

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>.

HOME CONTACT US HELP

UAA Copy and Print Center
UNIVERSITY OF ALASKA ANCHORAGE

Search Product Login (0)

Welcome to the
UAA Copy and Print Center **Digital Store Front**

Please click the login button to register.

Please call for assistance.
907.786.6860
uaa_copy@uaa.alaska.edu

View larger map

EFI PRINT MESSNGR

WINDOWS (32BIT)

WINDOWS (64BIT)

MAC

LANGUAGE PREFERENCE

English (United States)

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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).

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 UAA logo and 'Copy and Print Center UNIVERSITY of ALASKA ANCHORAGE' are on the left. A search bar and user information 'Kim Stanford' with a shopping cart icon containing '1' are on the right. The main content area features 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 describing the center's advantages. A horizontal menu below the text lists three categories: 'STANDARD COPIES & PRINTS', 'UAA STATIONERY & BUSINESS CARDS', and 'LARGE FORMAT PRINTING'. The 'STANDARD COPIES & PRINTS' category is highlighted with a green arrow. Below the menu is an image of a stack of papers with a blue and green graphic on top. Underneath the image, the text reads 'STANDARD COPIES' and 'Click on image for more information'. A green 'BUY NOW' button is positioned at the bottom center.

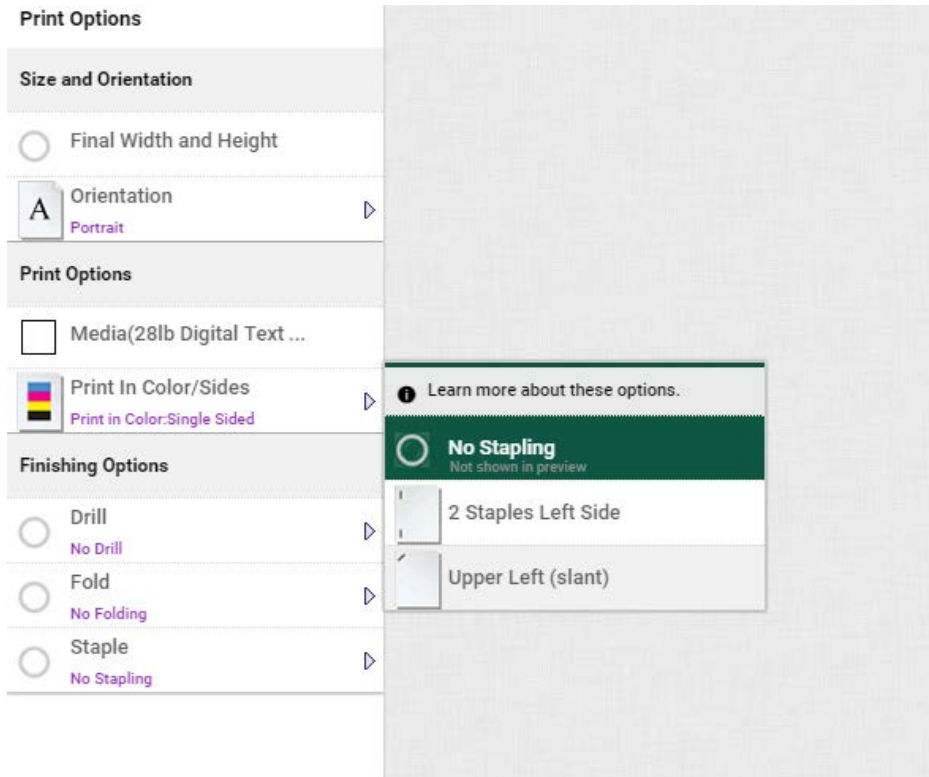
Step 4

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 'Color Copies 8.5x11' job configuration interface. The top right corner has 'Review My Job', 'Help', and 'Close' buttons. On the left, there is a sidebar with several sections: 'Files' with an 'Add Files' button; 'Job Name' with an input field; 'Quantity' and 'Pages' with input fields both set to '1'; 'Print Options' section containing 'Size and Orientation' (with 'Final Width and Height' selected), 'Orientation' (set to 'Portrait'), and another 'Print Options' section with 'Media(28lb Digital Text ...)' selected and 'Print In Color/Sides' selected; and 'Finishing Options' with 'Drill', 'Fold', and 'Staple' all set to 'No Drill', 'No Folding', and 'No Stapling' respectively. The main area shows 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 icons, a zoom level of '82%', and a status bar showing 'Unit Price \$0.66' and 'Total Price \$0.66'. 'Save' and 'Add to Cart' buttons are located at the bottom right.

Step 5

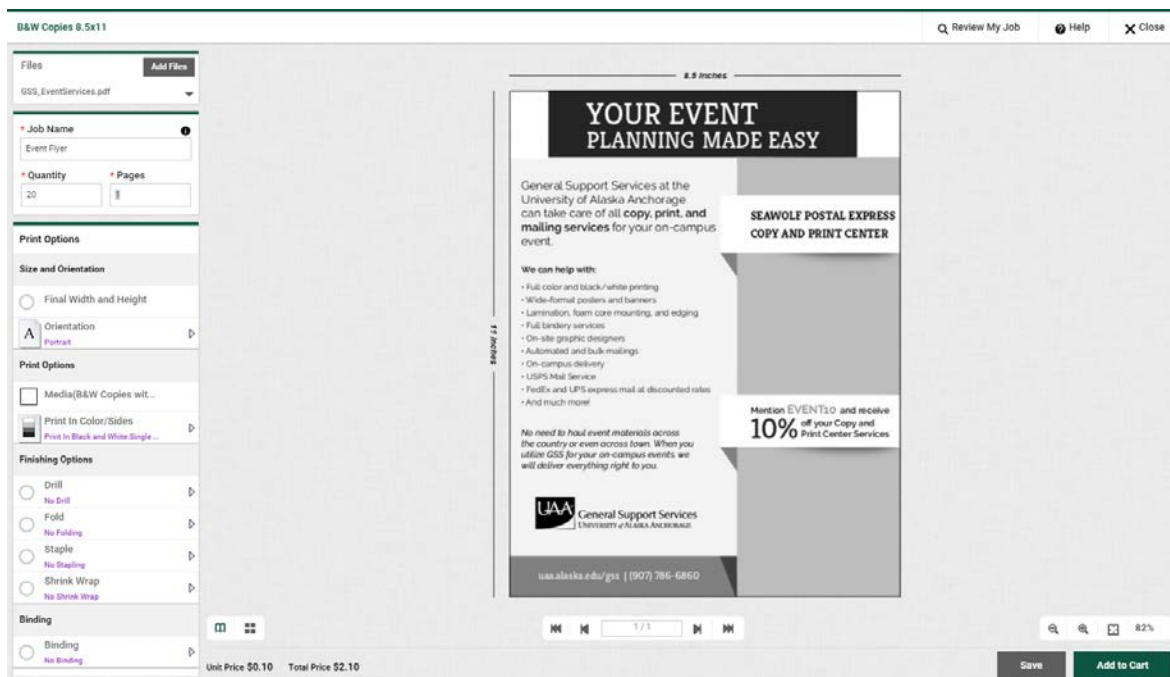
Proceed to select the appropriate options required for the specific file by hovering over each option category.



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 UAA logo and 'Copy and Print Center UNIVERSITY of ALASKA ANCHORAGE' are on the left. A search bar and user information 'Kim Stanford' with a shopping cart icon containing 3 items are on the right. Below the navigation is a 'Due Date' field set to 'FRI December 18 2015 08:30'. The main cart area is a table with columns for 'Products', 'Quantity', 'Unit Price', and 'Total'. It lists three items: 'Test Envelopes' (500 units, \$0.18/unit, \$87.80 total), 'Test Letterhead' (500 units, 'Requires Quote' unit price, 'Requires Quote' total), and 'Event Flyer' (20 units, \$0.10/unit, \$2.10 total). Each item has 'Save for later' and 'Remove' options. To the right of the table is a 'Subtotal' section showing 'Total: Requires Quote' and a note 'Price subject to change.' Below the cart table are 'CONTINUE SHOPPING', 'CLEAR CART', and 'PROCEED TO CHECKOUT' buttons. At the bottom, there is a 'LANGUAGE PREFERENCE' dropdown set to 'English (United States)' and a footer with 'Powered by EFI Digital StoreFront' and '© 2004-2015 Electronics For Imaging, Inc. v8.6.0.21749'.

Step 8

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

The screenshot shows the 'Shipping' step of the checkout process. At the top, there is a progress indicator with three steps: '1 Shipping', '2 Payment', and '3 Finish'. The main heading is 'Select a shipping address & shipping options'. Below this is a 'SHIPMENT 1' section with a dropdown menu for 'Customer Pick-Up'. An 'ADDRESS' section displays the contact information for Kim Stanford at the University of Alaska Anchorage. There are 'Save' and 'Cancel' buttons, and an 'Add Another Recipient' dropdown. To the right is a 'Products' summary table showing 'Test File 2' (10 units, \$0.20/unit, \$2.05 total) and a 'Total: \$2.05' with a 'Price subject to change.' note. At the bottom are 'CONTINUE SHOPPING' and 'PROCEED TO PAYMENT' buttons. The footer is identical to the previous screenshot, showing 'Powered by EFI Digital StoreFront' and '© 2004-2015 Electronics For Imaging, Inc. v8.6.0.21749'.

Step 9

HOME CONTACT US HELP

UAA Copy and Print Center UNIVERSITY of ALASKA ANCHORAGE Kim Stanford

Shipping 2 Payment 3 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.