

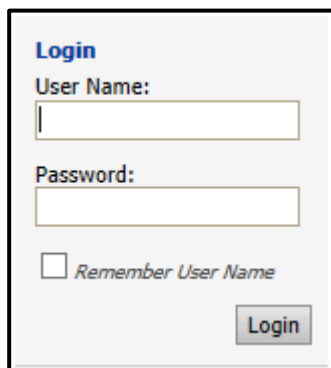
How to Send Print Jobs to the Copy Center

Updated: 09/12/2013

The district has adopted a new, web-based tool to allow all staff members to digitally send print jobs directly to the Copy Center. All you need is access to the Internet to use this system.

Directions:

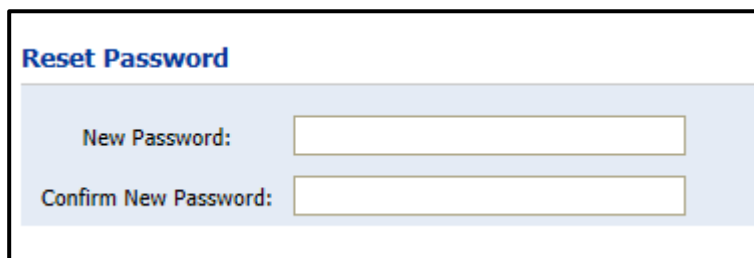
1. Go to: <http://CopyCenter.myprintdesk.net/dsf/asp2/storefront.aspx> (bookmark or place a shortcut on your desktop)
2. Login:
 - a. Username: your normal district username
 - b. Password: abc123



The screenshot shows a login form with the following elements:

- Login** (Section Header)
- User Name:** followed by a text input field.
- Password:** followed by a text input field.
- Remember User Name*
- Login** (Submit Button)

3. The first time you login you will be prompted to change your password for security purposes. Select any password you wish.



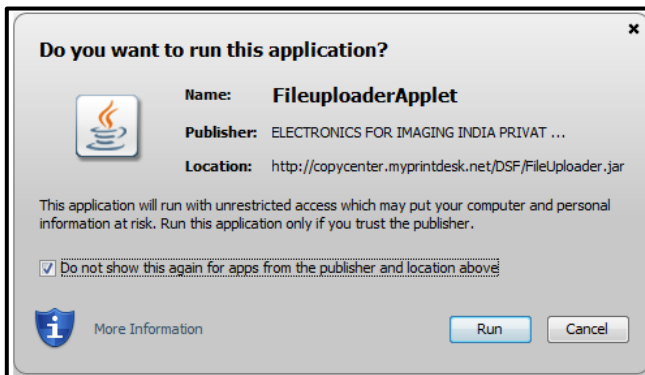
The screenshot shows a password reset form with the following elements:

- Reset Password** (Section Header)
- New Password:** followed by a text input field.
- Confirm New Password:** followed by a text input field.

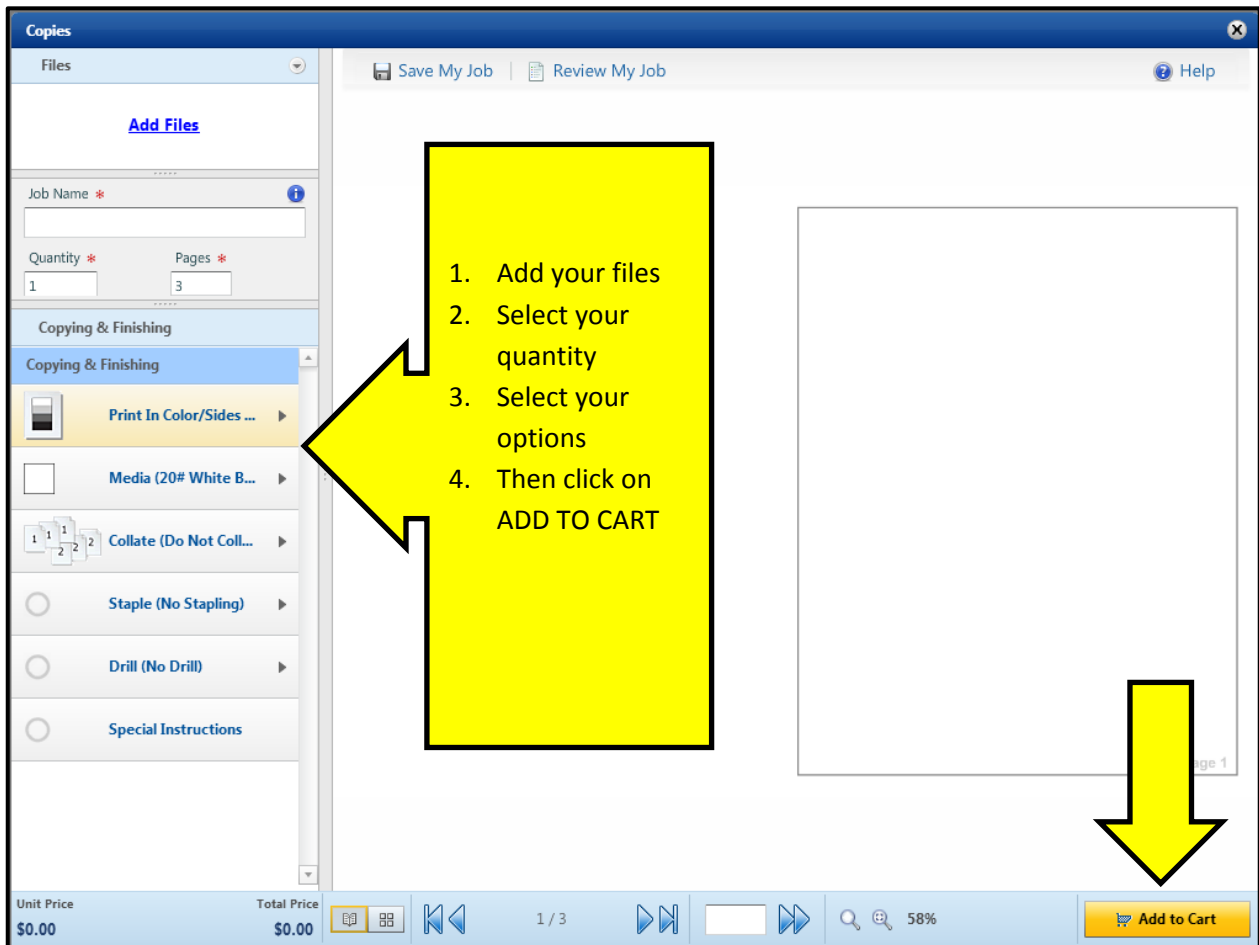
4. Choose either COPIES or BOOKLETS by clicking on the word BEGIN



5. If you receive this message, check off the "Do not show ..." box and click on RUN.



6. Start by clicking on ADD FILES to select the document(s) that you want copied. A preview of the document will show up in the center of the screen. Then just select the options you want on the left side of the screen (sides, collate, staple, holes, special instructions, etc.)



7. When you are ready to proceed, click on ADD TO CART (picture above). The next screen (below) will allow you to review your order. THERE IS NO PAYMENT FOR COPIES. IGNORE THE \$ SIGNS. When ready, click on CHECKOUT and then NEXT.

Shopping Cart

Print Shop: WSSD Copy Center

Shopping Cart Items [Update Price](#)

Products	Quantity	Item Price	Item Total
Test from Mark F. Remove Item Name: Copies	<input type="text" value="1"/>	\$0.00	\$0.00
Apply a Promo Code <input type="text"/> <input type="button" value="Apply"/>		Subtotal:	\$0.00
		Total:	\$0.00

Recipients

Recipient #1

Renee Strobach WSSD Wallingford, PA 19086 United States	Hours Of Operation Sun Closed Mon-Fri 7:00 AM-3:00 PM Sat Closed	Method: <input type="text" value="Interoffice Mail"/>
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[Update Price](#)

Checkout

Payment

Payment Method:

No Payment Needed

Thank You!
No payment has to be made

8. Click on PLACE MY ORDER. This will take you to your ORDER CONFIRMATION PAGE.

[Place My Order](#)

Review Your Order

1. Payment **2.** Review

Your order will be ready for pick-up on
OR will be shipped by:
9/5/2013 7:00:00 AM EDT

Print Shop: WSSD Copy Center
WSSD
Wallingford, PA 19086
United States

Products	Quantity	Item Price	Item Total
Test from Mark F.	1	\$0.00	\$0.00
		Subtotal:	\$0.00
		Total:	\$0.00

Payment

No Payment Needed
No Payment Needed

Recipients

Recipient #1 Edit	Method:	Products	Quantity
Renee Stroback WSSD Wallingford, PA 19086 United States	Interoffice Mail	Test from Mark F.	1

[Place My Order](#)

9. Make sure you click all the way through the screens until you see the Confirmation Page (below) so you know that your job has been sent. You will receive an email confirming your print request (below).

Welcome Mark Finlayson! [Logout](#)

Storefront Administration

Thank you for your order!

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

Order Confirmation

Order Number: 27 **Order Status:** User approved
 Requested Due Date: 9/25/2013 7:00:00 AM EDT As of: 9/11/2013 4:05:21 PM EDT
 Submitted on: 9/11/2013 4:05:20 PM EDT
 Submitted by: Mark Finlayson

Print Shop: WSSD Copy Center
 WSSD
 Wallingford, PA 19086
 United States

Products	Quantity	Item Price	Item Total
Test from Mark F. - You can delete this Item Name: Copies (4 Pages)	1	\$0.00	\$0.00
Subtotal:			\$0.00
Total:			\$0.00

Payment

Payment Method: No Payment Needed

Recipients

Recipient #1	Method:	Products	Quantity	Shipping Status
Mark Finlayson WSSD 200 South Providence Road Wallingford, PA 19086 United States E-Mail: mfinlayson@wssd.org	Interoffice Mail	Test from Mark F. - You can delete this	1	-

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

From: DsfAdmin@efi.com Sent: Wed 9/11/2013 4:05 PM
 To: Mark Finlayson
 Cc:
 Subject: New DSF Order Notification

Your order has been placed successfully. Order Number : 27 Order Due Date & Time : 9/25/2013 7:00:00 AM EDT Please Click the link below to see the status of your order "<http://copycenter.myprintdesk.net/DSF/MyAccount/OrderSummary.aspx?Me/kuTVSB+nMfIVg3WC9LbWbeWCH5TeGeXco1ZuaAwh6yz+JZQABwLklC6bqfYwWvTaVencngtCBqTaBIXgbQG8xVuWfKwdrFGuvYneKN9w80db55VHAFG9t8jjGSEwv5xISyeNJIJeZQ2UteZ//GO4JwyhhaSo>"

10. When done, please remember to LOG OUT.

REMINDERS:

1. There is NO cost for copying by the Copy Center. Please ignore the \$ signs in the checkout cart.
2. You will still need to provide special paper which includes:
 - Card Stock
 - 8 1/2" X 14"
 - 11" X 17"
 - Special weight paper

Please contact the Help Desk if you are in need of assistance.