How to use Digital StoreFront

1. Create a DSF Account
2. Install Print Messenger
3. Upload Files
4. Placing an Order & Checking Out

http://dsf.salkeiz.k12.or.us/dsf

Digital StoreFront

How to Get Started

http://auxiliary.salkeiz.k12.or.us

Salem-Keizer Public Schools

Reprographics
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Welcome to 24J Digital StoreFront!

DSF brings a full-service copy center directly to your computer.

Let’s get started!
Create a DSF Account

Step One:
On the DSF home page
Click the Register link in the left column.
Create a DSF Account

Step Two:

1. Fill out the Contact Information fields. The fields marked with an asterisk* are required, such as names, account and department names, and email address.

2. Use your SCHOOL or Department name for both the Account and Department fields.

3. Check the Acceptance Agreement box at the bottom of the page.

4. Click Continue.

Be sure to write down your User Name and Password for future reference.
Create a DSF Account

Step Three:
A new web page will appear.
Click Register.
Congratulations! You are now registered as a DSF user!

An e-mail confirmation will be sent to the e-mail address you provided. Now with a DSF account you can submit an order!

Your user name will appear on the top right of the screen. With a DSF account you can now submit a print job!
Install EFI Print Messenger Driver

Step One:
1. Click the START button.
2. Click CONTROL PANEL.
3. Click Get Program.
Install EFI Print Messenger Driver

Step Two:

1. Select the program: SKPS Digital StoreFront Print Driver
2. Click INSTALL.
Install EFI Print Messenger Driver

Step Three:

1. Check the box **Run program automatically when download completes.**
2. Click DOWNLOAD.
3. After installation, the computer might prompt you that it will need to restart and will give a countdown. Save and Close all open documents and select Restart Now if prompted.
Upload Files Using the EFI PrintMessenger

Step One:

1. Open the file that you want to send to DigitalStorefront in its native program (Word, Publish, Excel, etc).


3. Choose the print settings appropriate for your document. (Print All Pages, Orientation, Page Size)

4. Click PRINT. An EFI PrintMessenger window will indicate conversion status.
Upload Files Using the EFI PrintMessenger

Step Two:

1. Your document name will appear in the EFI PrintMessenger window.

2. You can preview your file with the magnifying glass to see what it will look like when printed.

3. Leave Upload Individually selected (unless you are wanting to merge multiple documents).

4. Click Upload.
Upload Files Using the EFI PrintMessenger

Step Three:

1. Login by typing your **DSF** User Name and Password.
2. Click on Login.

**TIP:** Check the “Save credentials and Auto-Login” box for easy DSF access.
Upload Files Using the EFI PrintMessenger

Step Four:

1. The DigitalStoreFront website will appear. Upload successful and the file name will appear on the web page.

2. Leave the “Automatically add ...” box checked.

3. Click on Get Started to create a job order for the file you uploaded.

You’re now ready to place your order!
Placing an Order on DSF

Step One:

1. Select the product option that applies to your order. Scroll down to review all options before making your selection, such as full color copies.

2. Click on BEGIN below your product selection.

Note: If your project involves Color Copies or Coll Binding, select that product option here! You won’t be able to changes or add those options later in the process.
Placing an Order on DSF

Step Two:

1. Your file will appear below in the File(s) Added to This Job field.

2. Type in a Job Name and number of copies in Quantity.

3. Click on Update Price to see what the Subtotal will be with your quantity added.

4. Your selections will appear in the bottom left column as you proceed.

5. Click NEXT on the bottom right.
Step Three:
1. In next screen, select the details specific to your job:
   1. Color of paper & weight (text or cover)
   2. Single- or double-sided
   3. Collating or not
   4. Stapling
   5. Drill (3-hole punch)
   6. Cutting
   7. Folding or not
   8. Lamination
   9. Slipsheets
   10. Mailing via US Post Office
2. Include additional information in the Special Instructions box.
3. Click on Update Price at the top for a new subtotal.
4. Click NEXT on the bottom right.

**TIP:** Make sure to select Color Copies in the initial project selection (Step One)! You won’t be able to change between black & white to color copies at this point.
Placing an Order on DSF

Step Four:
1. Review your order for accuracy
2. Click on Add to Cart.
Placing an Order on DSF

Step Five:
1. Your name and shipping address will appear on the lower left.
2. Select a Due Date & Time
3. Scroll the Method menu on the right to select delivery.
4. Click Checkout

NOTE: Each job must be checked out individually to get separate DSF tracking numbers.
Check Out

Step One:

1. Enter your 8-Digit Munis Account Number. If you have a project code, add a – (dash) and the code.
2. Click Next.
Check Out

Step Two:

1. Carefully review your order.
2. Click on Place My Order.
Check Out

Step Three:

1. Order confirmation page appears with Order Number and receipt. The Order Number is what Reprographics references if there are any question on your project.

2. As a reminder, be sure to Logout in the top right corner.
Congratulations!

You have successfully completed the Digital StoreFront PowerPoint Tutorial.

We hope you will discover DSF as a convenient and time-saving service.

Visit DSF’s website at:
http://dsf.salkeiz.k12.or.us/dsf

For more DSF information, call 503-399-3110 or email dsf@salkeiz.k12.or.us