



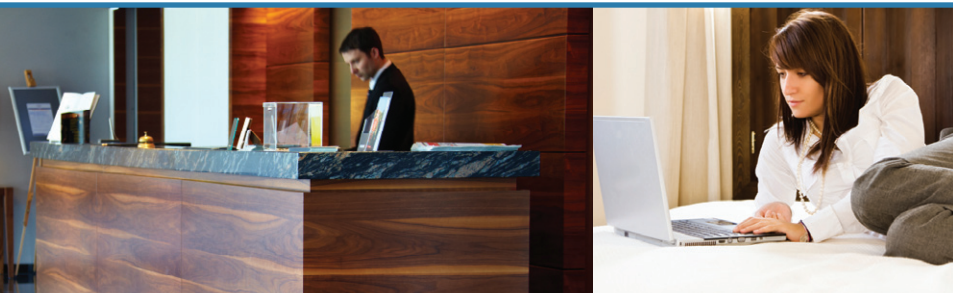
PrinterOn Corporation
221 McIntyre Dr.
Kitchener, Ontario
Canada, N2R 1G1
1.519.748.2848

www.printeron.com



Web-to-Print Store

Customized Guest Awareness Materials
for Your Property



LOG-IN PROCEDURES

Go to www.printeronwebprint.com

A login screen will appear.

SPECIAL NOTES:

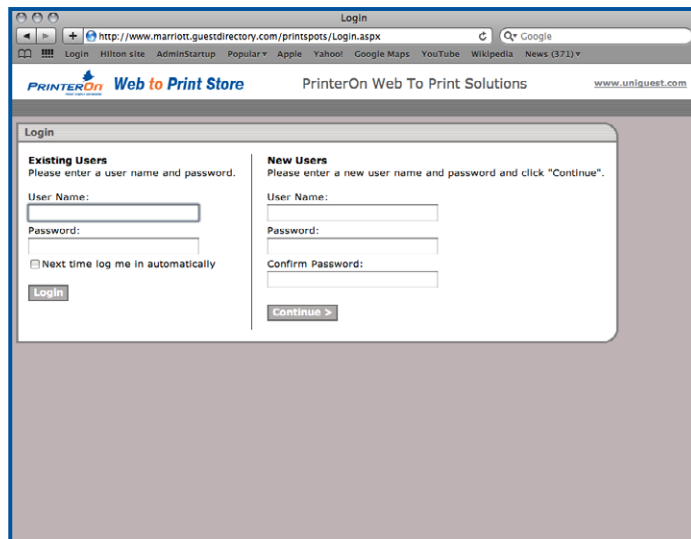
- The login entries are case sensitive, don't forget to check for capitalization!

At this point you will need to enter your User Name & Password.

STEP 1: If you are an Existing User, simply enter your User Name and Password and click **LOGIN**. If you have forgotten your password, click "Forgot Your Password?" and it will be e-mailed to you. (Fig. 1)

STEP 2: If you are a New User, enter a User Name and Password, then Confirm Password and click **CONTINUE**.

You are now ready to begin customizing your PrinterOn material.



After opening the website you will be required to login. (Fig. 1)

STEP 1. FORM FILLING

CUSTOMIZING YOUR MATERIAL

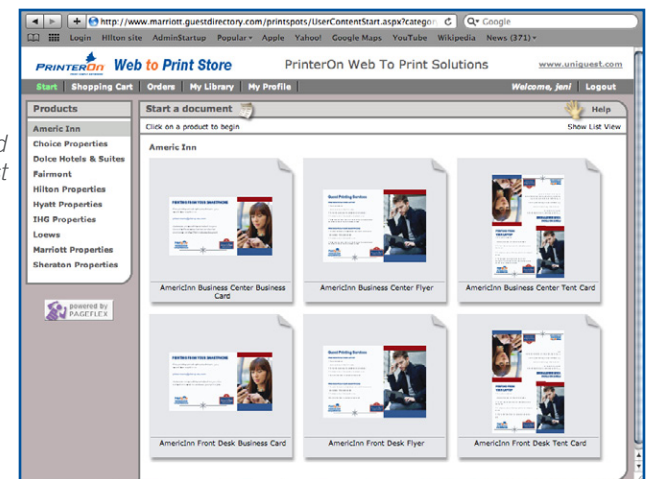
During the customization process, you will encounter three different types of fields:

- **Non-Editable Fields:** are included in the directory and can only be seen in the PDF Preview
- **Editable-Required:** If these fields are left blank, when the update button is clicked an error message will appear beneath required fields. **PLEASE NOTE: you cannot place your order until all required editable fields are filled in.**
- **Editable (Auto-Filled):** These fields are automatically filled in with the most commonly used verbiage for your hotel. If you do not wish for these categories to be included in your directory, you must manually delete the auto-filled text to make it disappear.

STEP 1: Choose your brand by clicking on the brand name on the left menu bar.

STEP 2: A list of products will appear. Click on the product you would like to order (Fig. 2)

Brand List



Products (Fig. 2)

STEP 1. FORM FILLING

Once you have completely filled out the on-line questionnaire, click the **PDF PREVIEW** button to review your proof and make any necessary revisions. If everything is correct, proceed to Next Step.

SAVING YOUR WORK

You may save your work at any point and return to complete the document later.

In order to save an unfinished document you must click on **STEP 2 (PRINTING)** and **STEP 3 (FINISH)** to move your unfinished document into the shopping cart. (Fig. 3)

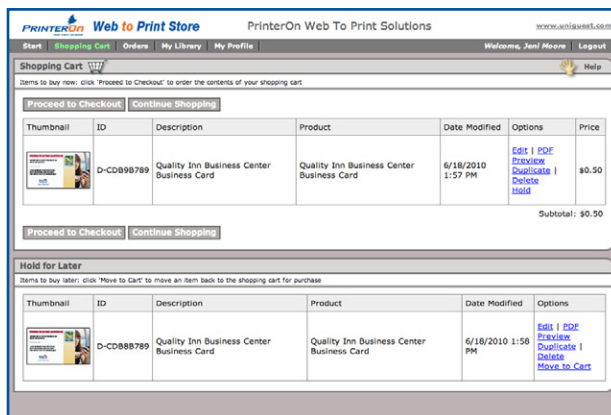
Once the document is in the shopping cart you can **HOLD FOR LATER**.

When you are ready to complete the document, login and click on **SHOPPING CART**. Find the document in the **HOLD FOR LATER** box and in the **OPTIONS** column click **EDIT**.

Once you have completely filled out the on-line questionnaire, click the **PDF PREVIEW** button to review your proof and make any necessary revisions. If everything is correct, proceed to **STEP 2: PRINTING**.

To save an unfinished document, it must be moved to the Shopping Cart in the Hold for Later box.

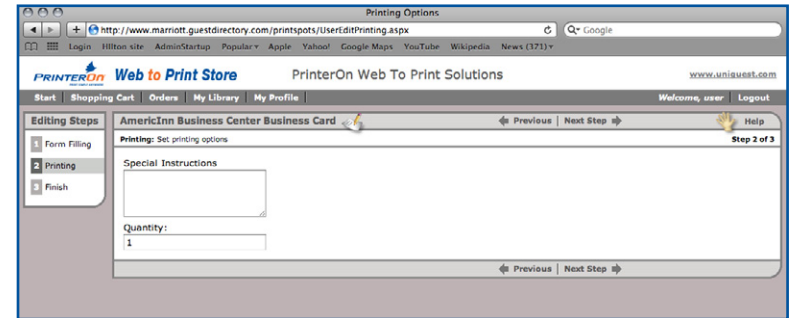
(Fig. 3)



STEP 2. PRINTING

SPECIAL INSTRUCTIONS: Please enter in any special instructions that would apply to your print order or leave the box blank. (Fig. 4)

NUMBER OF ITEMS: Please select the number of items you wish to order.

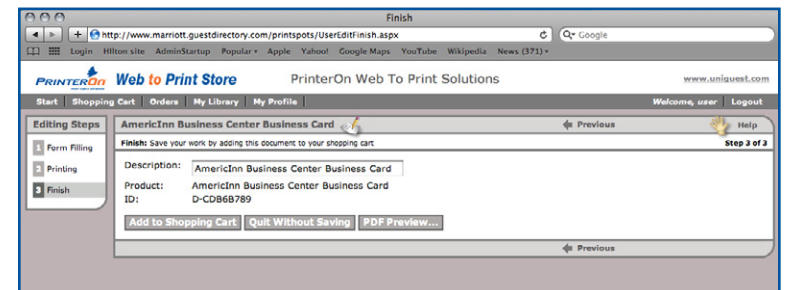


Step 2 - Setting Printing Options Dialogue Box.

(Fig. 4)

STEP 3. FINISH

STEP 1: DESCRIPTION. Enter a description for your document for your own tracking purposes. (Fig. 5)



(Fig. 5)

STEP 3. FINISH

STEP 2: Click one of the following...

2-A ADD TO SHOPPING CART: Saves all changes and add this document to your shopping cart. (Fig. 6)

The shopping cart has two sections, the main shopping cart where orders can be placed, and the Hold for Later section where you can hold orders for processing at a later date.

If a document is incomplete, it is placed in the Hold for Later section and cannot be ordered until all the required information is completed.

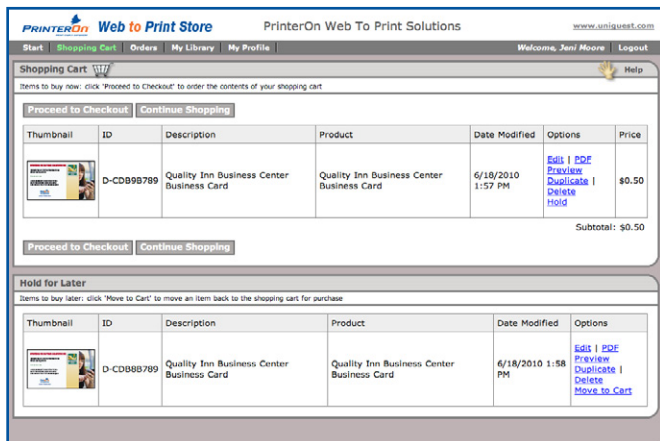
PROCEED TO CHECKOUT: Places your order and begins the checkout process.

CONTINUE SHOPPING: Allows you to order other available products as well.

2-B QUIT WITHOUT SAVING: Takes you back to the Start Screen. You will lose any changes you have made.

2-C PDF PREVIEW: This will give you one last look at your proof before you place the order.

You can place a document in your shopping cart without completing it, but you will not be able to order it until after you have filled out the incomplete sections.



(Fig. 6)

STEP 3. FINISH

CHECKOUT STEPS

When you click Proceed to Checkout from your shopping cart, the site displays the checkout steps for shipping, payment, and order processing.

STEP 1: SHIPPING

Enter your shipping information, such as your name, shipping address and preferred delivery method. Some of this information may be filled out with the information you provided in your User Profile. Click the **UPDATE DELIVERY COST ESTIMATES** button.

STEP 2: PAYMENT

Enter your billing address.

Select method of payment (Purchase Order, Credit Card, etc.).

If you select Purchase Order, please provide a purchase order number.

STEP 3: ORDER

A window with an order summary will appear with an estimated price. Click **PLACE ORDER** to finish ordering or you may **CANCEL CHECKOUT**.

After you click **PLACE ORDER** you will be taken to a confirmation window that will give you a list of all the products you've ordered with the order number, date created and price estimates.

The **DETAILS** button will give you an order summary and show shipping and payment information.

You've successfully placed an order with our PrinterOn Web to Print system. Your order should be shipped out within 10 business days.

FUTURE ORDERS, REPRINTS

Your order had been saved and you may access the information that was entered in for future reprints and to update any information.