

## 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](mailto: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.

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**Login** ✕

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User Name

Password

Remember User Name

[Forgot Your Password?](#)

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[New User? Register](#)

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CREATE AN ACCOUNT

Contact Information

\* First Name

Middle Name

\* Last Name

\* Address Line 1

Address Line 2

Address Line 3

\* City

Country

\* 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 has a large introductory paragraph: 'The UAA Copy & Print Center supports our academic, administrative, and student community through a wide range of professional copy and print services. High quality products, strong customer service, and competitive pricing are our foundations.' Below this is a smaller paragraph detailing the center's services and advantages. At the bottom, there are three category buttons: 'STANDARD COPIES & PRINTS', 'UAA STATIONERY & BUSINESS CARDS', and 'LARGE FORMAT PRINTING'. The 'STANDARD COPIES & PRINTS' category is highlighted with a green arrow and a corresponding icon of a stack of papers. Below the icon, the text reads 'STANDARD COPIES' and 'Click on image for more information'. A green 'BUY NOW' button is positioned at the bottom of this section.

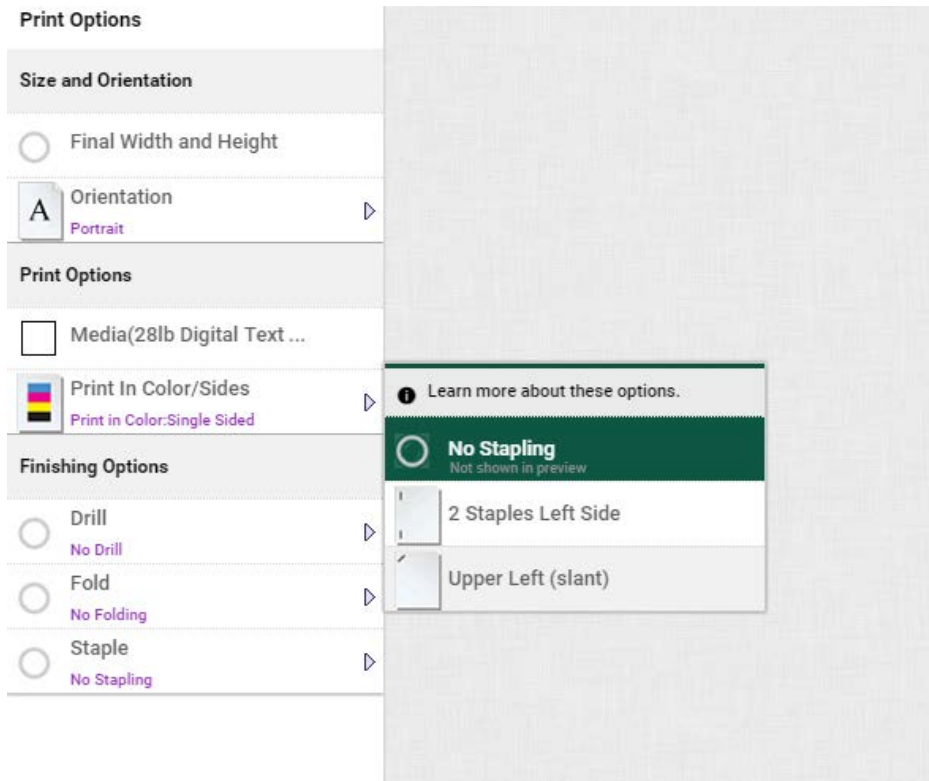
### Step 4

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

The screenshot displays the job configuration interface for 'Color Copies 8.5x11'. The interface is divided into a left sidebar with configuration options and a main preview area. The sidebar includes sections for 'Files' (with an 'Add Files' button), 'Job Name' (a text input field), 'Quantity' (set to 1), and 'Pages' (set to 1). Under 'Print Options', there are sections for 'Size and Orientation' (with 'Orientation' set to 'Portrait'), 'Print Options' (with 'Print In Color/Sides' selected), and 'Finishing Options' (with 'No Drill', 'No Folding', and 'No Stapling' selected). The main preview area shows a large white rectangle representing the page, with dimensions of 8.5 inches width and 11 inches height. The page is labeled 'Page 1'. At the bottom of the interface, there are navigation controls, a zoom level of 82%, and a price summary showing 'Unit Price \$0.66' and 'Total Price \$0.66'. There are also 'Save' and 'Add to Cart' buttons.

### Step 5

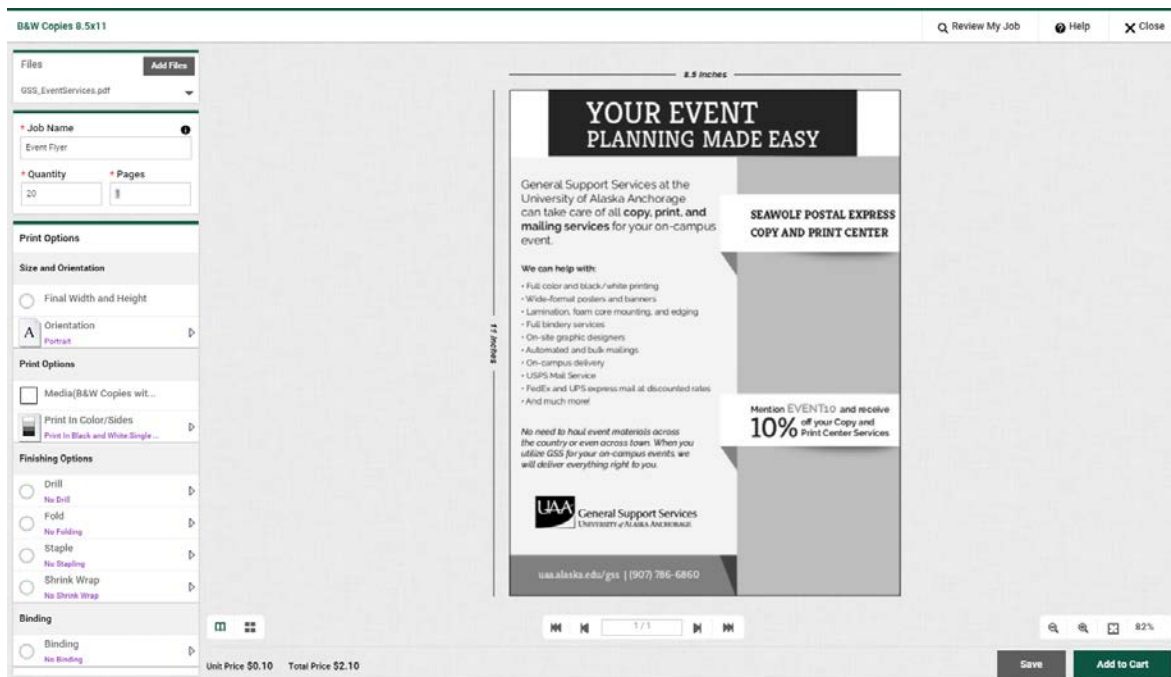
Proceed to select the appropriate options required for the specific file by hovering over each option category.



## 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. At the top, there is a navigation bar with 'HOME', 'CONTACT US', and 'HELP' links. Below this is the UAA logo and 'Copy and Print Center UNIVERSITY of ALASKA ANCHORAGE'. A search bar and user profile 'Kim Stanford' are also visible. The main content area is titled 'CART' and features a 'Due Date' selector set to 'FRI December 18 2015 08:30'. A table lists the items in the cart:

Products	Quantity	Unit Price	Total
<b>Test Envelopes</b> Item Name: Standard UAA Regular #10 Envelope	500	\$0.18	\$87.80
<b>Test Letterhead</b> Item Name: Standard UAA Letterhead	500	Requires Quote	Requires Quote
<b>Event Flyer</b> 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 is a summary box: 'Subtotal: Requires Quote', 'Total: Requires Quote', and 'Price subject to change.' Below the table are 'CONTINUE SHOPPING' and 'CLEAR CART' buttons, and a large green 'PROCEED TO CHECKOUT' button. At the bottom, there are links for 'EFI PRINTMESSENGER' (Windows and Mac), 'LANGUAGE PREFERENCE' (English (United States)), 'Powered by EFI Digital StoreFront', 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. At the top, there is a navigation bar with 'HOME', 'CONTACT US', and 'HELP' links. Below this is the UAA logo and 'Copy and Print Center UNIVERSITY of ALASKA ANCHORAGE'. A user profile 'Kim Stanford' is visible. A progress bar at the top shows three steps: '1 Shipping', '2 Payment', and '3 Finish'. The main content area is titled 'Select a shipping address & shipping options'. It features a 'SHIPMENT 1' section with a 'Please select a shipment type.' dropdown set to 'Customer Pick-Up'. Below this is an 'ADDRESS' section with the following details:

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

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

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

Price subject to change. Below the shipping section are 'CONTINUE SHOPPING' and 'PROCEED TO PAYMENT' buttons. At the bottom, there are links for 'Powered by EFI Digital StoreFront', 'Terms & Conditions', and 'EFI Productivity Suite'.

## 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.