

UAA Copy & Print Center

Digital Storefront Quick Reference Guide

Digital Storefront is a webbased ordering system for your print jobs. Users will be able to upload documents, select duplication and finishing options, obtain basic pricing information, preview the final product, ~~and the~~ deadline and delivery/pickup options. If a job is more complex or if the pricing is not currently available in the system, you will receive a message that a quote is required. This will be followed by a quote from ~~Copy~~ Copy & Print Center customer service staff.

Basic copy/print jobs (black and white and color), UAA stationery and business cards, and large format printing are currently available for online ordering. At this time, stationery and business cards may be ~~ordered~~ ordered through the storefront and apdf proof will then be emailed to you by our staff within 2 days. In the spring, we will add ~~down~~ a menu that will allow the customer to add in the departmental logo and proof entirely online.

Additional services and options will be added over the next several months to continue to expand our storefront offerings.

All of our services may still also be ordered in person and via email.

If you have any questions, please call ~~786~~ 7860 or email copy@uaa.alaska.edu

Step 1

Go to UAA Copy & Print Center Digital Storefront <http://uaa.myprintdesk.net/DSF/SmartStore.aspx>

Step 2

Press the Login button, then the Register button and proceed to fill in the required information (userid and passwords are exclusive to the site and are independent of your UAA userid and password). **IMPORTANT:** Your registration will be processed by staff within one hour (during regular business hours) and you will then be able to login and begin using Digital Storefront. If you have difficulty logging in after that time, please call our office.

Step 5

Proceed to select the appropriate options required for the specific file by hovering over each option category.

Step 6

A preview of your uploaded file will display. The orientation and sizing will display as the file is designed, but does not necessarily dictate how the file will print in relation to the order and layout selections that are made or specified.

If correct, select "Add to Cart." You will then be asked to agree that you have reviewed and approve this job.

Step 7

Once at your Cart, select a required date and time of completion. Please call the Copy & Print Center assistance in determining appropriate arrangements if shorter turnaround time is required.

You may then Proceed to Checkout.

Step 8

Select your shipping address and pick up or delivery options. Then Save and Proceed to Payment.

Step 9

A payment selection must be made to finalize the request. If paying through a department org/fund, enter the fund number, org number, and the name of your department. If paying with credit card or cash, ~~Select~~ Cash Pay at PickUp" option. At this time, credit card payments are not processed online.

You may then select Place My Order and you will receive a confirmation email.