**UAA Copy & Print Center**

**Digital Storefront Quick Reference Guide**

*Digital Storefront is a web-based 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 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. In the spring, we will add a drop-down 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 786-6860 or email copy@uaa.alaska.edu .*

Step 1

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

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.

## Login   ✕

User Name

Password

☐ Remember User Name

**Login**      Forgot Your Password?

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

United States ▾

* State/Province/Region

▾

* Zip/Postal Code

## Step 3

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



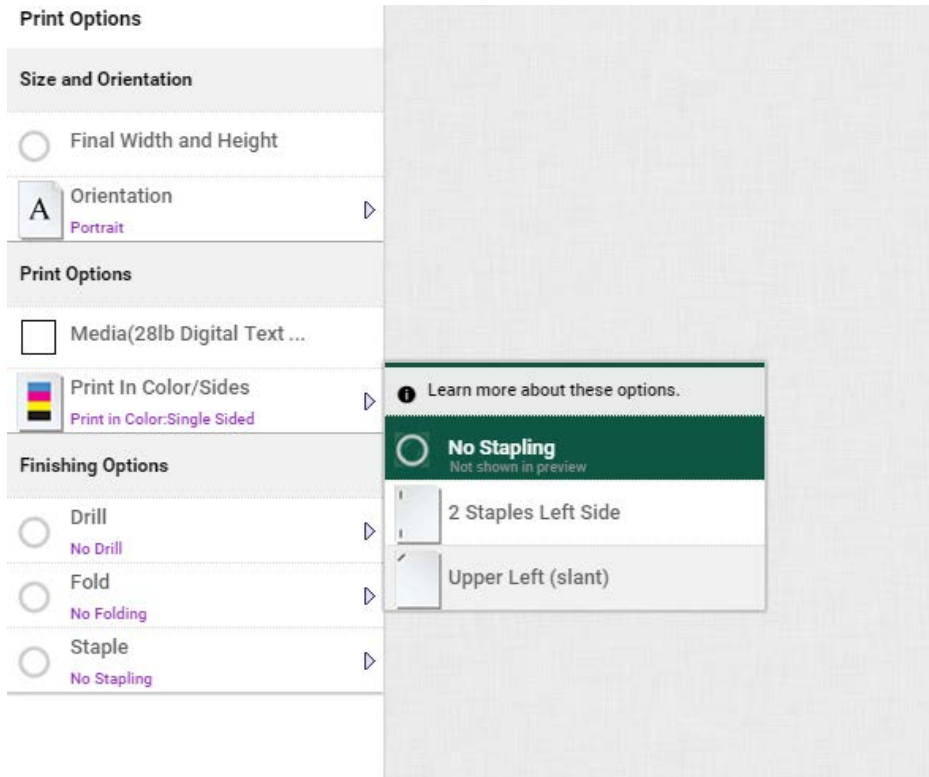## Step 4

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

## 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.
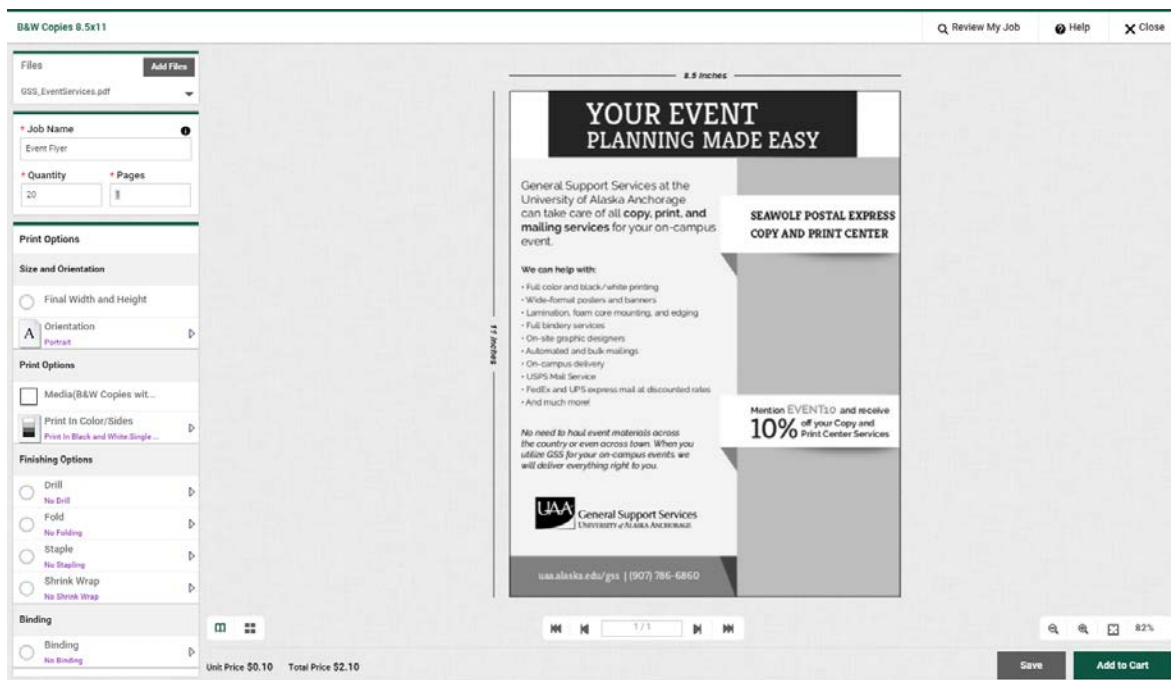
Step 7

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.



Step 8

Elect 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 "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.