

UAA Copy & Print Center

Digital Storefront Quick Reference Guide

Digital Storefront is a web-based ordering system for your print jobs. Users can upload documents, select duplication and finishing options, obtain basic pricing information, preview the final product, and select deadline and delivery/pick-up 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 our 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 through the storefront and a pdf proof will then be emailed to you by our staff within 2 days. We are working toward providing an online proof and hope to have that feature available soon!

Additional services and options will be added as we 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 786-6860 or email copy@uaa.alaska.edu.

Step 1

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

The screenshot shows the homepage of the UAA Copy and Print Center Digital Storefront. The header includes the UAA logo, the text "Copy and Print Center UNIVERSITY of ALASKA ANCHORAGE", a search bar, and links for "Login" and a shopping cart icon. The main content area features a large heading: "Welcome to the UAA Copy and Print Center Digital Store Front" with the instruction "Please click the login button to register." Below this, contact information is provided: "Please call for assistance. 907.786.6860 uaa_copy@uaa.alaska.edu". A map of the UAA campus is displayed, with a red pin marking the location of the Copy and Print Center. The footer contains technical information: "Powered by EFI Digital StoreFront © 2004-2015 Electronics For Imaging, Inc. v8.6.0.21749", a "Terms & Conditions" link, and the "EFI Productivity Suite" logo. A language preference dropdown is set to "English (United States)".

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: Once you have submitted your registration information, you should be able to login and begin using Digital Storefront. If you have difficulty logging in after that time, please call our office during regular business hours for assistance.

Login ✕

User Name

Password

Remember User Name

[Forgot Your Password?](#)

[New User? Register](#)

CREATE AN ACCOUNT

Contact Information

* First Name

Middle Name

* Last Name

* Address Line 1

Address Line 2

Address Line 3

* City

Country
United States ▼

* State/Province/Region
 ▼

* Zip/Postal Code

Step 3

Once registered or logged in, select the appropriate category for your specific submission type.

The screenshot shows the homepage of the UAA Copy and Print Center. At the top, there is a navigation bar with 'HOME', 'CONTACT US', and 'HELP' links. The main header features the UAA logo and the text 'Copy and Print Center UNIVERSITY of ALASKA ANCHORAGE'. A search bar and a user profile for 'Kim Stanford' are also visible. The main content area contains a large introductory paragraph about the center's services, followed by three category buttons: 'STANDARD COPIES & PRINTS', 'UAA STATIONERY & BUSINESS CARDS', and 'LARGE FORMAT PRINTING'. Below these is an image of a stack of papers with the text 'STANDARD COPIES' and a 'BUY NOW' button.

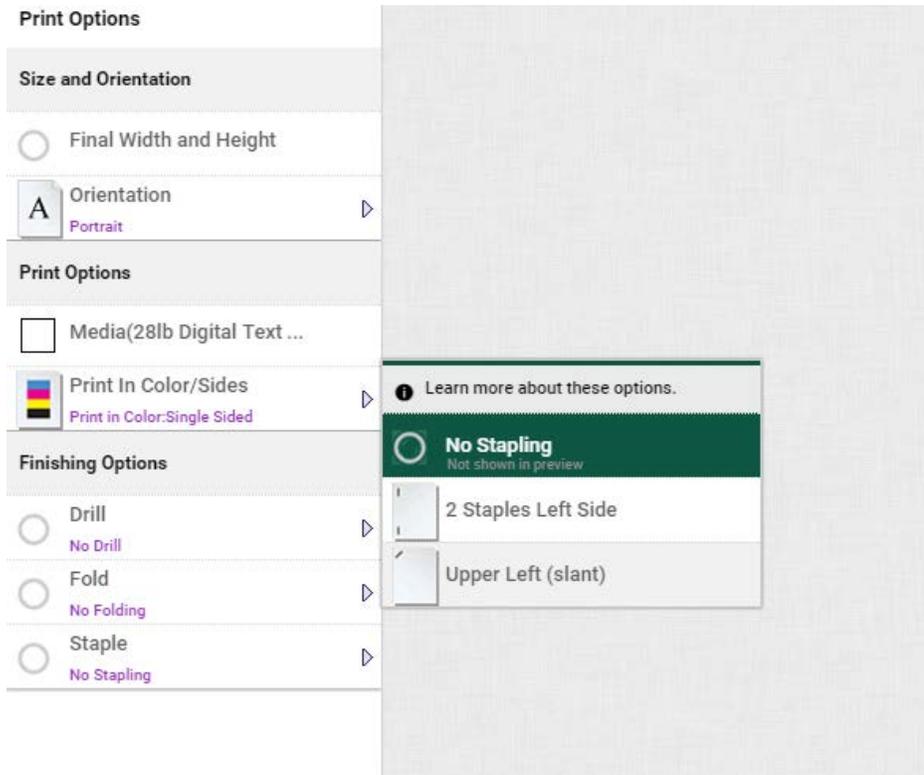
Step 4

Upload the file designated for printing. A job name, quantity, and page count must be assigned before moving to the next step.

The screenshot shows the 'Color Copies 8.5x11' configuration interface. On the left, there is a sidebar with various options: 'Files' (with an 'Add Files' button), 'Job Name' (text input), 'Quantity' (input with value '1'), 'Pages' (input with value '1'), 'Print Options' (including 'Size and Orientation' set to 'Portrait', 'Media(28lb Digital Text ...)', and 'Print In Color/Sides'), and 'Finishing Options' (including 'Drill', 'Fold', and 'Staple'). The main area displays a preview of a blank page with dimensions '8.5 inches' and '11 inches', and 'Page 1' at the bottom right. At the bottom, there are navigation controls, a price summary showing 'Unit Price \$0.66' and 'Total Price \$0.66', and 'Save' and 'Add to Cart' buttons.

Step 5

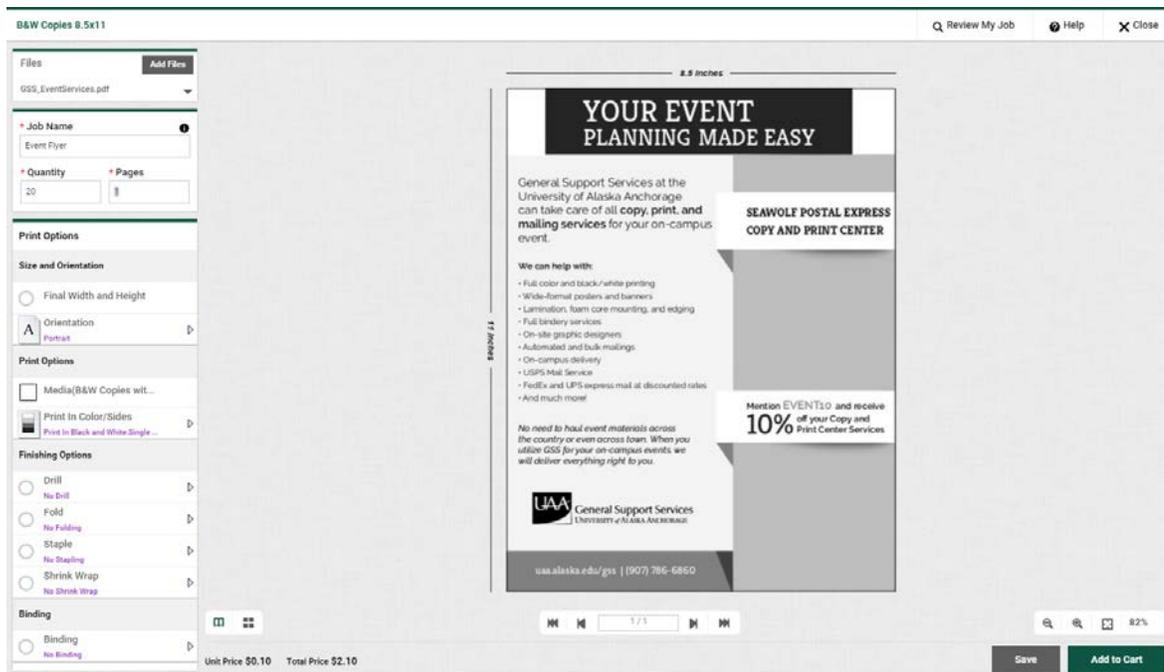
Proceed to select the appropriate options required for the specific file by hovering over each option category.



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 for assistance in determining appropriate arrangements if shorter turnaround time is required.

You may then Proceed to Checkout.

The screenshot shows the 'CART' page of the UAA Copy and Print Center website. At the top, there is a navigation bar with 'HOME', 'CONTACT US', and 'HELP' links. The main header includes the UAA logo, 'Copy and Print Center UNIVERSITY of ALASKA ANCHORAGE', a search bar, and a user profile for 'Kim Stanford' with a shopping cart icon showing 0 items. Below the header, the 'CART' section features a 'Due Date' field set to 'FRI December 18 2015 08:30'. A table lists the items in the cart:

Products	Quantity	Unit Price	Total
Test Envelopes Item Name: Standard UAA Regular #10 Envelope	500	\$0.18	\$87.80
Test Letterhead Item Name: Standard UAA Letterhead	500	Requires Quote	Requires Quote
Event Flyer Item Name: B&W Copies 8.5x11	20	\$0.10	\$2.10

Each item has 'Save for later' and 'Remove' options. To the right of the table, a summary box shows 'Subtotal: Requires Quote' and 'Total: Requires Quote', with a note 'Price subject to change.' and a prompt to 'Proceed to checkout to view final order total, including taxes, fees, shipping.' Below the cart items are buttons for 'CONTINUE SHOPPING', 'CLEAR CART', and 'PROCEED TO CHECKOUT'. At the bottom, there is a section for 'EFI PRINTMESSENGER' (listing Windows and Mac) and 'LANGUAGE PREFERENCE' (set to English (United States)). The footer includes 'Powered by EFI Digital StoreFront', copyright information, and 'Terms & Conditions'.

Step 8

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

The screenshot shows the 'Shipping and Payment' page of the UAA Copy and Print Center website. The page is divided into three steps: '1 Shipping', '2 Payment', and '3 Finish'. The 'Shipping' step is active, with the heading 'Select a shipping address & shipping options'. The 'SHIPMENT 1' section has a dropdown menu for 'Customer Pick-Up'. The 'ADDRESS' section displays the following information:

Kim Stanford
General Support Services
3211 Providence Drive
Anchorage
United States
AK - Alaska - 99508 9077864668
University of Alaska Anchorage
kjstanford@uaa.alaska.edu

Below the address are 'Save' and 'Cancel' buttons, and an 'Add Another Recipient' dropdown. To the right, a 'Products' summary box shows:

Products	Qty	Unit Price	Total
Test File 2 Item Name: Color Copies 8.5x11	10	\$0.20	\$2.05

The summary box also shows 'Subtotal: \$2.05' and 'Total: \$2.05', with a note 'Price subject to change.' At the bottom of the page are buttons for 'CONTINUE SHOPPING' and 'PROCEED TO PAYMENT'. The footer includes 'Powered by EFI Digital StoreFront', copyright information, and 'Terms & Conditions'.

Step 9

HOME CONTACT US HELP

UAA Copy and Print Center UNIVERSITY of ALASKA ANCHORAGE Kim Stanford

Shipping Payment Finish

How would you like to pay?

PAYMENT METHOD
Please select a payment type.
 Org/Fund Card/Cash Pay at Pick-up

ORG/FUND

* Organization:

* Fund:

* Department:

Products
Test File 2
Item Name: Color Copies 8.5x11
Qty Unit Price Total
10 \$0.20 \$2.05

Subtotal: \$2.05
Total: \$2.05
Price subject to change.

← CONTINUE SHOPPING PLACE MY ORDER →

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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 “Card/Cash Pay at Pick-Up” 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.