

# First Time Users Manual

The main objective of our site is to provide an **online catalogue** and an **offline quotation form**. The **online catalogue** is designed in such a way that you should be able to get a close-up, as realistic a view as possible of our products.

This link is created for those of you that need some special assistance with Internet related issues with which you may not be familiar. Should you know how to download software, please read **How to use the Off-line Catalogue Order Wizard**. You should then be able to go directly to **Quotation Form** link to download the software.

## Index:

- How to use the Website and Order Wizard
- Download Instructions for Order Form
- How to download onto a stiffy
- How to use the Off-line Catalogue Order Wizard
- Detail about the products and procedures
  - Finishes
  - Key to Dimensions
  - Method of payment
  - Method of delivery
  - Packaging
- Frequently asked questions

## **How to use the Website and Order Wizard**

*Please note that words below that are written in bold are not links to other parts of the website, but merely highlighted names for links, buttons and web products for easier reference.*

- Please read the instructions below carefully in order to make use of our user friendly **Website Catalogue** and **Order Wizard**.
- Should you not be familiar with our products, we suggest that you first browse through the website catalogue. Click on **Catalogue**.
- To view specific items in the catalogue categories, go directly to your choice on the drop down menu. For more detailed viewing, click on a specific item.
- For a quote or an order, download the Order Wizard form the link called **Quotation Form**.
- The instructions on downloading software on this page are specifically written for those of you not familiar with downloading procedures.
- Should you be familiar with downloads; you could skip these instructions and scroll down to familiarize yourself with **How to use the Off-line Catalogue Order Wizard**; as well with other details about the products and ordering procedure.

**Please try our easy-to-use instructions. Downloading should take only 2 – 3 minutes!**

## Download Instructions for Order Form

- Before you download our Order Form, you should establish whether your PC has a **WinZip** program: Click on **Start** on left bottom corner of PC screen. Click on **Programs**. A drop down menu should appear. Check on the list for the program **WinZip**. Should it not appear, download first.

### How to download WinZip

- Go to [www.winzip.com](http://www.winzip.com)
- Select **Download New Beta 9.0**.
- On the end of the page that opens, select **Download Beta**.
- A window will open and ask you where you would like to save **WinZip**. Choose the destination folder in which you want to download and press **Save**.
- After download open the **WinZip** folder in the destination saved.
- Double click on icon. Follow installation prompts.

**Now you are ready to download our Order form successfully and fast!**

### Image of downloadable software



[Click here to download the Order Form now.](#)

Go to the link that says **Quotation Form**. Click on the **picture representation** of the **Order Form** above or on the link next to it, saying [Click here to download the Order Form now](#)'.

- Your browser will ask you if you want to save the document or open from it's current location. Select **Open**. Your browser will now begin to download the necessary files onto your computer.
- Once the download is complete, a window will open and ask you where you would like to save the **Order Form**. The default has been set to **C:\**. Select **Browse** and choose **Desktop**. Then click the **Unzip** button. The **Order Form Program** will now be saved onto your **desktop**. Once the program has been unzipped successfully, you may close the window.
- You will find the **Order Wizard Software** icon in the form of **Press-Up industries logo** on your desktop with the name **pressup** underneath. **Double click** to open. Read **License Agreement** and choose **Accept** should you accept the terms of the **Agreement**.

## How to download onto a stiffy

The zipped file (small enough for stiffy) can be saved on a stiffy and opened or saved from there on a computer of your choice.

- Insert a clean stiffy disk into your stiffy disk drive
- Go to the link that says **Quotation Form**. **Click** on the **picture** representation above of the **Order Form** or on the link next to it saying 'Click here to download the Order Form now'.
- Your browser will ask you if you want to save the document or open from it's current location. Select **Save**.
- Your browser will ask you where to save the document. Select **A:**
- Your browser will now begin to download the necessary files and copy it directly to your stiffy disk.
- To access the program, open up your stiffy disk under **My Computer** and select the file **orderform.exe**. Double click on it.
- A window will open and ask you where you would like to save the **Order Form**. The default has been set to **C:\**. Select **Browse** and choose **Desktop**. Then click the **Unzip** button. The **Order Form Program** will now be saved onto your **desktop**. Once the program has been unzipped successfully, you may close the window.

## How to use the Off-line Catalogue Order Wizard

Follow these 3 easy steps to order your products.

### Step 1

- Click on **Personal Details**. Fill in **Company Details**. Edit where necessary. Click **Done**.
- Select choice in **Method of Payment, Delivery Method** and **Packaging**. Click **Done**.

### Step 2

- Click on **Order Wizard**.
- Open your chosen category; select your products by clicking on **Choose** to select your choice of finish. Click **Add**, fill in quantity of each item, and click **OK**. Continue until all your choices are selected. Click **Menu**.

### Step 3

- Click on **Send Order**. Your products and personal details are in the **Order Basket** to view and edit.
- Select **Print** or **E-mail** and forward to Press-Up.
- Printed version has date on in order to be filed in your archive.

You will receive your response from Press-Up Industries back on the same quotation request with answers on the following:

QUOTE: Price+ Vat= Total  
COST OF FREIGHT  
DESPATCH DATE

## **Detail about the products and procedures**

### **Finishes**

We have various finishes on our products. In order to see which finishes are available for each item, click in the block next to the item, which will enable you to view the various options.

#### **Key to finishes:**

A/B	Antique Brass
Brass	Brass
D/AB	Dark Antique Brass
Gold	Gold
M/BLK	Matt Black
A/N	Antique Nickel
Z/BLK	Antique Pewter
Silver	Silver

Woods:

Dark Wood  
Light Wood

### **Key to Dimensions**

All measurements in mm

D = Diameter

L = Length

H = Height

O= Overall

P = Post to Post

W = Width

### **Method of payment**

First time users need to do an upfront payment with a direct deposit into the Press up banking account.

Existing clients has various options, which will be discussed once you become a regular client.

A consultant will confirm prices and delivery prior to despatch.

#### **First time users**

- Direct bank deposit

#### **Existing customers**

- Direct deposit
- Cheque
- Other

Select appropriate option.

## **Method of delivery**

National clients

- Own courier
- Collection
- Standard Surface Mail
- Overnight Courier

International clients

- Sea Freight
- Air Freight

Select option best for you depending on your location.

## **Choice of packaging**

2 Options to choose from:

- Bulk packed
- Retail packed - Individual poly bag with header card

Bulk packed – prices adjusted accordingly.

All products are supplied with relevant fixers.

## Frequently asked questions

### **What is the objective with the Order Wizard?**

The main objective of the offline catalogue is to enable you to keep our products in an easy-to-use catalogue on your PC to browse through without having to spend long periods online, thus saving you money.

### **How will I save time with this software?**

**The Press-Up Order Wizard** is designed in a way that will enable you to use it for repeat orders.

You can also retain your personal details and your previous order on the form for future use. With your next order you could just edit your quantities and other details where necessary. Corrections can thus be made or click **Clear** to start over.

Should you choose to repeat an order for the same type of products, you could keep it on the order form. Alternatively delete those items you do not want to order again by double clicking on them and add items where necessary.

### **How do I submit my order for a quotation?**

First you will go through the website catalogue to select items. The items are categorized in 13 categories.

Then you would go to the offline catalogue, fill in your requirements and click **Send Order**. You may now either choose to print and fax; or e-mail to us. We will then come back to you with a quote.

### **How do I work with the Order Wizard?**

When you choose one category on the menu, by clicking on it, the first page of that specific category will open. To go forward or backward to browse through the pages, you should click on the left or right **red arrow** at the bottom. You should be able to click on Menu to enable you to go to Main Menu (front face) or to Menu of the Catalogue (named **Order Wizard**).

**Codes, sizes, available finishes** of each item can be viewed by clicking onto the window that says **Choose**. To add an item to your order, simply select the finish you want and click **Add**. Should you wish to choose another finish for the same item, click **Choose** and **Add** again. You should not make a mistake by ordering the wrong item, since the picture next to you confirms your choice. When you go to the **Main Menu**, click on **Send Order** to view your selection in the **Order Basket** and to edit should you want changes. Please make sure here that you have selected your preferred finish. The word **Choose** in the **Order Basket** means you have not made a choice of finish yet. Delete the item by double clicking on it, then go back and choose finish before you add the product to your order.