



MACALESTER

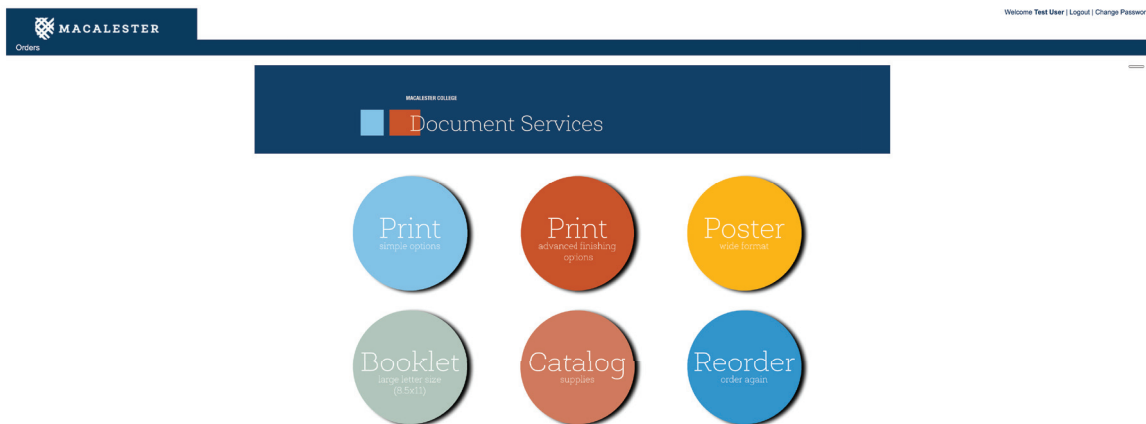
Macalester Document Services - IOnS / User Guide

Login - Faculty and Staff

1. Login to Inside Macalester <https://lofflerions.macalester.edu>
2. If you have not logged into Macalester, you will be asked to enter your credentials

Main Page

At Login, the main home page will appear.



Document Services



Main Page Job Ticket Buttons

Each job ticket button is set up for the type of job or product required.



Print

Select Print - for digital printing of PDF files for page sizes 8.5x11, 8.5x14, or 11x17. Files can be uploaded or chosen from "Existing Documents". Files should not be a custom size or have security protection.



Print Advanced

Select Print - advanced for digital printing of PDF files for page sizes 8.5x11, 8.5x14, or 11x17 with more options such as padding, laminating, cutting and advanced options. Files can be uploaded or chosen from "Existing Documents". Files should not be a custom size or have security protection.



Poster

Select Poster - to fill out job ticket for large format or poster jobs, Choice from standard and custom sizes. Laminating is available



Booklet

Select Booklet - for digital printing of PDF files that requires saddle stitch binding. Finished size of these booklets are 8.5x11. Files can be uploaded or chosen from



Catalog

Select Catalog - to order supplies such as reams of paper, letterhead, and envelopes.

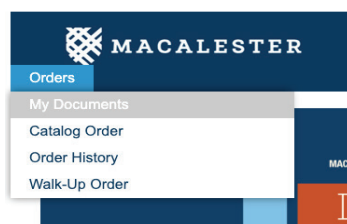


Reorder

Select Reorder - to see a list of your order history for a status update and to reorder a previous job.

Orders Menu

Orders Menu can also be used to access job and functions the same as home page buttons.



Upload Document

Once you select the appropriate job ticket on the main page, you will be able to upload a new PDF document or choose an existing document. * PDF's should not be a custom size or have Security protection

Here you can upload new **PDF** documents and also edit or delete (if allowed) old documents.

PLEASE NOTE:

Documents **MUST** be standard sizes: 8-1/2x11, 8-1/2x14 or 11x17.

Other sizes may not print correctly!

Download [File re-sizing instructions](#) for more information.

Upload Document

Existing Documents

Upload File:

Select A File

Convert To PDF:

☒

Order Document:

☒

Upload

Existing Documents

Used to View, Reorder or Delete documents that were previously orded

Upload Document		Existing Documents	
Show 10 entries		Search:	
Image	Title	Date	Action
	01	07/08/2024	View Order Delete
	1 thru 4 Test Print Document for Imposition Letter	07/03/2024	View Order Delete
	Basic Wordox Installation Notes - updated 2013-02-07	06/19/2024	View Order Delete
	Color Test File_PDF	06/19/2024	View Order Delete
Showing 1 to 4 of 4 entries		Previous 1 Next	

Job Ticket

Once a document is uploaded or selected, a job ticket will appear. Fill out the ticket using the drop down options and select next. Remember choose number of copies you need in the top box next to

Home > Orders > Print Job Details

Print Job Details

Print Job Id 0

Document 1 thru 4 Test Print Document for Imposition Letter

Document Page Count 4

Copies

Settings

Paper Type

Letter-20#-White

Print Color

Print B&W

Duplex

1-Sided

Sorting

Collate (ABC, ABC, ABC)

Staple

No Staple



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LOFFLER

Multiple Job Orders

To add multiple jobs to the same order, before select “Submit”, select the “MACALESTER” logo on the top left hand side.



Home > Shopping Basket > Order Details

After you select another job or item, you will see multiple orders in your shopping basket.

Home > Shopping Basket > Order Details

Order Details

Print Jobs				
Print Job Id	Document	Copies	Total Price	Action
1350525	1 thru 4 Test Print Document for Imposition Letter	1	\$0.13	Edit Create Summary Page Remove
1350526	IONs Brochure	1	\$132.00	Edit Create Summary Page Remove

Order Details

Print Jobs				
Print Job Id	Document	Copies	Total Price	Action
1350525	1 thru 4 Test Print Document for Imposition Letter	1	\$0.13	Edit Create Summary Page Remove
1350526	IONs Brochure	1	\$132.00	Edit Create Summary Page Remove

Company and Address

1

Building_Room Loffler

Full Name Test user

Address 1 3745 Louisiana Ave S,

Phone Number 6122729778

2

Email Address joe.anderson@loffler.com

Deliver Method --select--

3

Actual Date Needed 07/20/2026

WORKTAG Request WORKTAG from Loffler - First time use

4

Payment Type WORKTAG

Activity CODE

Additional billing information

Submit Print Cover Page

1. Delivery Information

Building_Room, Full Name, Phone Number, Address, Phone number, and Email Address are fields to be filled out. Delivery defaults should be pulled from user profile but can be changed.

Default is to remember the first address used (more information in [Managing Profile](#) section)

Existing Addresses - Previously entered addresses will be saved and can be used with other order

2. Delivery Method

-Default is “Pick up”. Delivery, is also an option.

3. Actual Date Needed

- date will move per delivery method or user can select calendar date

4. WORKTAG

- please select the correct WORKTAG for this project, Please as the Macalester Staff to have WORKTAG added or removed,

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LOFFLER

Access Profile by selecting username at the top right

Welcome **Test User** | Logout | Change Password |

Managing Your Profile

Under Manage Profile, user can select the Default Address to be used at check out. Below are the options available under the users profile

Managing Your Profile - options

- 1. NoDefault** - no address used - fields are left blank. Also blank at check out except building
- 2. Oldest** - current default - first or oldest address used
- 3. Newest** - newest or most current address is used
- 4. Selected** - by selecting the address to be your default. Need to have used address in the

Home > Manage Profile

Manage Profile

Here you can Manage your Profile

Click an action link below

Change Password

Shopping Basket (0)

Default Address Oldest

Addresses

Show 10 entries

	Company	Name	Address 1	Address 2	Address 3	City	State	Zip	Phone	Email	Default	Action
☐	Loffler		3745 Louisiana Ave S,						6122729778	joe.anderson@loffler.com	☐	 
☐											☐	 

Showing 1 to 2 of 2 entries

[Delete Addresses](#)

Previous 1 Next

Help and Support

- For printing or site questions please contact - documentservices@macalester.edu
- For login issues/questions please contact the Macalester HelpDesk