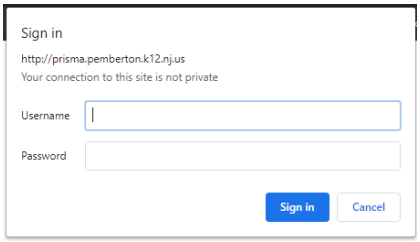
How to submit work to Document Services

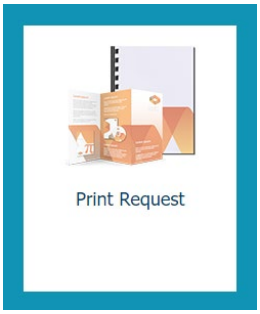
1. Open a web browser and navigate to the following URL - http://prisma.pemberton.k12.nj.us/
   Or go to the Staff page from the district website and click on Document Services.

2. Use your network login when presented with the following prompt.

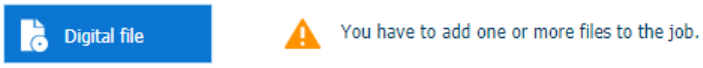


3. Once logged in you may be presented with an Edit Profile window. On that page, fill in the fields if they are not already filled in. Location is the building where you want to receive your print work. Once completed, scroll to the bottom of the page and click **Save**.

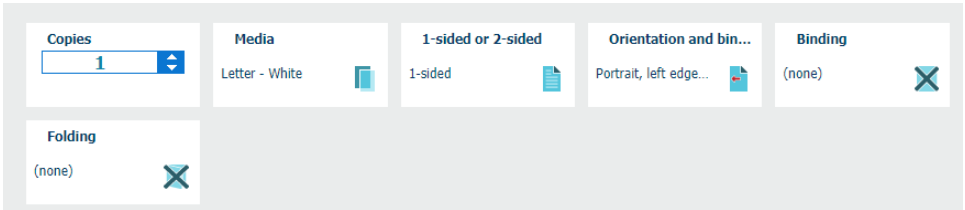
4. Click **Print Request** to begin a job submission.



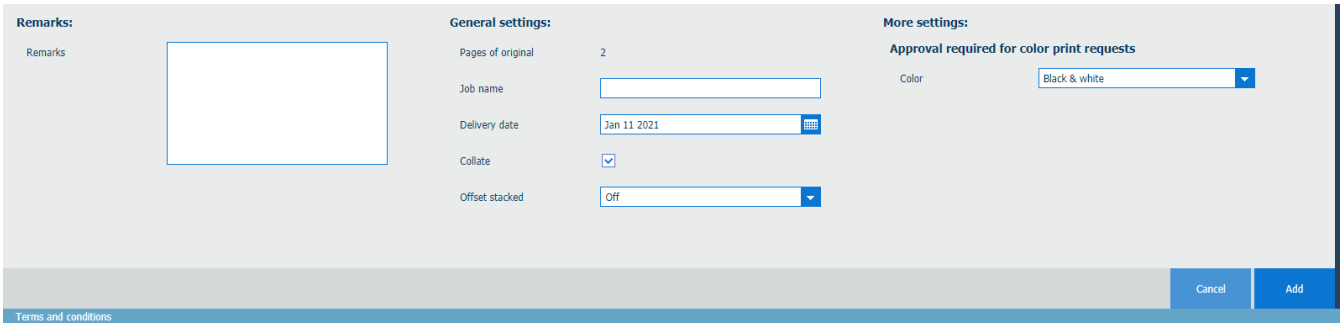
5. Click **Digital file** to open the file browser to select one or more PDF files for printing. All attached PDF files will be merged into one print job with the same Media type and Copy count. If you want separate prints you will need to submit multiple Print Requests.



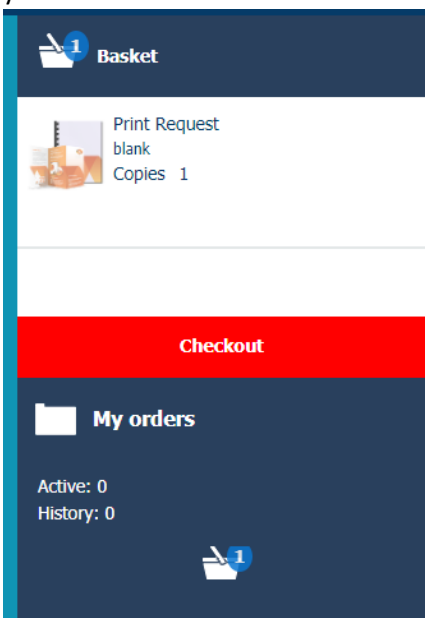
6. Once the file or files have been attached you will get a preview and be able to adjust the number of Copies, Media Type, and 1 or 2 sided settings.

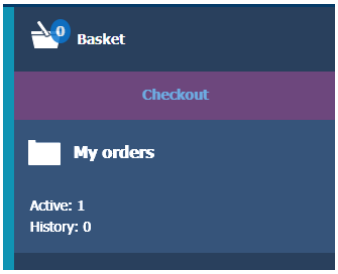


7. At the bottom of the screen you can enter the Job name (if left blank will default to the first file name), Delivery Date, and if it's a Color print job (Color copies will require approval before being printed). You will also be able to enter any remarks/comments/requests for the print operator. Click **Add** on the bottom right to move the Print Request into your cart.



8. If you are adding another Print Requests go to step 4 otherwise you can click the red **Checkout** button to review your order.



9. You will be taken to another screen to review your order. Make any changes to your information or delivery dates if needed. Click **Submit** to send your order to the Print Shop.

10. From the home page you can click **My orders** to see any previous jobs submitted to the Print Shop. You can edit, reorder, or cancel your orders from here.