

netEZPrintsm X

Quick Start Guide

 **HENRY SCHEIN[®]**



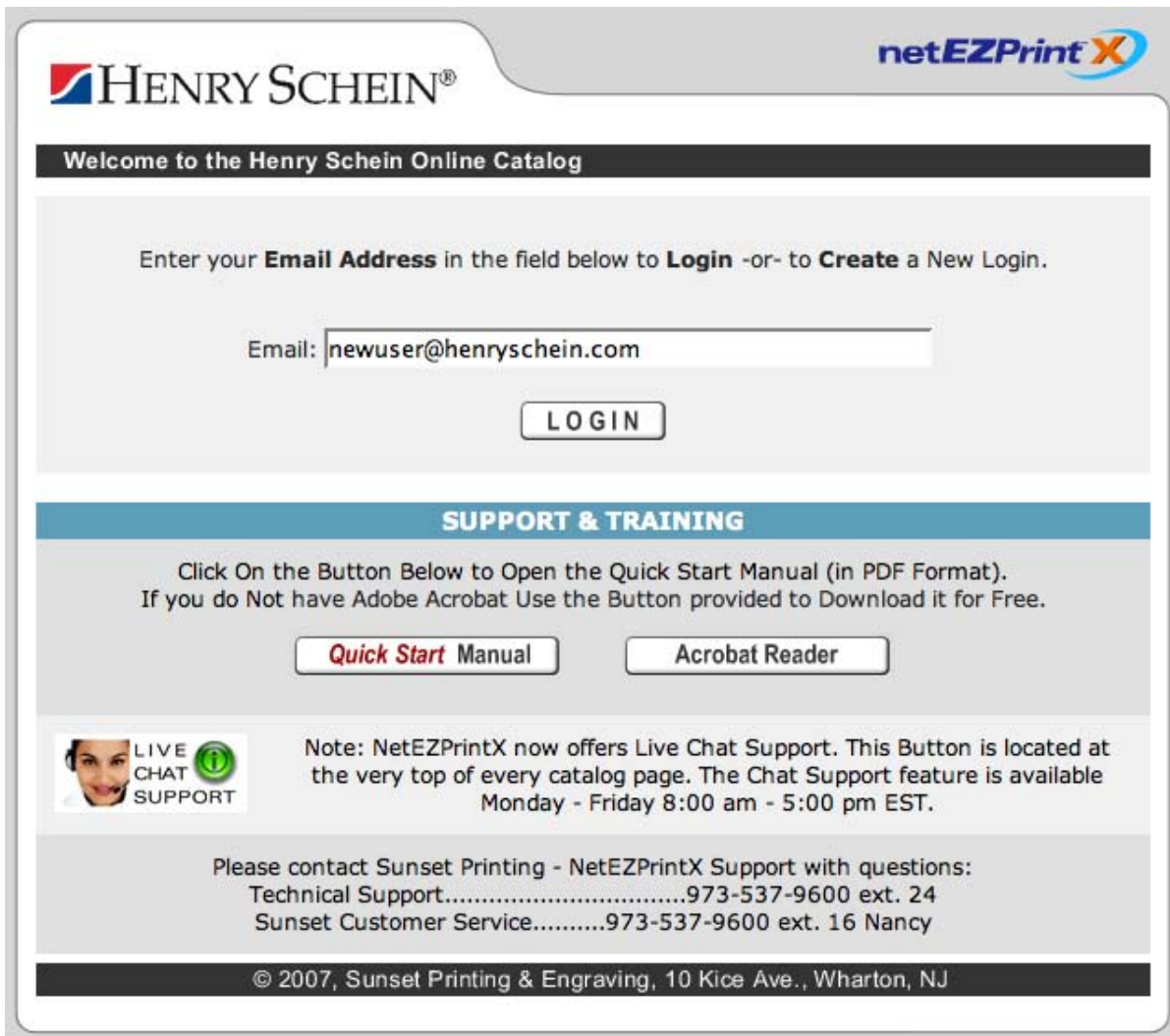
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Logging In

The image below shows the Henry Schein Login page. In the field provided, **type in your complete E-mail address (i.e., newuser@henryschein.com), then click on the “LOGIN” button to access the catalog.**

The NetEZPrint-X system requires Adobe Acrobat Reader. If you do not have Acrobat Reader on your system, use the button on the Login page to visit Adobe and download it for free.

This page also includes the contact information for Sunset’s Customer Service, and Technical Support Departments. Once you are logged into the catalog our “Live Chat Support” feature will also be available for any questions you might have. A link to this feature (shown below) will appear at the top of every catalog page. **Support will be available Mon. to Fri. 8:00 am - 5:00 pm EST.**



The image below shows the Login page's "User Name" field and "LOGIN" button. You can login here using your previously established User Name. First time users will be taken to a confirmation page to make sure they typed their information correctly. If you wish to create a New User Account, see page 3.

Enter your **Email Address** in the field below to **Login** -or- to **Create** a New Login.

Email:

LOGIN

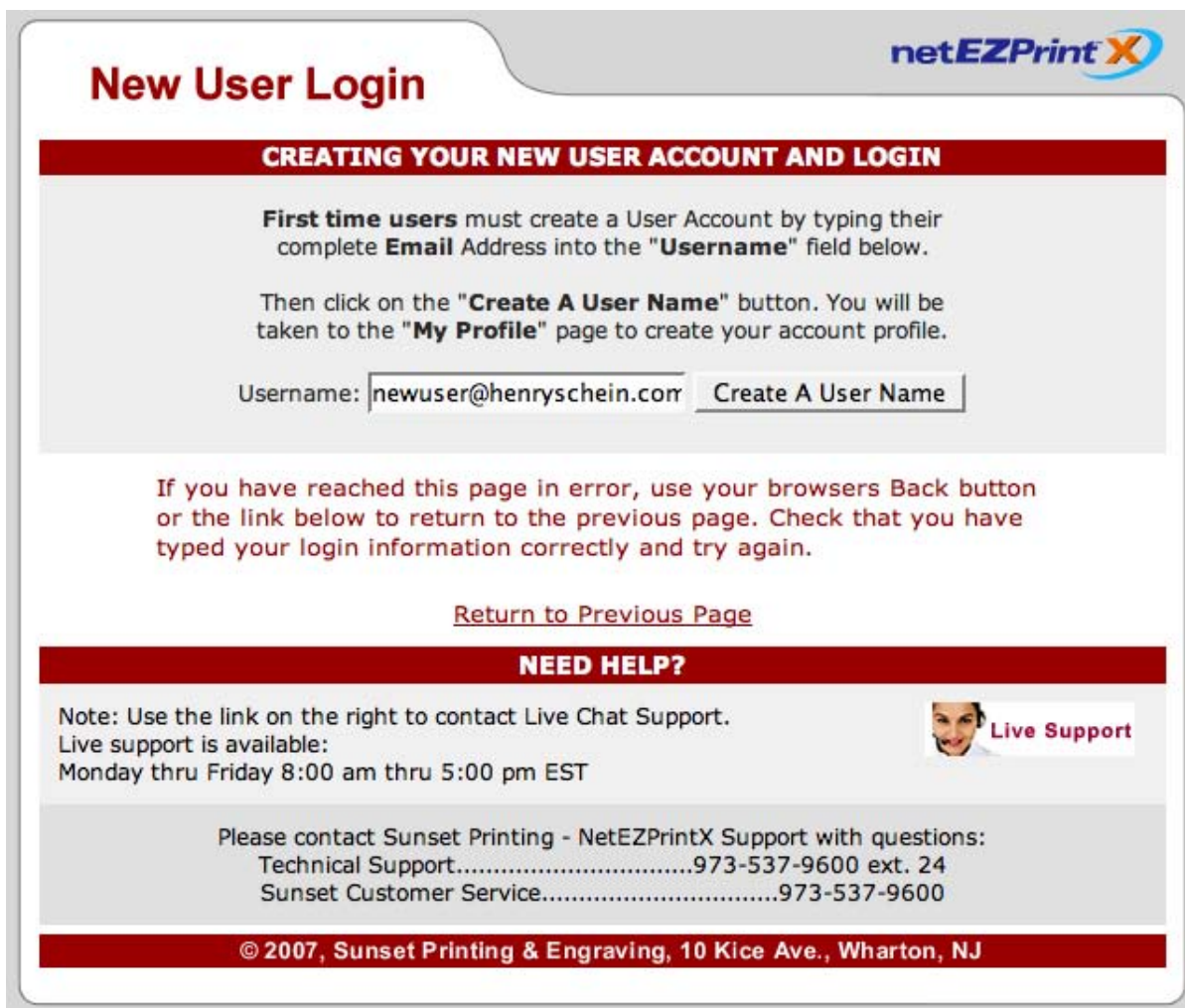
Returning Users Please confirm your User Name before proceeding!

Creating a New User Account

If this is your first time using the system or you are using a different e-mail address, you will be taken to the “New User Login page.”

If you wish to create a new Login and User Account, confirm the name you typed in on the Login page, then click the “Create A User Name” button.

Please Note: If you have used the system before and mistyped your User Name, use the “Return to Previous Page” link provided or the back button on your browser to return to the previous Login screen.



The screenshot shows the 'New User Login' page for netEZPrint X. It features a red header with the title 'New User Login' and the netEZPrint X logo. Below the header is a red bar with the text 'CREATING YOUR NEW USER ACCOUNT AND LOGIN'. The main content area contains instructions for first-time users, a text input field with 'newuser@henryschein.com' and a 'Create A User Name' button. A red error message is displayed below the input field. At the bottom, there is a 'NEED HELP?' section with a 'Live Support' button and contact information for Sunset Printing & Engraving.

Returning Users Please confirm your User Name before proceeding!

Creating Your Profile

First-time users will be taken directly to the profile page. This information will be used for billing and shipping and also to prefill the product templates with your personal information. We suggest you fill out the entire profile for your convenience.

Click "Edit Profile" to enter or revise your personal information. Click "Accept" to enter the Information.

Please Note: After adding your account information, use the "Start" button in the upper-left corner to enter catalog.

My Profile ⓘ ? Help

Review your personal information. Click 'Edit Profile' to make changes.

Edit Profile **Change Password**

This is the user profile page. Click "EDIT PROFILE" and enter your personal information in the corresponding fields. This information will be used to prefill the content of your orders and checkout steps. At any time, you may edit this information by clicking "MY PROFILE" on the menu bar. Once completed, click save and then begin ordering by clicking the "START" button on the upper menu.

FIRST NAME:
LAST NAME:
TITLE 1:
TITLE 2:
DIVISION:

WEB EMAIL NOTIFICATION:
ADDRESS 1:
ADDRESS 2:
CITY:
STATE:
ZIP:

Edit My Profile ⓘ

Edit your personal information. Click Accept to

Accept **Cancel**

FIRST NAME:
Anne

LAST NAME:
Example

TITLE 1:
Purchasing Agent

TITLE 2:

DIVISION:
Corporate

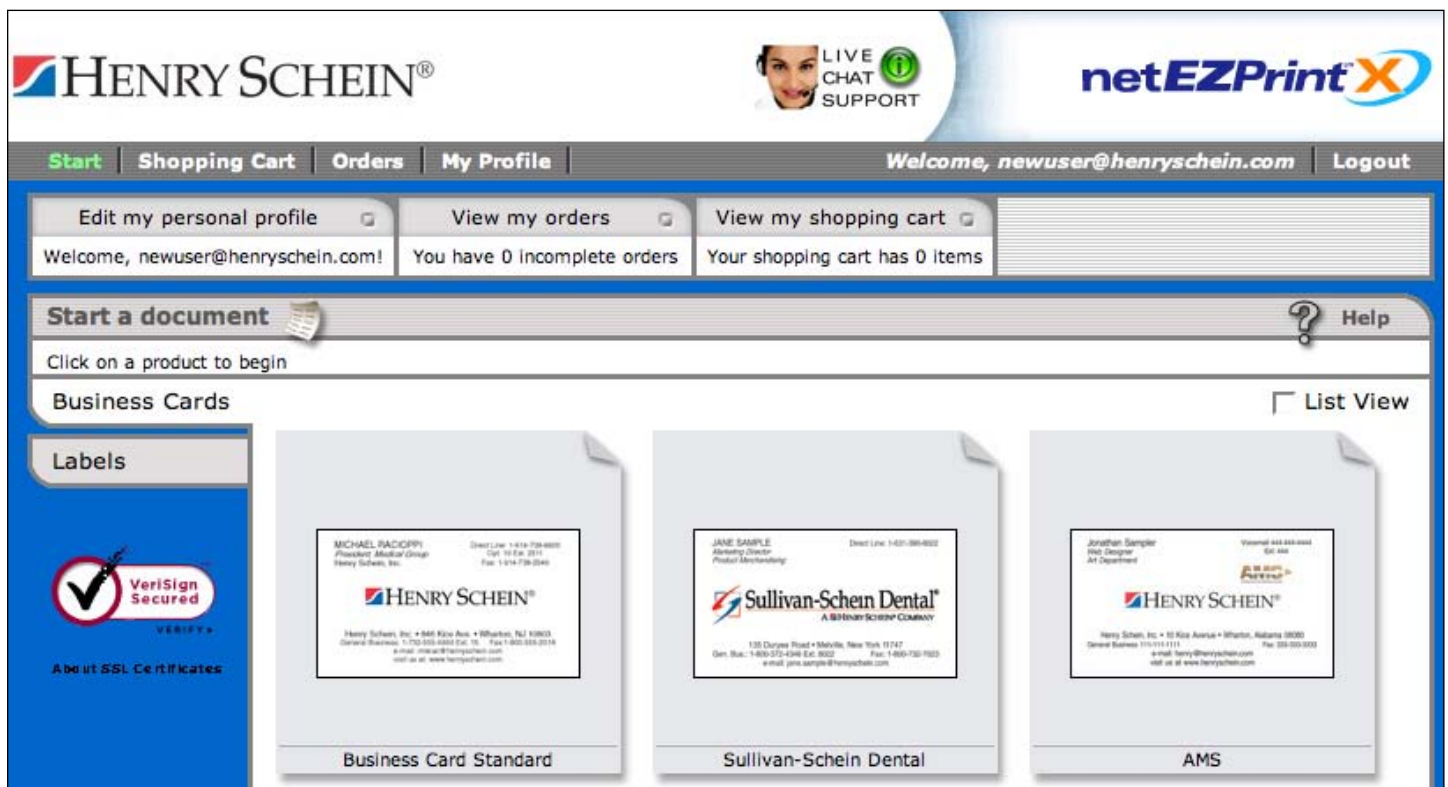
WEB EMAIL NOTIFICATION:
anne.example@henryschein.cor

Getting Started

After you have logged in, you will be taken to the “Start” page. You can return to this page at any time by clicking the “Start” button on the left-hand side of the gray navigation bar.

The windows below the navigation bar display information about any incomplete orders or any orders already in your shopping cart. You can also access this same information from the buttons on the gray navigation bar.

The “Start a Document” section displays the products available to you in your online catalog. Click one of the tabs on the left-hand side to select another product category. Product Thumbnails are displayed with a gray background. Clicking these will take you directly to document you wish to order.



Overwrite Warning

Once you have clicked on a product thumbnail, the NetEZPrint-X system creates a new order. If you move to another part of the catalog or logout, the information you added to the document is saved into the system (but not added to the shopping cart). When you return to this product at a later time, you will be prompted with the warning below, asking whether you wish to start a new document. If you want to start a new document, click on the “Continue” button. This will overwrite any information you previously added to this document. If you wish to use the document you already started, click the “Cancel” button. This will open the saved document that you started earlier.



**Warning: The current document has not been added to your Shopping Cart.
Starting a new document will cause changes to be lost.**

Continue

Cancel

Form Filling - Creating a Document

This is the document's "Form Filling" page. This is where you add or edit the information you want to appear on the product. The fields will automatically prefill with the information you provided in your "Profile." Additional information can be typed in or filled from drop down menus or by using the "Address Look Up" feature.

Please Note: Check the PDF proof carefully to make sure all the information entered is correct.

Business Card Standard Next Step ? Help

Fill out the form to change the document. Click on 'Update' or 'PDF Preview' to view changes.

1 Form Filling **Update** **PDF Preview...**

2 Printing

3 Finish

Please Note: Fields marked with a red "*" are required.

* **FIRST NAME:**
Anne

* **LAST NAME:**
Example
 CHECK FOR LOWER CASE NAME (e.g. McMURPHY, DeMORENO)

TITLE 1:
Purchasing Agent

TITLE 2:

DIVISION:
Corporate

Address Look Up

* **ADDRESS 1:**
10 Kice Ave.

ADDRESS 2:

* **CITY:**
Wharton

* **STATE:** NJ * **ZIP:** 07885

ANNE EXAMPLE
Purchasing Agent
Corporate

HENRY SCHEIN®

Henry Schein, Inc. • 10 Kice Ave. • Wharton, NJ 07885
General Business: 1-201-555-1234 Ext. 123 Fax: 1-201-555-1200
e-mail: anne.example@henryschein.com
Visit us at henryschein.com

CORPORATE

To be the worldwide leader in quality and value in pharmaceuticals for our health care community. In all ways.

* **PHONETYPE:** General Business * **NUMBER:** 201-555-1234

EXT: 123

* **FAX:** 201-555-1200

OPTIONAL PHONE: -choose type- **NUMBER:**

OPT: **EXT:**

OPTIONAL PHONE: -choose type- **NUMBER:**

EXT:

EMAIL: anne.example@henryschein.com

CHECK BOX TO ADD WEB ADDRESS

BACK OF CARD BLANK

Update **PDF Preview...**

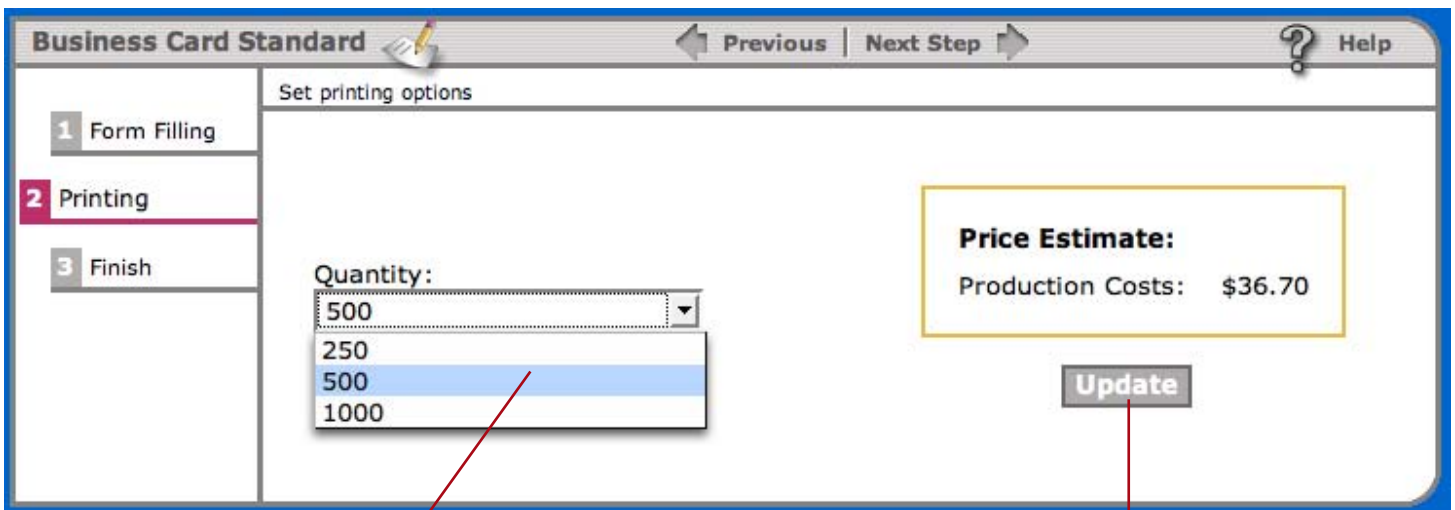
Checkboxes at the bottom of the form allow you to select the option of adding the "Web Address" to the front of your card and the option to have the back of your card appear blank (no corporate mission statement).

When done, Click on the Step 2 "Printing" Tab on the left-hand side of the window or click on the "Next Step" button at the top of the window.

Printing Options

This page displays the “Printing Options” available for this product. Use the drop down list to select the quantity desired. Use the “Update” button to see the price for the quantity you selected. This page will not update automatically, you must click the “Update” button to see the correct price.

When done click on the Step 3 “Finish” (or Step 4 “Finish) Tab on the left-hand side of the window or click on the “Next Step” button at the top of the window. Please note that you can also go back to the previous page by using the “Previous” button also found at the top of the window.



Select Quantity from Dropdown Menu

Click Update for Correct Price

Add to Shopping Cart - Finish Step

This page is where you decide to add your document to the shopping cart. It displays the description of the product you ordered and its NetEZPrint-X ID number. It is a good idea to highlight and type in a unique name for your order in the “Description” field to make it easier to locate or reorder in the future. You can complete this step by using the 3 gray buttons at the bottom of the window.

Click on and type into the “Description” field to give your document Order a customized description.

The screenshot shows a software window titled "Business Card Standard". At the top right, there is a "Previous" button and a "Help" icon. The main content area is titled "Save your work by adding this document to your shopping cart". On the left side, there is a vertical sidebar with three steps: "1 Form Filling", "2 Printing", and "3 Finish" (which is highlighted with a red bar). The main area contains the following text and fields:

- Description: AExample BizCard
- Product: Business Card Standard
- ID: D-7C542DE7

At the bottom of the window, there are three buttons: "Add to Shopping Cart", "Quit Without Saving", and "PDF Preview...". A red arrow points from the text above to the "Description" field.

Add to Shopping Cart: Adds document to your shopping Cart. You will be taken to a page with a summary of the selections you made for this product (more information about this in the next section).

Quit without Saving: Closes window, deletes any information you added to the document, and returns you to the “Start” page.

PDF Preview: Opens PDF proof of your document in a Acrobat Reader. This allows you to double check that all the information on your document is correct before adding to the cart.

Please Note: You can also go back to the previous page by using the “Previous” button found at the top of the window.

The Shopping Cart

When you have added a product to the “Shopping Cart,” the page will open displaying a confirmation that your product has been added to the cart. At this point, you can use the 2 buttons to either “Proceed to Checkout” or “Continue Shopping.” You can reach this page from the “Shopping Cart” button in the gray navigation bar. When you login to the system the Start page will display the number of items in your cart.

This page also allows you to:

Edit: Return to “Form Filling” to make changes to this product.

PDF Preview: Open your product in Adobe Acrobat to review information.

Duplicate: Duplicate this product.

Delete: Permanently delete this product.

Hold: Moves Item to the “Hold for Later” section of the shopping cart.

Move to Cart: Moves jobs that were put on “Hold” back into shopping cart.

Shopping Cart ? Help

Items to buy now: click 'Proceed to Checkout' to order the contents of your shopping cart

Proceed to Checkout
Continue Shopping

Thumbnail	ID	Description	Product	Date Modified	Options	Price
	D-7C542DE7	AExample BizCard	Business Card Standard	9/14/2007 11:06 AM	Edit PDF Preview Duplicate Delete Hold	\$36.70

Subtotal: \$36.70

Proceed to Checkout
Continue Shopping

Hold for Later

Items to buy later: click 'Move to Cart' to move an item back to the shopping cart for purchase

Thumbnail	ID	Description	Product	Date Modified	Options
	D-7C542D8E	GMacSamples New Cards	Business Card Standard	9/14/2007 11:08 AM	Edit PDF Preview Duplicate Delete Move to Cart

Ship To Information

The “Shipping” (or Ship To:) page is the first step in the “Check Out” process. This page will partially prefill with information from your profile. Type in the Ship-To address, or use the “Address Look Up” feature to select from a database of Henry Schein locations. Use the “Cancel Checkout” to exit the checkout process.

Enter the Email Address you wish to have your Email Receipt sent to.

Click on the “Next Step” button to continue with the checkout or click on “Step 2 Payment.”

You can also select your shipping options on this page. Check one of the “Delivery Methods,” then click the gray “Update Delivery Cost Estimates” button.

Payment Information

The “Payment” (or Bill To:) page is the second step in the “Check Out” process. Enter your “Cost Center” and “Purchase Order Number.” Use the “Cancel Checkout” to exit the checkout process.

Please Note: DO NOT change the BILL TO NAME unless you are authorized to do so.

Checkout Previous | Next Step ? Help

Set Payment Options

1 Shipping

2 Payment

3 Order

Cancel Checkout

Please Note: Fields marked with a red "*" are required.

Bill To:
 Company Name:
 HENRY SCHEIN®

Maria Porcaro

135 Duryea Road
 Melville NY
 11747
 1 631 390 8072
 US

* COST CENTER: (17 digits max.)
 1234

PURCHASE ORDER NUMBER:
 PO1234

Payment method will be via corporate account.
 No additional information required.

VeriSign Secured
VERIFY

[About SSL Certificates](#)

Placing Your Order

This is the last page before your order is finished. It displays the products ordered and their description as well as a breakdown of the printing and shipping costs. To complete your order, click on the gray “Place Order” button. To cancel your order, use the gray “Cancel Checkout” button.

Checkout
← Previous
Help ?

1 Shipping


2 Payment

3 Order

Review and place your order for production

Place Order
Cancel Checkout

Items:

Thumbnail	ID	Description	Product	Date Modified	Price
	D-7C542DE7	AExample BizCard	Business Card Standard	9/14/2007 11:06 AM	\$36.70

Subtotal \$36.70

Shipping + \$4.23


Handling + \$0.00

Total Price \$40.93


Place Order

Order Confirmation


This page confirms your order has been placed. It displays your order number, date and time created, items ordered, total price, and status. To review your order, click on the “Details” link to display a summary of your order.

Orders 
? **Help**

All of your recent and past order submissions can be found here.

 **Your order has been placed. Check the list below to follow its progress.**

View: ▼

Order	Created	Items	Total Price	Status	Options
G-7C53FF00	9/14/2007 11:15 AM	AExample BizCard	\$40.93	 In Process	Details

Navigating the Online Catalog

Our online catalog is designed to make the ordering experience as easy as possible. Here is a breakdown of the buttons found on our system and a brief explanation of their functionality.

<p>Start Opens Start page. Catalog's main page.</p>	<p>Orders Opens Orders page Check on orders placed and their status.</p>	<p>Logout Closes the session for the current User.</p>
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<p>Start</p>	<p>Shopping Cart Opens Shopping Cart. Review or edit Items added to the cart.</p>	<p>Orders</p>	<p>My Profile Make edits or additions to your User Profile.</p>	<p><i>Welcome, Anne Example</i></p>	<p>Logout</p>
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<p>Edit my personal Profile Make edits or additions to your User Profile. Also displays the current User name.</p>	<p>View my orders Check on Orders Placed and Orders Status. Displays number of current orders.</p>	<p>View my shopping cart Opens Shopping Cart. Review or edit Items in the Cart. Displays number of items currently in Cart.</p>
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<p>Edit my personal profile <input type="checkbox"/></p> <p>Welcome, Anne Example!</p>	<p>View my orders <input type="checkbox"/></p> <p>You have 0 Incomplete orders</p>	<p>View my shopping cart <input type="checkbox"/></p> <p>Your shopping cart has 1 item</p>
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<p>View my orders Check on Orders Placed and Orders Status. Displays number of current orders.</p>	<p>Product Thumbnail Click these to order the item displayed.</p>	<p>Help Opens online Help section.</p>
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<p>VeriSign Seal Click to view verification of site.</p>	<p>List View Check the box to change thumbnails to a list of products.</p>
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Navigating the Ordering Process

Here are the buttons you use to create a document and also when placing and editing an online order. Some of these buttons will appear on several different pages.

Update
Updates product layout with current information.

PDF Preview
Launches high quality proof in Acrobat Reader.

The screenshot shows a vertical navigation pane on the left with three tabs: '1 Form Filling' (highlighted in red), '2 Printing', and '3 Finish'. To the right is a form with fields for 'FIRST NAME' (Anne), 'LAST NAME' (Example), 'CHECK FOR LOWER CASE NAME' (checkbox), 'TITLE 1' (Purchasing Agent), 'TITLE 2', 'DIVISION' (Corporate), and 'ADDRESS 1' (10 Kice Ave.). Buttons for 'Update', 'PDF Preview...', and 'Address Look Up' are visible.

STEP TABS: These tabs are used on several of the order pages. Red tabs indicate the current step.

Form Filling Tab

Adding information to the document.

Printing Tab

Print options such as quantity and price.

Finish Tab

Adding document to the Shopping Cart.

Address Look Up

Opens database of office locations.

Previous

Returns to Previous step.



Next Step

Moves to Next step.

Add to Shopping Cart

Adds document to the Cart.

Quit Without Saving

Cancels current document and any information added.



Support and Contact Information

NetEZPrint-X offers several different types of support to help you with the ordering process. Please review this document or open the online “Help” section to find answers to your questions before contacting support.

Note: All Support is Available Monday to Friday 8:00 am - 5:00 pm EST.

Technical Support 973-537-9600 Ext.: 24

Customer Service 973-537-9600 Ext.: 16 Nancy

E-mail Support support@sunsetcorpid.com

Live Chat Support

To access “Live Chat Support” click on the button (shown to the right) to launch the service. It can be found at the top of every catalog page. You will be asked a few questions, such as username, e-mail, and type of problem before connection to our support staff.



Note: If Chat service is unavailable, button will display “Chat Offline.”

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