN PEREZ

Contact Phone: (561) 438-8206 Ext.

Comment:
Comment:
Comment:

Payment Info

* Required Information

Credit Card

* Credit Card Number: No spaces or dashes (i.e. 000000000000)

* Expiration Date: / (mm/yyyy)

Redeem a Gift Card

Card Number: PIN:

Delivery Options

For Standard Delivery:

If you are not available to receive this order on the date below, then select a different delivery date (date request applies to stocked items, any items shipped directly from the vendor will be delivered as previously indicated).
Select a desired delivery date:
Tue, Aug 31, '10

For Future Delivery:

To place an order for FUTURE delivery, (delivered in no less than 21 days and no greater than 180 days) [Click Here](#)
The Desired Delivery Date field does not apply to **custom imprint items** or **print on demand items**, due to varying order requirements and time for production. The production and delivery time of your order will be determined by the personalized options you selected. If your order contains Print on Demand items, an Office Depot employee will call you to confirm delivery availability.

Shopping Cart

Estimated Delivery Date: 08/31/2010

Some services may need to be completed at Office Depot's Print Distribution Center. Print on Demand orders require varying time for production. An Office Depot employee will call you to confirm delivery availability.

Description	Your Price/unit	Qty.	Backorder	Total	Remove
ONLINE PRINT CENTER Item # 0102842 Entered Item # 102842 Comments: File Cabinet	\$0 / each	2	0	\$0	X

Subtotal: \$0

Delivery Fee: FREE

Miscellaneous: \$0.00

Taxes: \$0

Total: \$0

Have you made changes to your cart or delivery option?

[Continue Shopping](#)