

## 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](mailto: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](mailto:uaa_copy@uaa.alaska.edu)

View larger map

EFI PRINTMESSENGER

WINDOWS (32BIT)

WINDOWS (64BIT)

MAC

LANGUAGE PREFERENCE  
English (United States)

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Terms & Conditions  
EFI Productivity Suite

## 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.

Login ✕

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User Name

Password

Remember User Name

[Forgot Your Password?](#)

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[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

\* 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. The header includes the UAA logo, the text "Copy and Print Center UNIVERSITY of ALASKA ANCHORAGE", a search bar, and user information for "Kim Stanford" with a cart icon showing "1" item. 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 sub-paragraph detailing their services and partnerships. A navigation bar 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 navigation bar is a central graphic of a stack of papers with a blue folder on top, labeled "STANDARD COPIES" with a sub-link "Click on image for more information" and a green "BUY NOW" button.

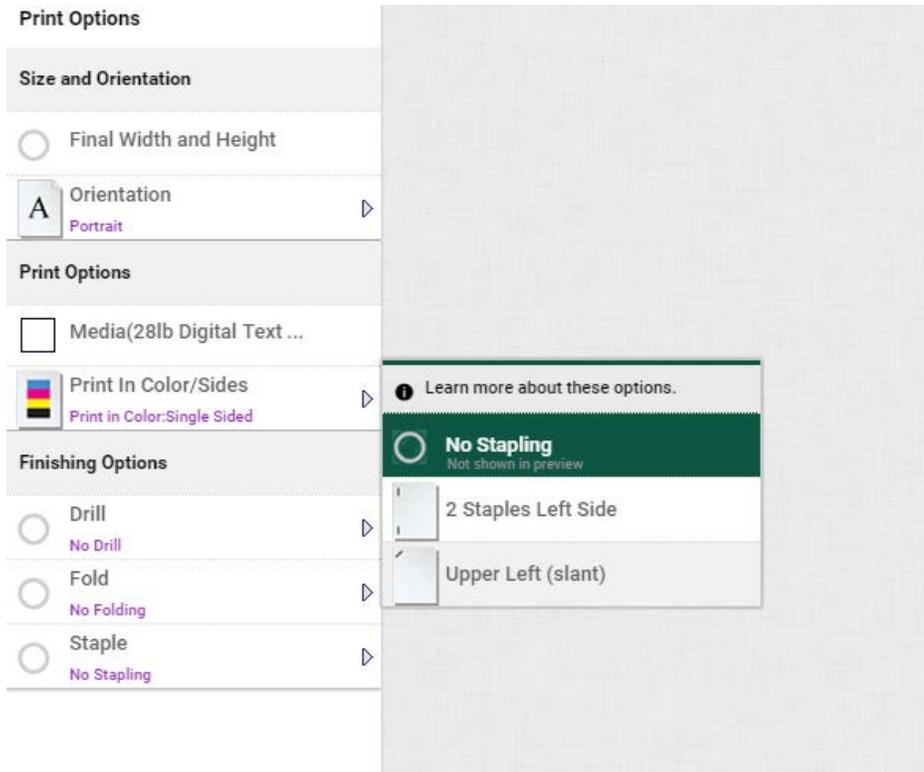
### Step 4

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 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" (input field with "1"), and "Pages" (input field with "1"). Below these are "Print Options" (Size and Orientation, Print Options, Finishing Options) and "Finishing Options" (Drill, Fold, Staple). The main preview area shows a large white rectangle representing the page, with dimensions "8.5 Inches" (width) and "11 Inches" (height) indicated. The page is labeled "Page 1". At the bottom of the interface, there are navigation controls, a zoom level of "82%", and a status bar showing "Unit Price \$0.66" and "Total Price \$0.66". There are also "Save" and "Add to Cart" buttons.

## Step 5

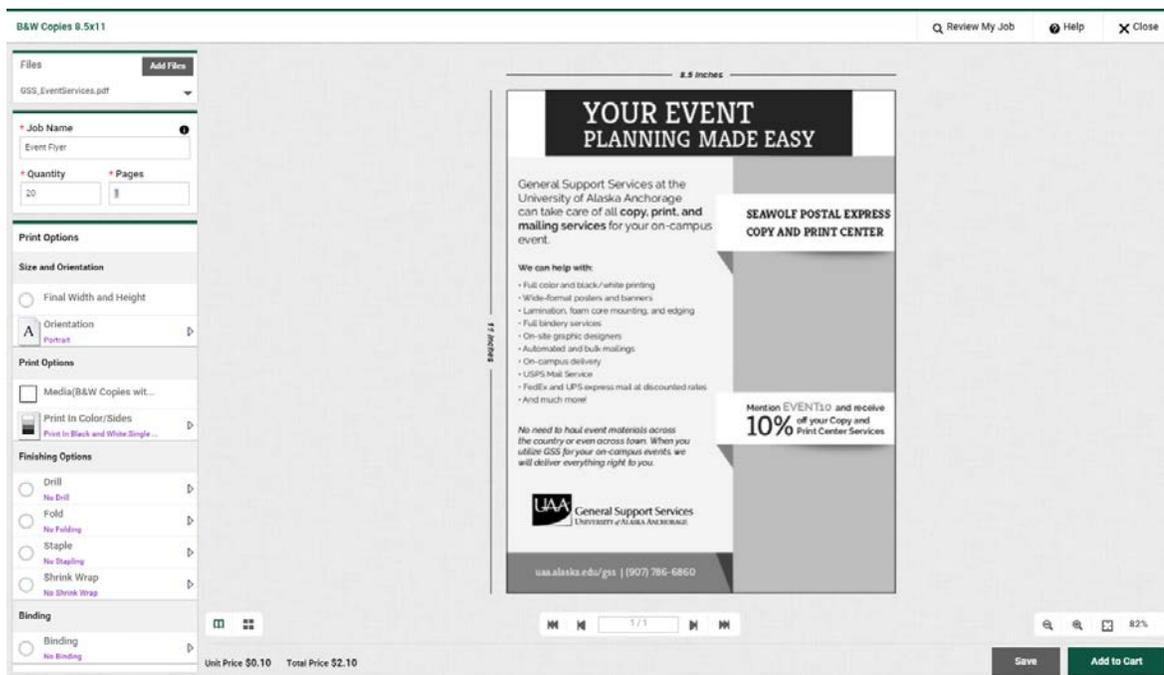
Proceed to select the appropriate options required for the specific file by hovering over each option category.



## 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'. The UAA logo and 'Copy and Print Center UNIVERSITY of ALASKA ANCHORAGE' are on the left. A search bar and user profile 'Kim Stanford' are on the right. Below the navigation, the 'CART' section features a 'Due Date' field set to 'FRI December 18 2015 08:30'. A table lists items: 'Test Envelopes' (500 units, \$0.18/unit, \$87.80 total), 'Test Letterhead' (500 units, Requires Quote), and 'Event Flyer' (20 units, \$0.10/unit, \$2.10 total). Each item has 'Save for later' and 'Remove' options. A 'Subtotal' box on the right shows 'Total: Requires Quote' and 'Price subject to change.' Below the table are 'CONTINUE SHOPPING', 'CLEAR CART', and 'PROCEED TO CHECKOUT' buttons. At the bottom, there are links for 'EFI PRINTMESSENGER' (Windows 32bit, Windows 64bit, Mac) and 'LANGUAGE PREFERENCE' (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' step of the checkout process. A progress bar at the top indicates '1 Shipping', '2 Payment', and '3 Finish'. The main heading is 'Select a shipping address & shipping options'. Under 'SHIPMENT 1', there is a dropdown menu for 'Customer Pick-Up'. The 'ADDRESS' section displays the contact information for Kim Stanford at the University of Alaska Anchorage. 'Save' and 'Cancel' buttons are present. Below the address is an 'Add Another Recipient' dropdown. On the right, a 'Products' summary shows 'Test File 2' (10 units, \$0.20/unit, \$2.05 total) and a 'Total: \$2.05'. At the bottom, there are 'CONTINUE SHOPPING' and 'PROCEED TO PAYMENT' buttons. The footer is identical to the previous screenshot.

## 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.