



DISTRICT PRINT CENTER

*Dedicated to Helping You with all of
Your Printing and Duplicating Needs*

Digital Storefront Ordering System

**NCUSD#203 District Print Center
712 West 5th Avenue
630/420-6411 Fax: 630/527-6063**

**IPSD#204 District Print Center
3015 Cedar Glade Drive/95th Street Library
630/428-6560 Fax: 630/428-6563**

Use the following link to access our Digital Storefront.

<http://ncusd203.myprintdesk.net/DSF/ASP9/storefront.aspx>

(SAVE THIS IN YOUR FAVORITES!)

Step 1

- Log in and enter password if you are already registered.
- If you are not yet registered, click Register. Follow the prompts and fill in the required fields. Your account will be reviewed by the District Print Center and within **24 hours** you will be able to place orders.

The screenshot shows a Mozilla Firefox browser window titled "Storefront - Mozilla Firefox". The address bar displays the URL: <http://ncusd203.myprintdesk.net/DSF/storefront.aspx?6xni2of2cF2kdzlnrQdwqIIWdEkJMwJ5i/him2XcV4Cazhtdc>. The browser's toolbar includes buttons for Back, Forward, Reload, Home, and a search bar with the Google logo. Below the toolbar, there are links for "Most Visited", "Getting Started", "Latest Headlines", and "Customize Links".

The website content features a header with three logos: "INDIAN PRAIRIE 204 SCHOOL DISTRICT" on the left, "DISTRICT PRINT CENTER" in the center, and "Naperville Community Unit School District 203" on the right. Below the logos is a navigation bar with "Home" and "Cart (0) :: Help".

The main content area is divided into three sections:

- EFT PrintMessenger**: A section for installing the driver, with links for "Windows" and "Mac".
- The Print Center site has made some changes!**: A text block stating: "To make Print Center service easier and more efficient, ongoing improvements are being made to this website. New featured categories, with some new products, have been added. From the left side area labeled 'Home' you can order products that are not included in the 'Featured Categories' area. We appreciate any feedback on this website, and thank you for ordering through the Print Center storefront."
- Login**: A section for user authentication, including fields for "User Name:" (containing "bdoyle") and "Password:" (containing "*****"), a "Remember User Name" checkbox, and a "Login" button. Below the login fields are links for "Register" and "Forgot your password?".

On the left side of the main content area, there is a "Search" box with a dropdown menu set to "All", a text input field, and a "Go" button. Below the search box is a "Cart (0 Items)" section stating "Your Cart is Empty."

The footer of the website contains the text: "Copyright © 2009-2010 Electronics For Imaging, Inc." on the left and "Powered by EFT Digital StoreFront" on the right.

Step 2

- Choose what you want to order. Scroll down and click on the appropriate choice.
- For example: Click on the title “Black Ink Copies”

The screenshot shows a web browser window titled "Storefront - Mozilla Firefox". The address bar displays the URL: <http://ncusd203.myprintdesk.net/DSF/storefront.aspx?6xni2of2cF2kdzlnrQdwqlIDwEkJMwJ5i/him2XcV4Cazhtdc>. The browser's toolbar includes buttons for back, forward, home, and search, along with a Google search bar.

The website header features the logos for Indian Prairie 204 School District and Naperville Community Unit School District 203. The main heading is "DISTRICT PRINT CENTER" with the tagline "Two great school districts, one great District Print Center". A navigation bar includes links for Home, Cart (0), My Account, Order Status, Print Shops, and Help. A welcome message for Brian Doyle is displayed, along with links to log in as a buyer or log out.

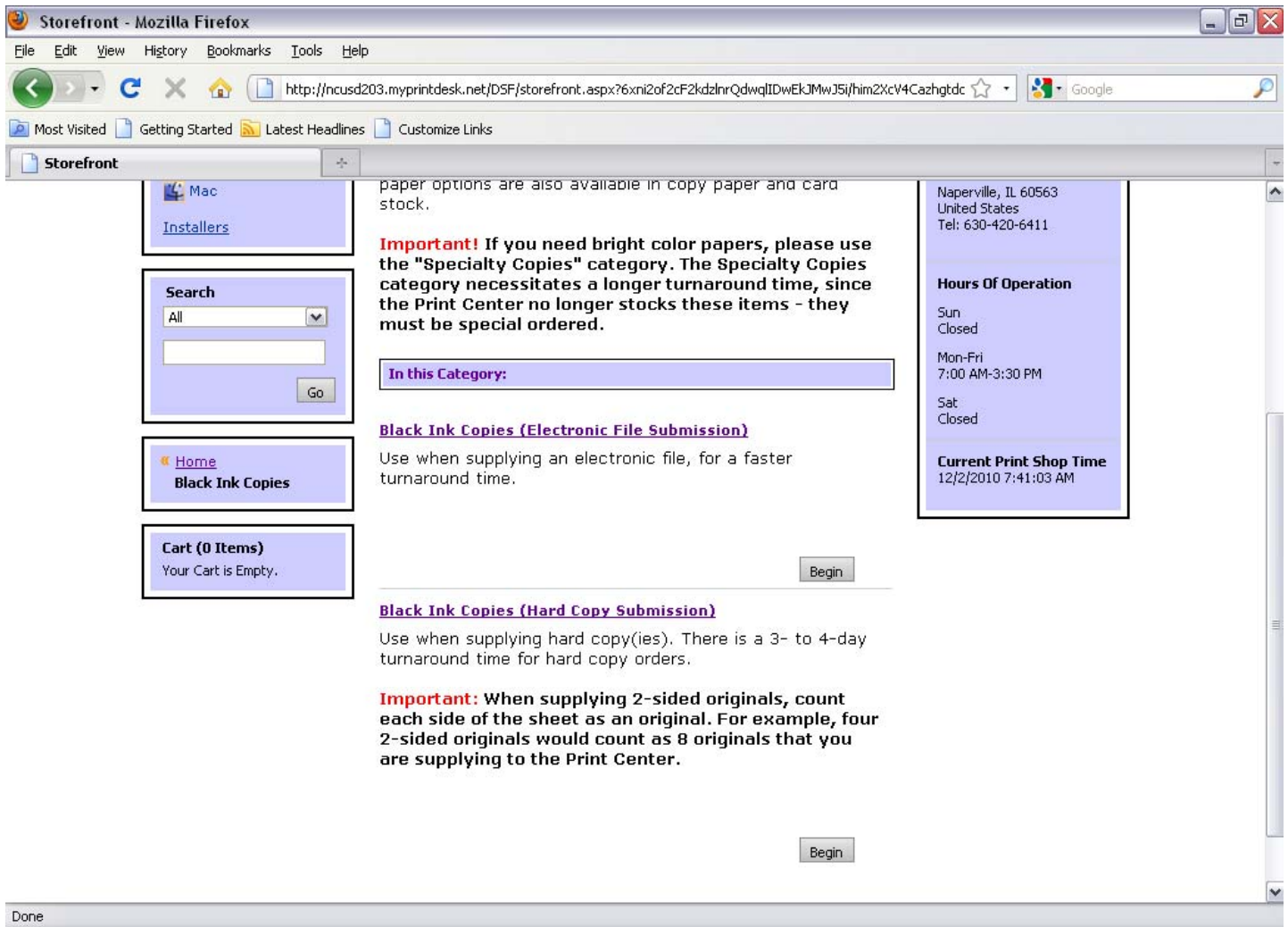
The main content area is divided into several sections:

- EFI PrintMessenger:** A sidebar section with links to "Install Driver:", "Windows", "Mac", and "Installers".
- Search:** A section with a search bar and a "Go" button.
- Home:** A section with links to "Black Ink Copies", "Business Cards", "Carbonless Forms", and "Color Copies".
- The Print Center site has made some changes!** A central announcement stating that new featured categories and products have been added, and that users can order products not included in the "Featured Categories" area. It also expresses appreciation for feedback.
- Featured Categories:** A section with a purple header. It features an icon of a stack of papers and a link to "Black Ink Copies". Below this, it explains that this category is for black ink copies only, available on white copy paper and card stock, or 8 color paper options. An important note states: "Important! If you need bright color papers, please use the 'Specialty'".
- Selected Print Shop:** A section with the name "DISTRICT PRINT CENTER" and address: "DISTRICT PRINT CENTER, 710 West 5th Avenue, Naperville, IL 60563, United States, Tel: 630-420-6411".
- Hours Of Operation:** A section listing the hours: "Sun Closed", "Mon-Fri 7:00 AM-3:30 PM", and "Sat Closed".
- Current Print Shop Time:** A section showing the time as "12/2/2010 7:37:13 AM".

The bottom of the browser window shows a "Done" status bar.

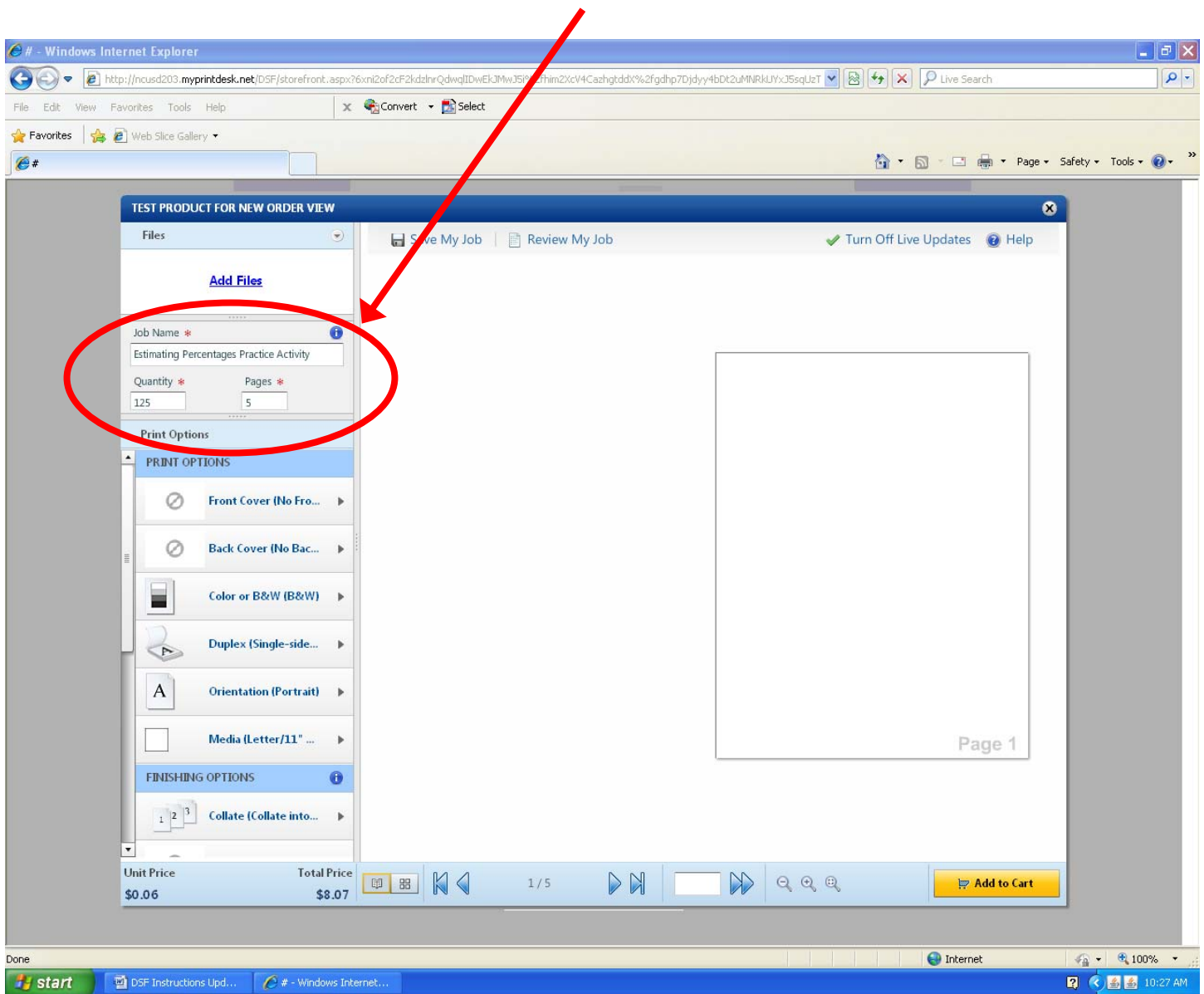
Step 3

- Choose what type of Black Ink copies you want.
- For example: Black Ink (Electronic File Submission)
- Click Begin.



Step 4

- Enter a descriptive name of what you need copied.
 - For example: Estimating Percentages Practice Activity
- Enter the quantity. “Quantity” is the finished number of pieces you are requesting. **For example 5 class sets of 25 should be entered as 125 and NOT 25.**
- “Pages” is the number of pages associated with this job. If uploading an electronic file, you do **NOT** need to enter the number of pages.

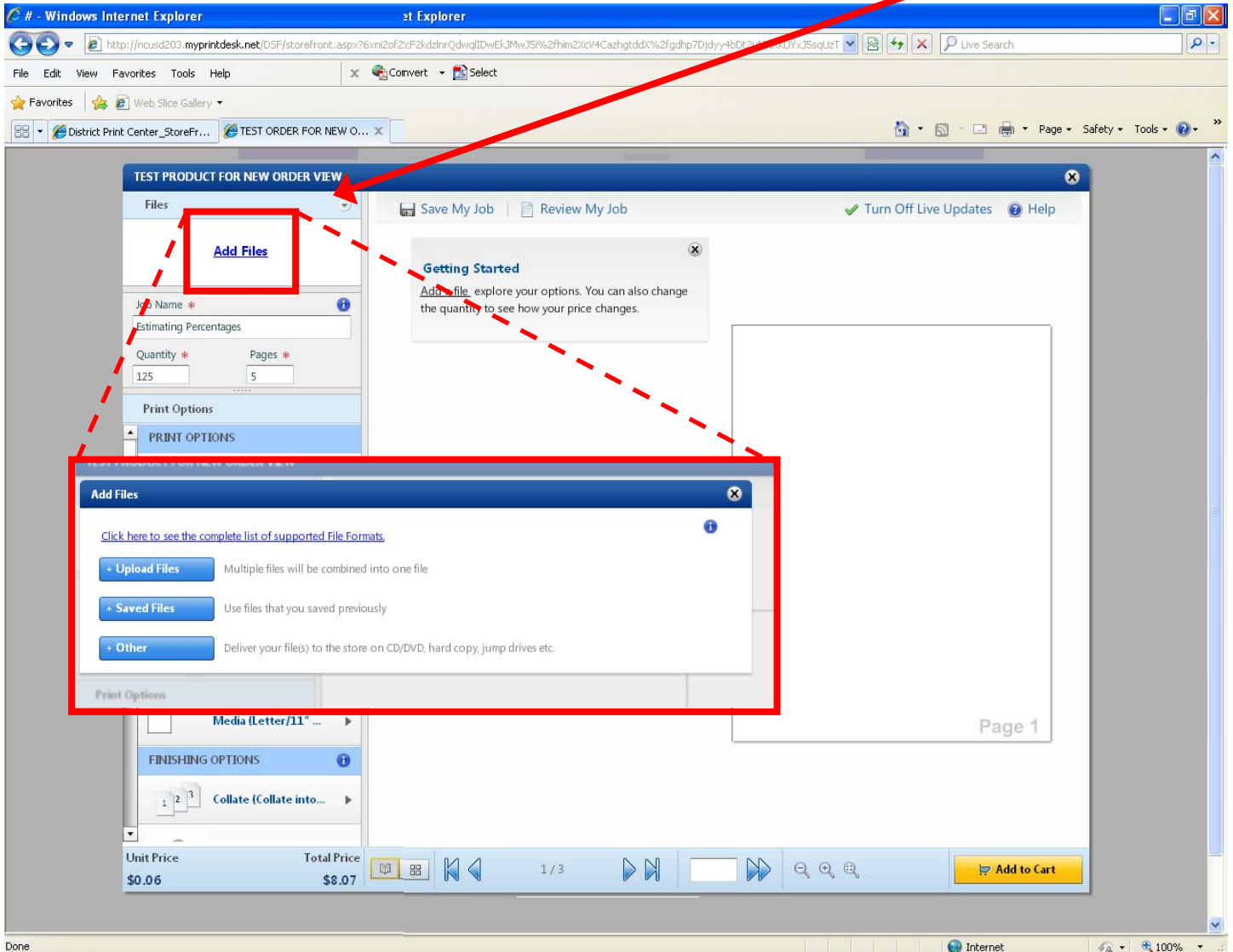


Step 5

- At this screen, select the file(s) you would like to upload. Follow the steps to do so. You can combine multiple files into one file here. The system will automatically make a PDF and attach it to you order.
- Choose files and click “upload”. If you have previously uploaded a file, click the “*Saved Files*” button.

Note: If you are sending a hard copy, click the “*Other*” button, select the type of file, and give the file a name. You will need to enter the number of sheets you are supplying. If you are providing 2 sided originals then each side counts as an original.

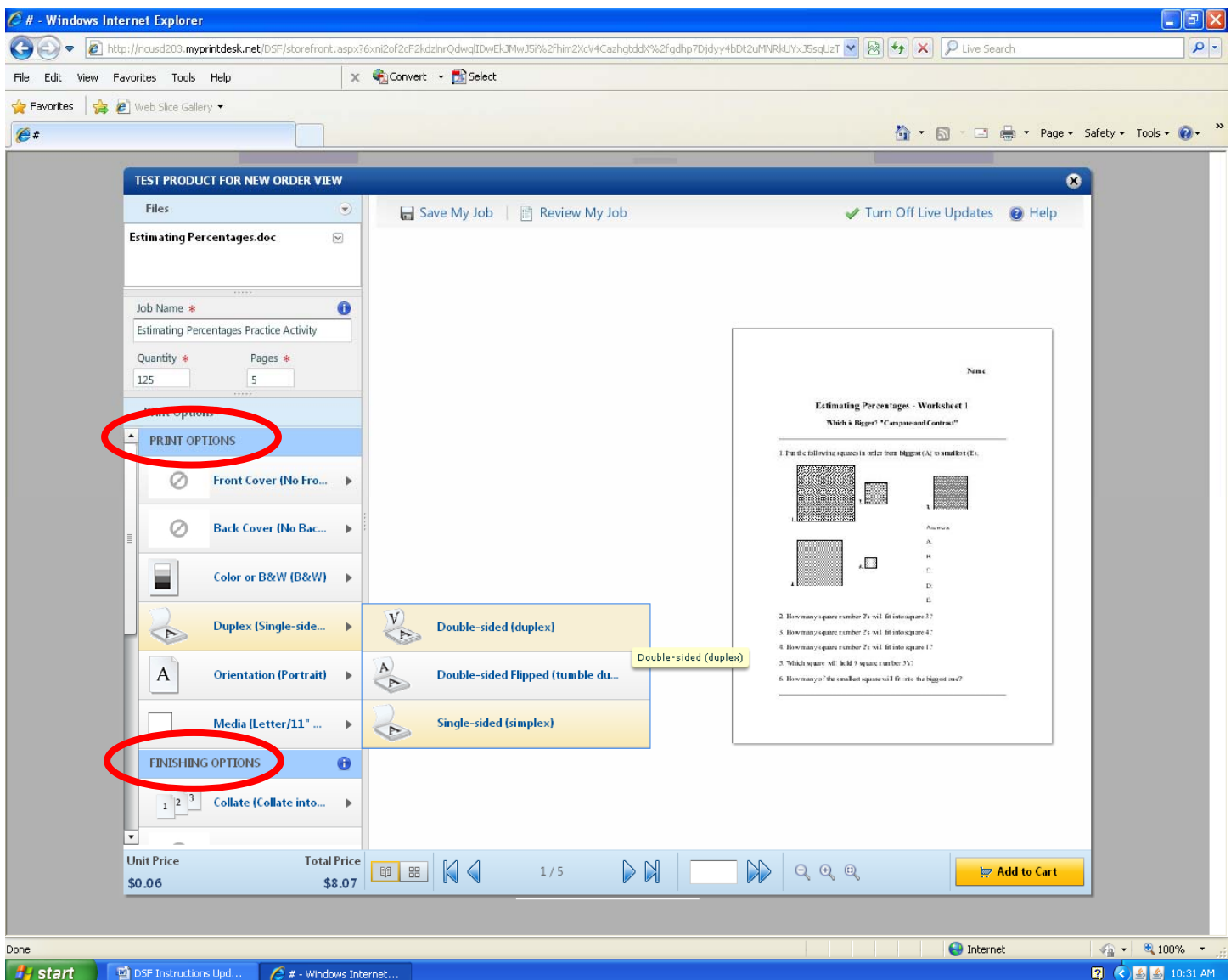
- For example 4 two sided documents would count as 8 originals



(Continued on next page)

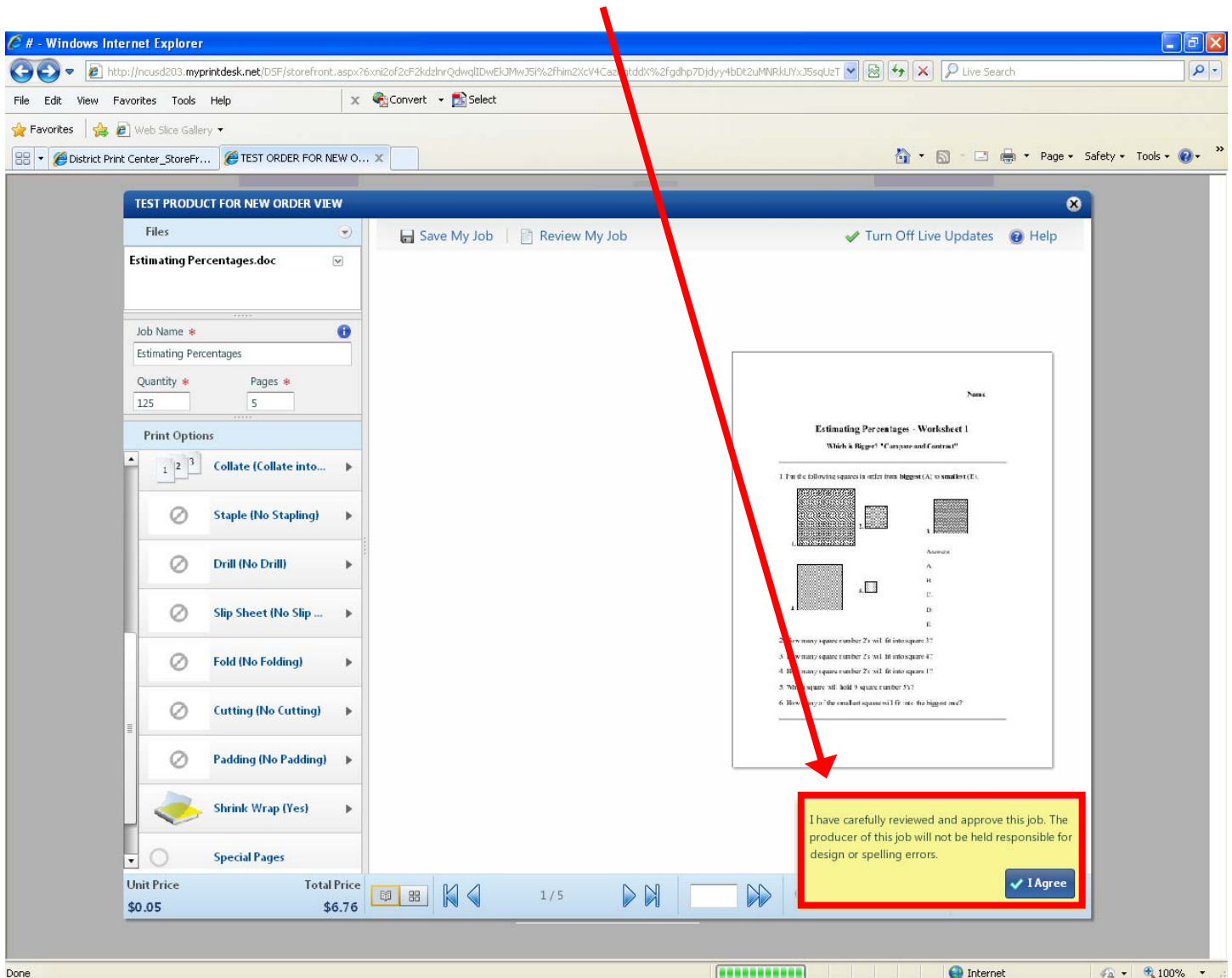
Step 5 Continued

- After uploading your file, it will appear in the preview window. You can scroll through your file using the arrows at the bottom.
- If necessary, make changes to the **Print Options**, such as altering the orientation or choosing single/double sided, using the menu on the left side of the screen.
- White paper is the default. For other colors, browse the **Media** tab. *Do not indicate color or type of paper in "Special Instructions". Select those options on this screen.*
- **Finishing Options** are also found here, including stapling, 3-hole drilling, and folding.
- Click "Add to Cart" when finished selecting your options.



Step 6

- You will be asked to confirm that you have reviewed and approve of this job. Click “I Agree” if the job is accurate.



Step 7

- You will then see your order(s) in your shopping cart. You can:
 - Alter the due date
 - Confirm the quantity you want to order
 - Confirm the delivery location. If you have special delivery instructions please put the information in the box.
- Click the “Save” button if you make any changes. You now can check out.
- If you have more items to order, click Continue Shopping.

Shopping Cart - Windows Internet Explorer

http://ncusd203.myprintdesk.net/DSF/ShoppingCart.aspx?XXAhZCcEIDAQbzTykubF04f9AyYF8AFebJLXtFnxE35gAoc47qNQ3tLoaMfxb1v2P3NBfmFwMmOPInE7

File Edit View Favorites Tools Help

Home Cart (1) :: My Account :: Order Status :: Print Shops :: Contact Us ::

Log in as buyer | Welcome Brian Doyle! Logout

Storefront Administration

Shopping Cart Continue Shopping Checkout

DUE DATE 8/13/2012 12:30 PM **Print Shop:** District Print Center NCUSD#203

Products	Quantity	Item Price	Item Total
Estimating Percentages Remove Item Name: TEST PRODUCT FOR NEW ORDER VIEW	125	\$0.05	\$6.76
		Subtotal:	\$6.76
		Total:	\$6.76

Price subject to change.

Recipients

Recipient #1

Please enter recipient information below.

Address Book

Method: DELIVERY

First Name: Brian

Last Name: Doyle

School/Building: Print Center

Telephone: 630-420-6411

E-Mail Address: bdoyle@naperville203.org

Address: PRINT CENTER
710 W. 5th Ave.

Delivery Instructions:

☐ Save to My Address Book

You must click save to proceed with checkout.

Save

Update Price

Step 8

- This is the payment page. Your order will be billed to the appropriate account. **You don't need to do anything at this screen.**
- Click Next.

The screenshot shows a web browser window titled "Checkout - Mozilla Firefox". The address bar displays the URL <http://ncusd203.myprintdesk.net/DSF/OrderCheckout.aspx>. The browser's toolbar includes buttons for back, forward, home, and search, along with a Google search bar. The page content features a header with logos for Indian Prairie 204 School District and Naperville Community Unit School District 203, and the text "DISTRICT PRINT CENTER" and "Two great school districts, one great District Print Center". A navigation bar includes links for Home, Cart (1), My Account, Order Status, Print Shops, and Help. Below this, there are links for "Log in as buyer", "Welcome Brian Doyle!", and "Logout". The main content area shows a checkout progress bar with three steps: "Checkout" (1), "Payment" (2), and "Review" (3). The "Payment" step is currently active, displaying a message: "Your Order Will Be Billed To The Appropriate Account." and a "Thank You!" message: "Click 'NEXT' To Proceed With Your Order". At the bottom right of the page, there are "Cancel" and "Next >" buttons. The footer contains copyright information: "Copyright © 2009-2010 Electronics For Imaging, Inc." and "Powered by EFI Digital StoreFront".

Done

Step 9

- Review the final information and click Place My Order.

Checkout - Windows Internet Explorer

http://ncusd203.myprintdesk.net/DSF/OrderCheckout.aspx

File Edit View Favorites Tools Help

Convert Select

District Print Center_StoreFr... Checkout

Home Cart (1) :: My Account :: Order Status :: Print Shops :: Contact Us ::

Log in as buyer | Welcome Brian Doyle! Logout

Storefront Administration

Place My Order

Review Your Order

1. Payment 2. Review

Requested Ship Date and Time
8/13/2012 12:30:00 PM CDT

Print Shop: District Print Center
NCUSD#203
DISTRICT PRINT CENTER
DISTRICT PRINT CENTER
710 W. 5th Ave.
Naperville, IL 60563
United States
Tel: 630-420-6411

[Change Print Shop](#)

Products	Quantity	Item Price	Item Total
Estimating Percentages	125	\$0.05	\$6.76
		Subtotal:	\$6.76
		Shipping:	\$0.00
		Total:	\$6.76

Price subject to change.

Payment

Your Order Will Be Billed To The Appropriate Account. [Change](#)

Recipients

Recipient #1	Method:	Products	Quantity
Edit Brian Doyle Print Center PRINT CENTER 710 W. 5th Ave. Naperville, IL 60563 United States Tel: 630-420-6411	DELIVERY	Estimating Percentages	125

Place My Order

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Done Internet 100%

Step 10

Congratulations! You are now finished. Print this page for your records.

- **Note:** If you are sending hard copy, print this page, attach it to your copy and send with your order.

Order/Quote Confirmation - Windows Internet Explorer

http://ncusd203.myprintdesk.net/DSF/MyAccount/OrderSummary.aspx?Me/kuTV5B+mkoF977TsMcvLGFR7XahyllbATb8GIPMHEKfNHMCpasmgEPygeFj5eJNj1TC

File Edit View Favorites Tools Help

Order/Quote Confirmation

Storefront Administration

Thank you for your order!

[Print this page](#) [Continue Shopping](#)

Order Confirmation

Order Number: 50302
Requested Due Date: 8/13/2012 12:30:00 PM CDT
Submitted on: 7/26/2012 8:10:40 AM CDT
Submitted by: Brian Doyle
Tel: 630-420-6411

Order Status: User approved
As of: 7/26/2012 8:10:40 AM CDT

Print Shop: District Print Center NCUSD#203
DISTRICT PRINT CENTER
710 W. 5th Ave.
Naperville, IL 60563
United States
Tel: 630-420-6411

Products	Quantity	Item Price	Item Total
Estimating Percentages	125	\$0.05	\$6.76
Item Name: TEST PRODUCT FOR NEW ORDER VIEW (5 Pages)			
		Subtotal:	\$6.76
		Shipping:	\$0.00
		Total:	\$6.76

Payment

Payment Method: Your Order Will Be Billed To The Appropriate Account.

Recipients

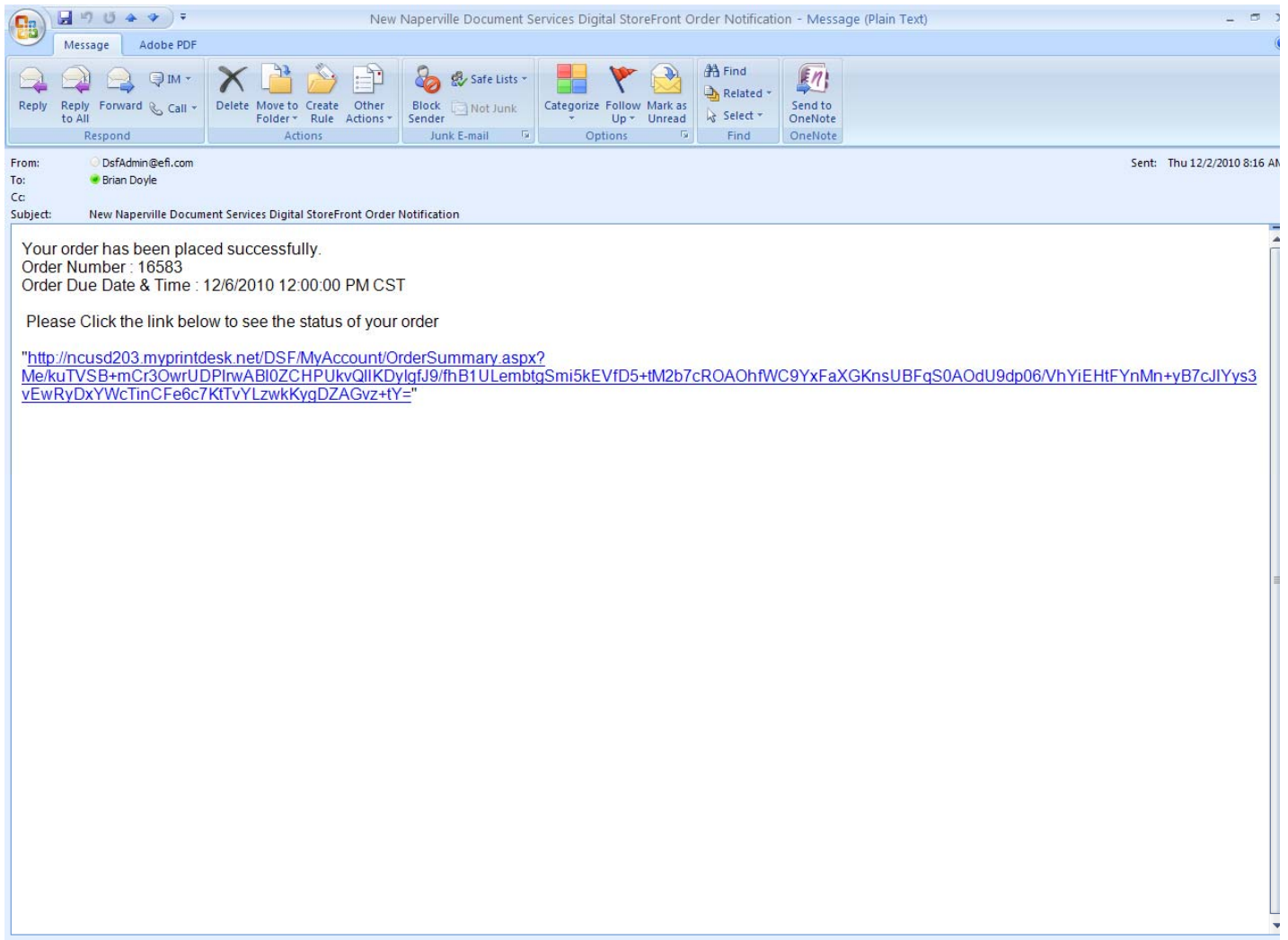
Recipient #1	Method:	Products	Quantity	Shipping Status
Brian Doyle Print Center PRINT CENTER 710 W. 5th Ave. Naperville, IL 60563 United States Tel: 630-420-6411 E- Mail: bdoyle@naperville203.org	DELIVERY	Estimating Percentages	125	-

[Print this page](#) [Continue Shopping](#)

Done Internet 100%

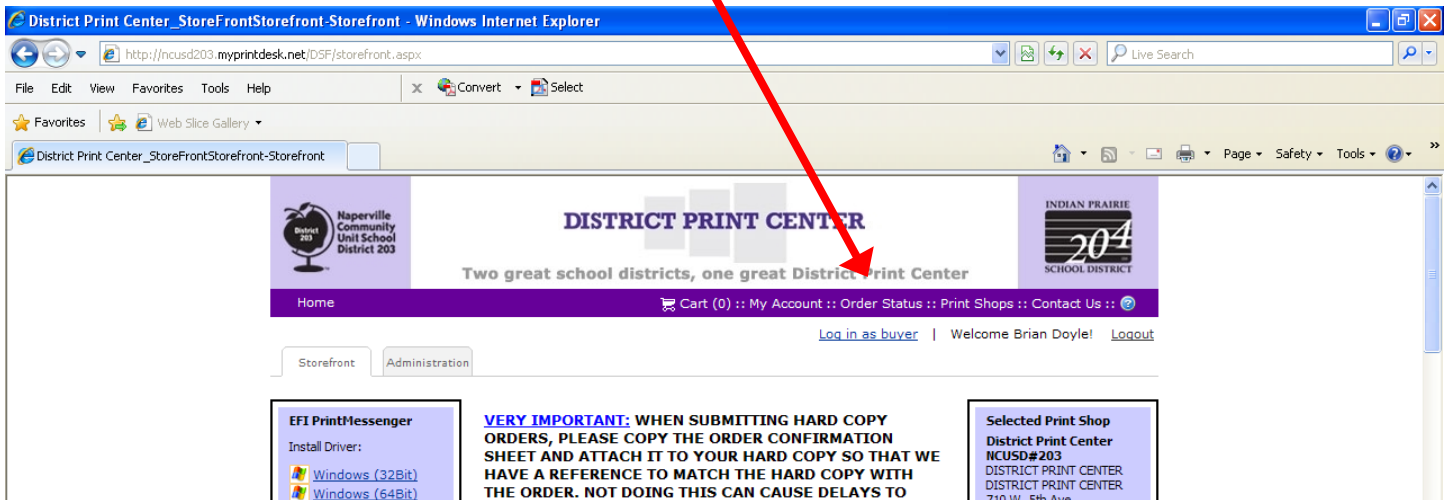
E-Mail Confirmation

- When you have completed your order, you will be notified with a confirmation of order receipt by email.
- The District Print Center will receive an alert that you have placed an order.
- When we accept it you will receive an e-mail that the order is in process.



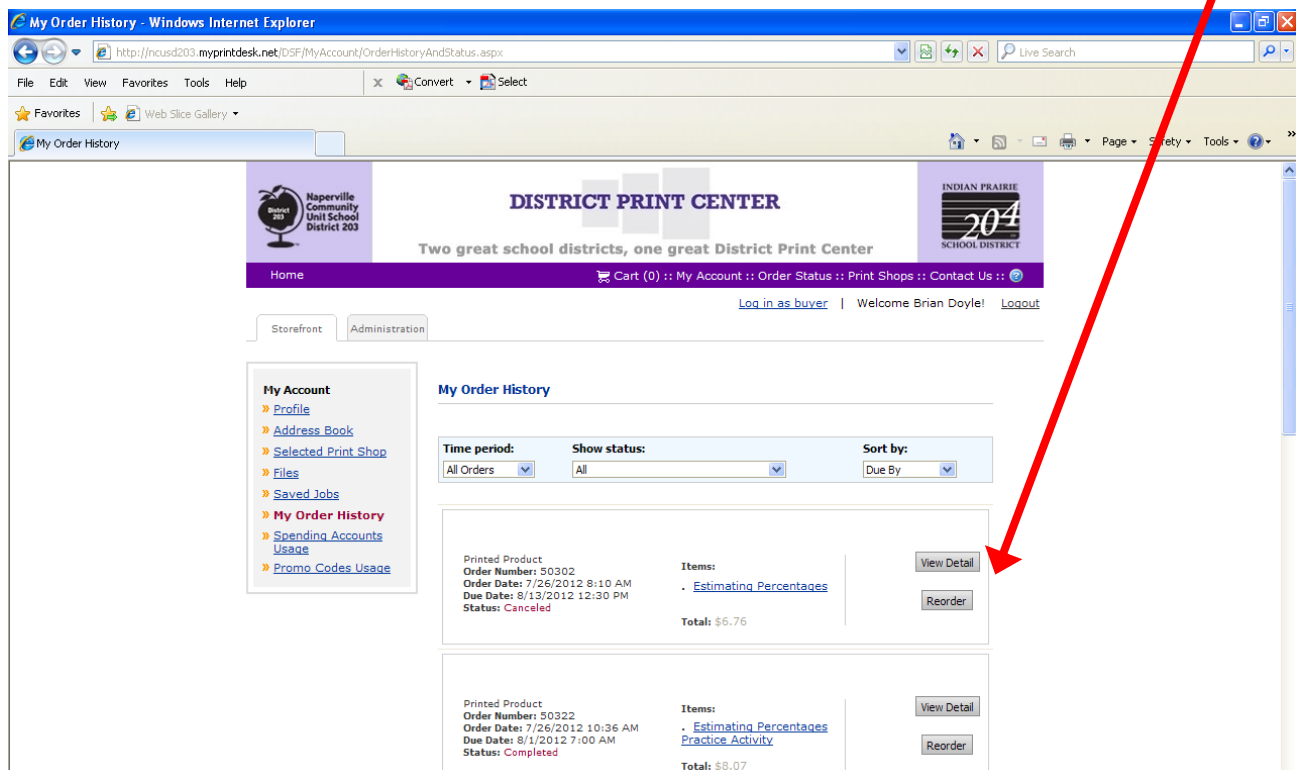
Helpful information

To check on a job in progress, log into the site and click “Order Status”.



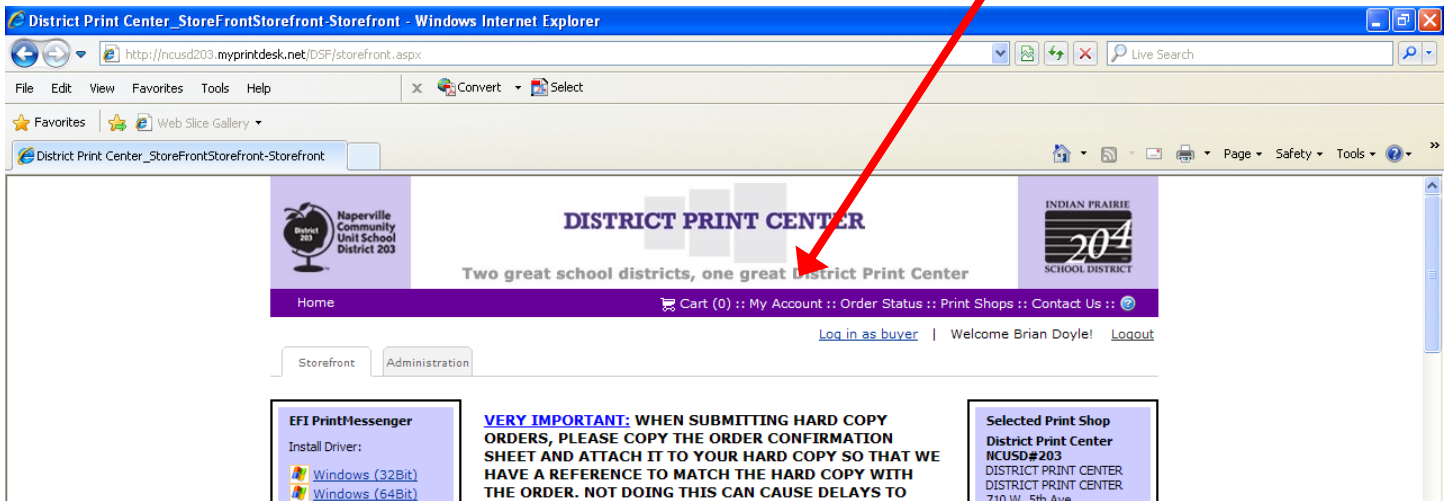
From this screen you can also reorder previous jobs. The Digital Storefront Ordering System stores a history of your orders.

- Click the reorder button and revise any specifications (quantity, paper color, etc.), then submit the new order.
- If you need electronic files of past jobs, they are archived in the system.



Account Information

Many options can be controlled by clicking on “My Account” at the top of the home screen.



From this screen you can:

- Edit Profile Information
- View and delete saved files from previous jobs
- Change your password
- View your order history

