

netEZPrintsm X

Quick Start Guide

 **HENRY SCHEIN[®]**



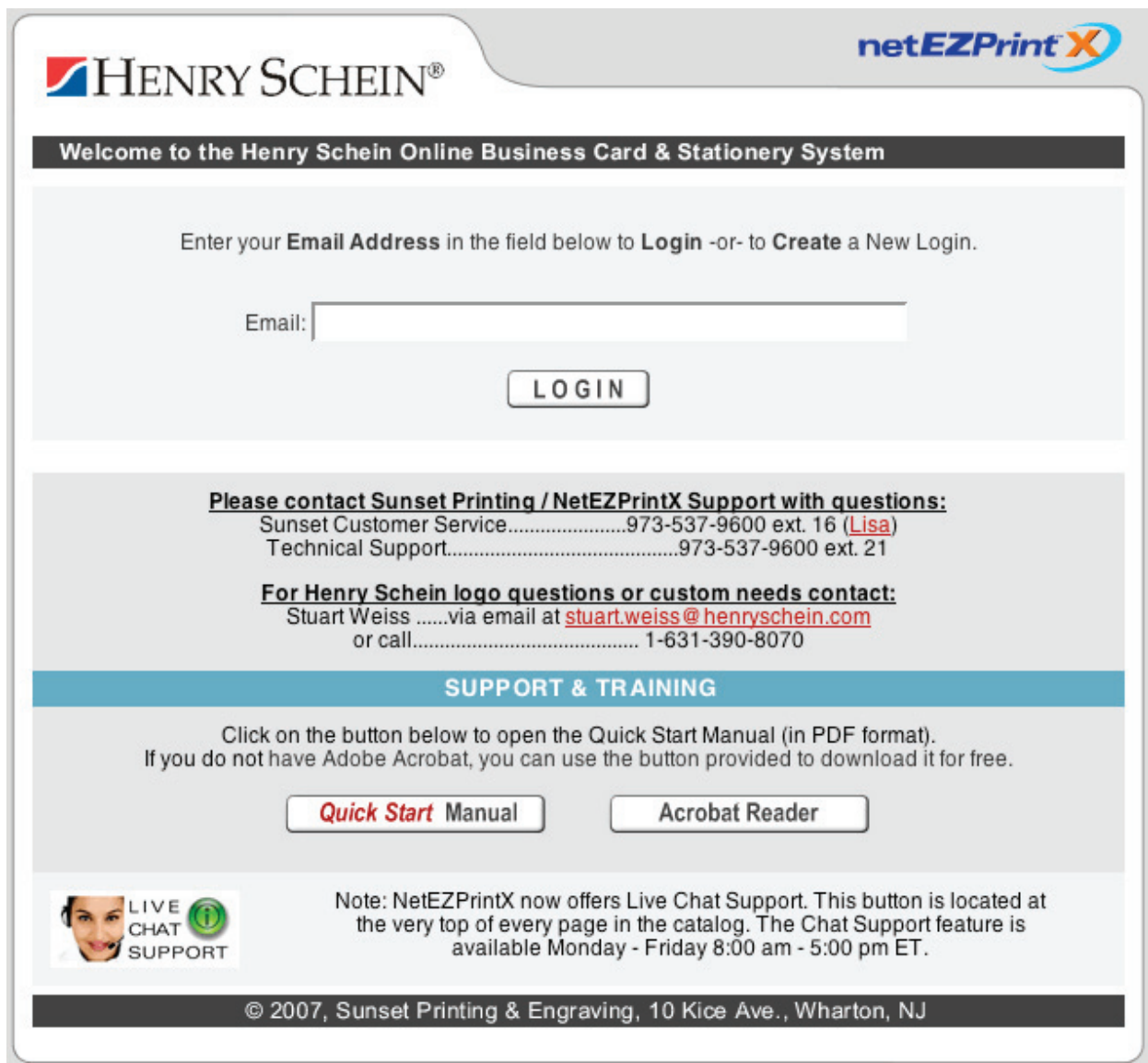
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Logging In

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 ET.**



The screenshot shows the Henry Schein login page. At the top left is the Henry Schein logo, and at the top right is the netEZPrint X logo. Below the logos is a dark banner with the text "Welcome to the Henry Schein Online Business Card & Stationery System". The main content area has a light gray background and contains the instruction "Enter your Email Address in the field below to Login -or- to Create a New Login." Below this is an "Email:" label followed by a text input field. A "LOGIN" button is centered below the input field. A section with a light gray background contains contact information: "Please contact Sunset Printing / NetEZPrintX Support with questions:" followed by "Sunset Customer Service.....973-537-9600 ext. 16 (Lisa)" and "Technical Support.....973-537-9600 ext. 21". Below that is "For Henry Schein logo questions or custom needs contact:" followed by "Stuart Weissvia email at stuart.weiss@henryschein.com" and "or call..... 1-631-390-8070". A blue banner with the text "SUPPORT & TRAINING" is below this. Underneath, it says "Click on the button below to open the Quick Start Manual (in PDF format). If you do not have Adobe Acrobat, you can use the button provided to download it for free." There are two buttons: "Quick Start Manual" and "Acrobat Reader". At the bottom left is a "LIVE CHAT SUPPORT" icon featuring a woman's face and a green chat bubble. To its right is a note: "Note: NetEZPrintX now offers Live Chat Support. This button is located at the very top of every page in the catalog. The Chat Support feature is available Monday - Friday 8:00 am - 5:00 pm ET." The footer is a dark gray bar with the text "© 2007, Sunset Printing & Engraving, 10 Kice Ave., Wharton, NJ".

The image below shows the Login page’s “User Name” field and “LOGIN” button. You can log in 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!

<http://www.netezprintx.com>

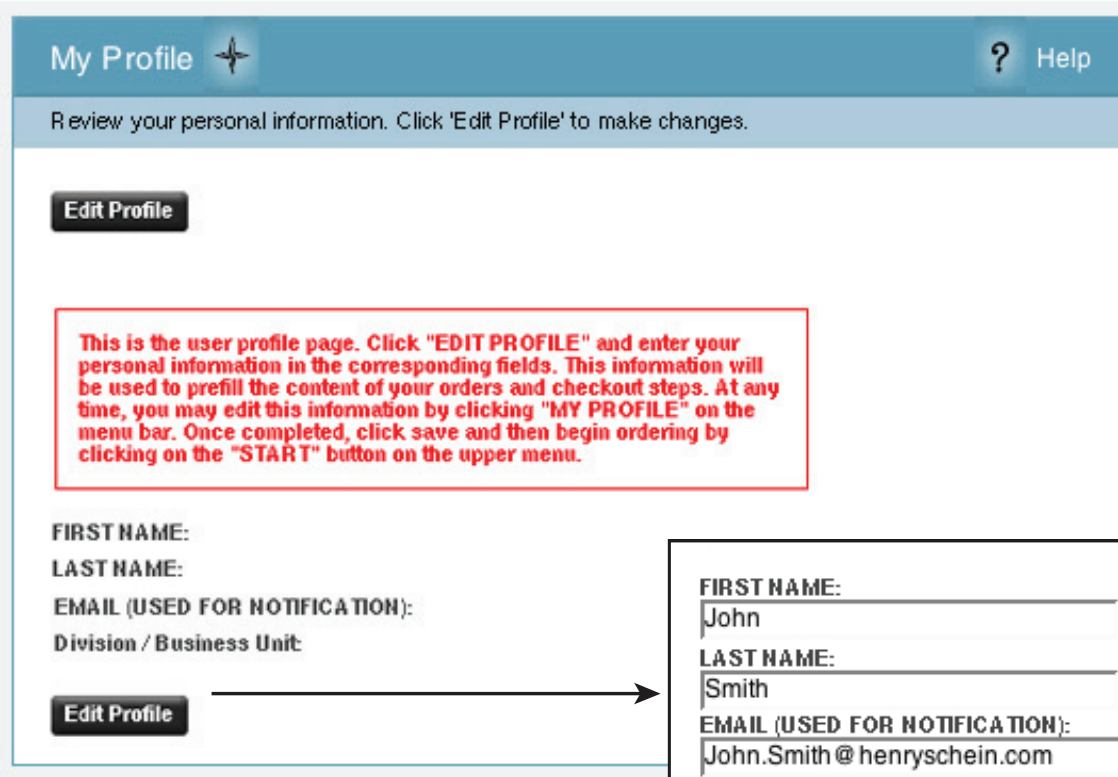
As a condition to using this system, I agree that any information I enter on this system will be complete and accurate, including, without limitation, title or position with the Company, and I understand that unauthorized use of this system or willfully inputting incorrect information on this system may result in disciplinary action.

OK

After you click “LOGIN” this statement box will appear. Please read this statement and if you agree, click “OK”.

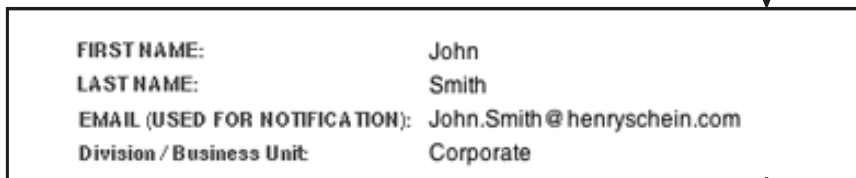
Creating a New User Account

This is the user profile page. This information will be used to notify you about current orders. Click “Edit Profile” to enter your profile information or to edit existing information.

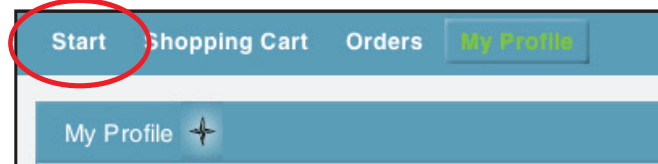


IMPORTANT: You must select your correct Division to be connected to the correct database of information.

Click “Accept” after the correct information is entered.



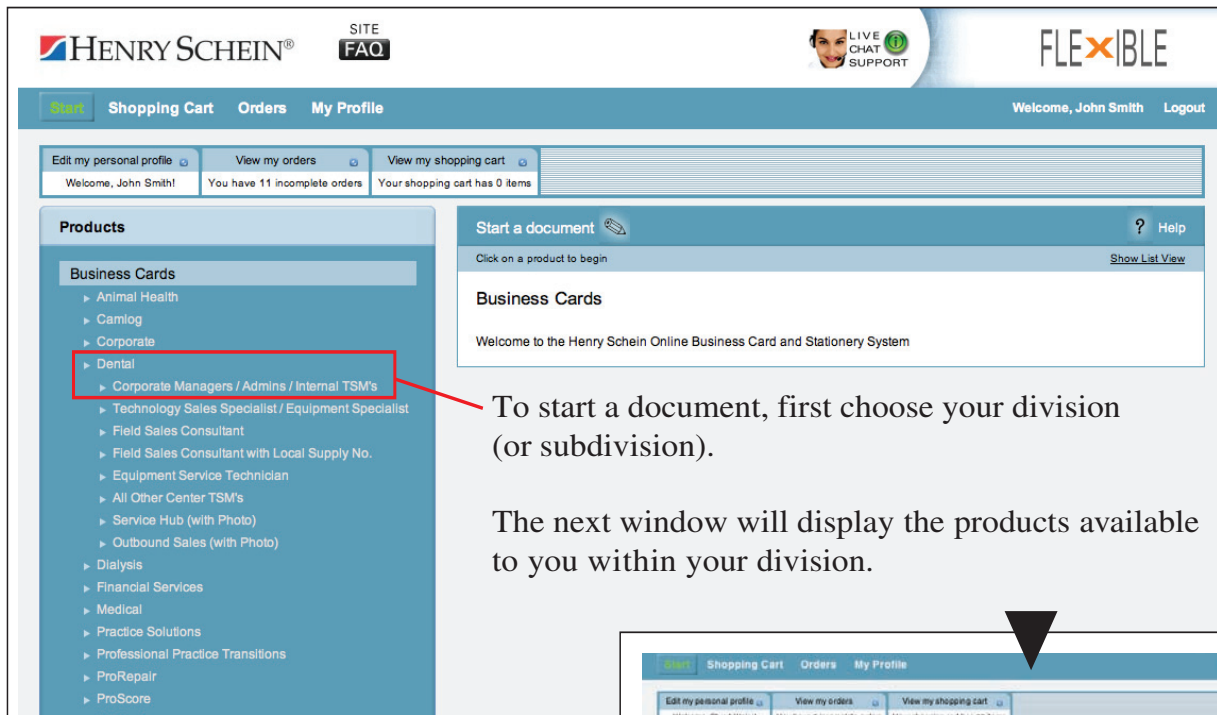
When you have finished creating your profile, click “Start” to begin the order process.



Getting Started

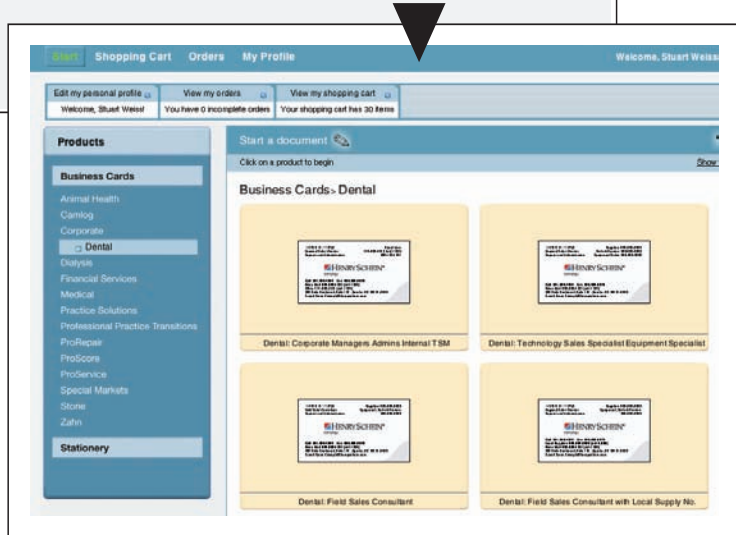
After you have logged in, you will be taken to the “Start” page. You can return to this page at any time by clicking the “Start” button on the left-hand side of the gray navigation bar.

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.



IMPORTANT:

To start your business card select a division, then select by Job Title or Function.



Business Card Thumbnails are displayed with a tan background. Clicking these will take you directly to the 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 log out, 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 business cards. 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. By selecting Update you can see your card as it will be printed. Select PDF Preview to view and print.

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

NAME & TITLES

*First Name: JOHN
 Middle Initial: W.
 *Last Name: SMITH
 Check here for Lower Case
 *Title: Sales Manager
 Title (Second Line):
 CE Certification (Optional): -- None --

ADDRESS INFORMATION

Address Look Up

*Address 1: 10920 West Lincoln Avenue
 Address 2:
 *City: West Allis
 *State: WI
 *Postal Code: 53227

PHONES

Please Note: Adding 1 before the phone number is not allowed.
 Phone 1 Type: Direct Line
 Phone 1 No.: 4143455678
 Phone 1 Ext.:

Preview: JOHN W. SMITH, Sales Manager, Direct Line: 414-345-5678, HENRY SCHEIN DENTAL, Cell: 414-324-6839, Fax: 414-555-6666, General Business: 414-555-6666, 10920 West Lincoln Avenue, West Allis, WI 53227, E-mail: John.Smith@henryschein.com

	Market	addr1
Select	ALBANY	One Charles Boulevard
Select	ALBUQUERQUE	9007B Washington St.
Select	ATLANTA	6621 Bay Circle
Select	AUSTIN, TEXAS	Stonelake 3
Select	BALTIMORE / DC	7024 Troy Hill Drive
Select	BIRMINGHAM	511 Mineral Trace
Select	BOISE	2404 S. Orchard St.
Select	BOSTON	140 Gould Street
Select	BUFFALO	435 Lawrence Bell Dr.

Click on the "Address Look Up" to automatically enter your address

IMPORTANT:

As a Team Schein Member you are required to enter your title truthfully and accurately.

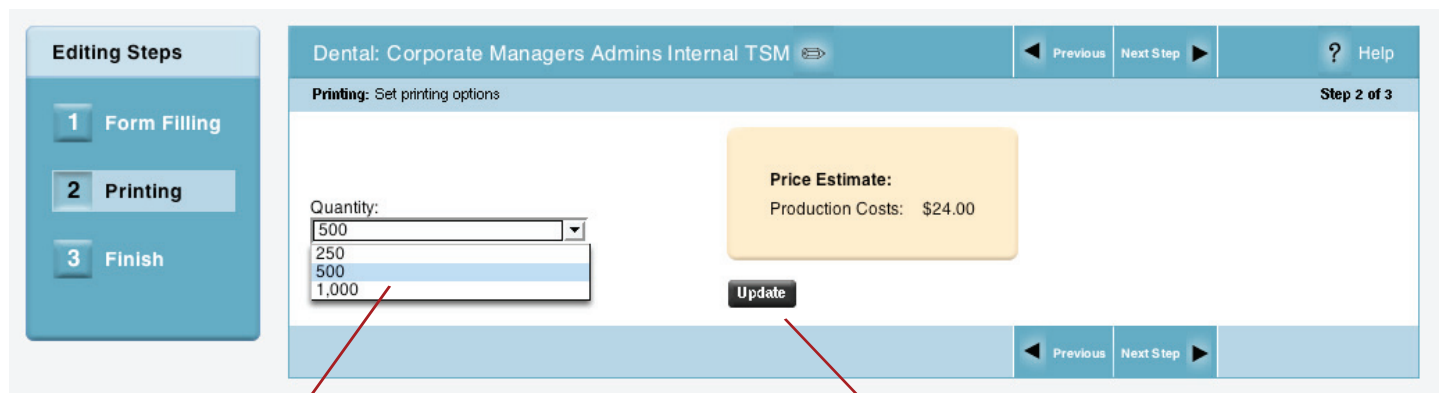
Click on "Next Step" to continue.



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 Drop-Down 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 the 'Finish' step of the shopping cart process. On the left, a sidebar titled 'Editing Steps' lists three steps: 1 Form Filling, 2 Printing, and 3 Finish. The main content area is titled 'JOHN SMITH BC' and includes a 'Previous' button. Below the title, a 'Finish' instruction reads: 'Save your work by adding this document to your shopping cart'. The 'Description' field contains 'JOHN SMITH BC'. Below the description, the product details are: 'Product: Dental: Corporate Managers Admins Internal TSM' and 'ID: D-011D12CA'. Three buttons are visible: '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 an 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 log in 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

✱ 'JOHN SMITH BC' has been added to the Shopping Cart.

Update
Proceed to Checkout
Continue Shopping

Thumbnail	ID	Description	Product	Quantity	Date Modified	Options	Price
	D-2EB112CA	JOHN SMITH BC	Dental: Corporate Managers Admins Internal TSM	500 <input type="text"/>	2/29/2008 10:33 AM	Edit PDF Preview Duplicate Delete Hold	\$24.00

Subtotal: \$24.00

Update
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-2EB112CA	JOHN SMITH BC	Dental: Corporate Managers Admins Internal TSM	2/29/2008 9:33 AM	Edit PDF Preview Duplicate Delete Move to Cart

Ship-To Information

The “Shipping” (or Ship-To) page is the first step in the “Checkout” 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.

IMPORTANT:
 Standard delivery is UPS Ground, which is approximately 3–5 business days.
 Cost varies by location.

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


Payment Information

The “Payment” (or Bill-To:) page is the second step in the “Checkout” process. Enter your “Cost Center” then click “Next Step” to proceed. Use the “Cancel Checkout” to exit the checkout process.

Cancel Checkout

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

All business card billing will be sent directly to Maria Porcaro, Business Card Billing Administrator.

Bill To:
 Company Name:

 Maria Porcaro
 135 Duryea Road
 Melville NY
 11747
 US

* COST CENTER: (12 digits NO PERIODS or LETTERS)

PURCHASE ORDER NUMBER: (if applicable)

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

"As a condition to using this system, I agree that any information I enter on this system will be complete and accurate, including, without limitation, title or position with the Company, and I understand that unauthorized use of this system or willfully inputting incorrect information on this system may result in disciplinary action."
 I AGREE TO ABOVE STATEMENT

IMPORTANT:
 Cost center should be entered without periods and be at least 12 digits long.



About SSL Certificate

* COST CENTER: (17 digits max.)
 010020050.02007410

Check to select cost center number by title and market name.

Title List:

Locations:

Previous Next Step

A cost center lookup table is provided for Dental Division users.

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

Order: Review and place your order for production
Step 3 of 3

Place Order
Cancel Checkout

Items:

Thumbnail	ID	Description	Product	Date Modified	Price
	D-011D12CA	JOHN SMITH BC	Dental: Corporate Managers Admins Internal TSM	2/29/2008 11:11 AM	\$24.00

Subtotal \$24.00
 Shipping + \$5.40
 Handling + \$0.00
 Tax + \$0.00
Total Price \$29.40

Place Order
◀ Previous

IMPORTANT:
 Shipping cost will be adjusted for bulk orders in final invoice.

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.

Start
Shopping Cart
Orders
My Profile
Welcome, Joe Sample
Logout

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-BADB405F	3/4/2008 2:23 PM	Joe Example BC	\$28.53	⌚ In Process	Details

Navigating the Online Business Card System

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.

Start
To start a business card

Orders
Opens Orders page, check on orders placed and their status.

Logout
Closes the session for the current User.

Shopping Cart
Opens Shopping Cart. Review or edit Items added to the cart.

My Profile
Make edits or additions to your User Profile.

Welcome, ...
Not a button. Displays name of User logged into the system.

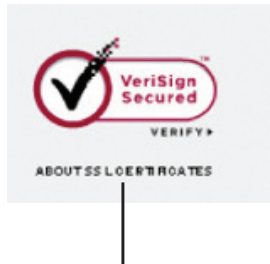
Edit my personal profile
Make edits or additions to your User Profile. Also displays the current User name.

View my Orders
Check on Orders Placed and Orders Status. Displays number of current orders.

View my Shopping Cart
Opens Shopping Cart. Review or edit Items in the Cart. Displays number of items currently in Cart.

Product Thumbnail
Click these to order the item displayed.

Help
Opens online Help section.



VeriSign Seal
Click to view verification of site.

Start a document Help

Click on a product to begin [Show List View](#)

Business Cards > Dental

Dental: Corporate Managers Admins Internal TSM

Dental: Technology Sales Specialist Equipment Specialist

List View
Check the box to change thumbnails to a list of products.

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.

STEP BUTTONS: These buttons are found on several of the pages used for ordering

Form Filling Step
Adding information to the document.

Printing Step
Print options such as quantity and price.

Finish Step
Adding document to the Shopping Cart.

Update
Updates product layout with current information.

PDF Preview
Launches high-quality proof in Acrobat Reader.

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 ET.

Technical Support 973-537-9600 Ext. 21

Customer Service 973-537-9600 Ext. 16 Lisa

E-mail Support support@sunsetcorpid.com

**For Henry Schein logo questions or custom needs contact:
Stuart Weiss via E-mail at stuart.weiss@henryschein.com
or call 1-631-390-8070**

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.”

netEZPrintsmX



SUNSET

Visit us at: www.sunsetcorpid.com

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