

The Set Up Tab

Photographer Info - Tab

- Fill in all fields for photographer info
- Your Tax info– Select your state and rate
- Select Your Internet Account - Click “Sign up for Photoreflex.” This will bring you to the Photoreflex sign up web page, where you can sign up and receive a username and password.
- Select “Your Lab Account” If you have signed up as a private network account, (if not see note A), enter your Labtricity Account number and PIN number in the fields provided then click “Login Now”. This will then connect to our server to download the different print sizes available. (A) If you are have not signed up for a private network account you can still send us work over the “Open Network”, just click on “Sign up for Labtricity Account” follow the on screen prompt to complete sign up. All orders placed on the Open Network will be charged to your credit card at the time the order is placed.

Package Group Tab- Set up tab instructions

- Use Package Groups to set up the individual units or packages you will offer on your Photoreflex storefront and you sell in your business, that you will be sending to the lab for printing.
- Select New Group, make sure to check “allow this package group to be viewed online” if you want to uploaded sessions to be associated with this package group. Name the package group and set the price it will be sold at.
- Now you will add the actual unit(s) that comprise the package group. It can be a single unit or multiple units and sizes.
- Click on button “choose Labtricity lab”, select University Photo
- Click “lab print item” select from the list the prints to add to the package group.

Your Labtricity Private Network Account # _____

PIN # _____