

# Online Printing System

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## End User-Guide

1. Click on (**Login to start the service**), Move to Step #4 if you are already logged in.

The screenshot displays the 'Online Printing System' service page. At the top, there is a navigation bar with 'Start the service' and a red circle containing the number '1'. Below this, the service details are shown, including 'Service Time' (N/A) and 'Service Fee' (Raising the request: No fee required. Business Center Services: Applicable). A 'Description' section explains that students and employees can send printing requests in advance and collect them at the business center. The page also features a 'Rate this service!' section with a 5-star rating and a QR code for mobile access.

2. Login using your **ZU ID** and **Password**.

The screenshot shows the 'eServices' login page. It features a login form with 'Username' and 'Password' fields, a 'Sign in' button, and a 'Remember me' checkbox. A red circle with the number '2' highlights the 'Sign in' button. Below the form, there are instructions: 'Use your ZU account to login. If you are a Student or Alumni, enter your Student ID as the username. E.g. 20151234567.' There are also links for 'Don't have an account yet? Click here to Register.' and 'Click here if you forgot your password or the answers to your security questions.'

3. Answer the **Security Question**, then click (**Sign in**).

4. Click on **Start the service**.

5. Click on **Add New Request** button in the Mentoring list page.

Online Printing Hi, Fahima Bastaki (Z8737) ▾

Home Print Requests Business Center Master Data Advanced

### Printing Requests

Amount Request Date Status

Start Date End Date

Search Clear 5 Add New

Number of records shown: 0

Show  entries Export to Excel Quick search:

View	Request ID	User Name	ID	Department	Request Type	Total Documents	Total Amount	Request Date	Status	Acknowledged By	Acknowledged On
No data available in table											

Showing 0 to 0 of 0 entries << < > >>

6. Fill the form, click **Next** then click **Submit** button.

Request Details

### Printing Requests

Use Form below to submit Your Printing Request

**INFORMATION**

ID:  Name:

Campus:  College/Dept:

**General Info**

Request Type:  No. of Document:

Cancel Next 6

Request Details

### Printing Requests

Use Form below to submit Your Printing Request

INFORMATION DOCUMENT 1 x PAYMENT DETAIL

**General Info**

Type of File: -- Select File Type --

Upload Document  Browse Document Link

**Print Details**

Page Size: -- Select Size -- Print: -- Select Type --

Paper Type: -- Select Paper Type -- Orientation: -- Select Orientation --

No. of Pages:  No. of Copies:

Total No. of Prints:

Printing Type: Single Side

**Finishing**

Binding  Lamination   
 Scanning  CD Copying

**Other Requirements**

Hole Punch: No Staples: No

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Next
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Request Details

### Printing Requests

Use Form below to submit Your Printing Request

INFORMATION DOCUMENT 1 x PAYMENT DETAIL

**Total Amount**

Copying Price	<input type="text"/>	Binding Price	<input type="text"/>
Scanning Price	<input type="text"/>	Laminating Price	<input type="text"/>

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Total

VAT (5%)

Total + VAT

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Submit
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Thank you for using this tutorial



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