

The web address for the Digital Store Front is:
<http://142.66.3.20/DSF>
To access Digital Store Front, enter the web address in your web browser.
You can bookmark this for future access.

- Home
- » [Copy / Print Orders](#)
- » [Supplies - Stock Items - paper, etc.](#)
- » [Exam Books](#)
- » [Business Cards](#)
- » [University Envelopes & Letterhead](#)
- » [Wide Format Printing - Colour](#)
- » [**NEW**Retractable](#)

Printing Service's Digital Store Front allows you access to our services at any time from anywhere!

Whether its a:
-Print Order
-Business Cards
-Letterhead
-Envelopes
-Wide Format Printing
or
Stock items such as:
-Paper Orders
-Exam Books

It can be ordered on line using the Digital Store Front.



Search

All

Go



Login

User Name:

Password:

Remember User Name

Log In

Cart (0 Items)
Your Cart is Empty.

Welcome to the University of Lethbridge Copy & Print Online Service.

Upload your files and order professional copy and print services including business cards, department stationery as well as pre-printed items such as exam books and paper products.

- Home**
- » [Copy / Print Orders](#)
 - » [Supplies - Stock Items - paper, etc.](#)
 - » [Exam Books](#)
 - » [Business Cards](#)
 - » [University Envelopes & Letterhead](#)
 - » [Wide Format Printing - Colour](#)
 - » ****NEW** Retractable**



[Register](#)
[Forgot your password?](#)

EFT PrintMessenger

Install Driver:

- [Windows](#)
- [Mac](#)

Login:
You may all ready have an account set up in the Digital Store Front,
User Name: standard U of L user name
Password: your copier PIN

You can change your password once logged in.



Search

All



Login

User Name:

Password:

Remember User Name

Cart (0 Items)
Your Cart is Empty.

Welcome to the University of Lethbridge Copy & Print On-Line Service.

Upload your files and order professional copy and print services including business cards, department stationery as well as pre-printed items such as exam books and paper products.

[Register](#)
Forgot your password?

- Home**
- » [Copy / Print Orders](#)
 - » [Supplies - Stock Items - paper, etc.](#)
 - » [Exam Books](#)
 - » [Business Cards](#)
 - » [University Envelopes & Letterhead](#)
 - » [Wide Format Printing - Colour](#)
 - » ****NEW**** [Retractable](#)

Featured Products



EFT PrintMessenger

Install Driver:

- Windows
- Mac

If your user name and copier PIN do not allow you to login, you can set up your account by clicking the **Register** tab and fill in the required fields or contact us at printing@uleth.ca



Printing Services

Home

Cart (0) :: My Account :: Order Status :: Print Shops :: Help

[Log in as buyer](#)

Welcome Greg Martin!

[Logout](#)

Storefront Administration

Search
All

Go



Cart (0 Items)
Your Cart is Empty.

Welcome to the University of Lethbridge Copy & Print On-Line Service.

Upload your files and order professional copy and print services including business cards, department stationery as well as pre-printed items such as exam books and paper products.

- Home**
- Books on Demand
 - Copy / Print Orders
 - Supplies - Stock Items - paper, etc.
 - Exam Books
 - Business Cards

Featured Products

Selected Print Shop
ULETH-DSF
University of Lethbridge
4401 University Drive
Lethbridge, Alberta T1K 3M4
Canada
Tel: 403-329-2625

Hours Of Operation

Sun
Closed

Mon-Fri
8:30 AM-4:30 PM

Sat
Closed

Current Print Shop Time
17/04/2011 9:34:17 PM

Once logged in, you can:

- place orders
- access your account information
- check your order status.

University of Lethbridge
Printing Services
Home Cart **My Account** Order Status Print Shops Help
Log in as user Welcome Greg Martin! Logout
Storefront Administration

- My Account**
- Profile**
- [Order History & Status](#)
- [Selected Print Shop](#)
- [Files](#)
- [Saved Jobs](#)
- [Spending Accounts Usage](#)
- [Promo Codes Usage](#)

Profile

Name:	Greg Martin
Title:	Manager
User Name(Login ID):	martin
E-Mail Address:	martin@uleth.ca
Security Question:	Change
Company:	printing services
Department:	Printing Services
Cost Center:	72005-6320-6016-9001
Print Shop:	ULETH-DSF

In "My Account", click on the "Edit" tab at the bottom of the page and you can
-Edit your "Profile"
-Change your "Password"
-Change your "Security Question"

University of Lethbridge
Printing Services
Home Cart My Account Order Status Print Shops Help
Welcome Greg Martin! Logout

- My Account
 - Profile
 - Address Book**
 - Order History & Status
 - Selected Print Shop
 - Files
 - Saved Jobs
 - Spending Accounts Usage
 - Promo Codes Usage

Address Book

	Name	Phone Number	E-Mail
<input type="radio"/>	Greg Martin	403-329-2622	martin@uleth.ca
<input type="radio"/>	Murielle Guitard	403-329-2216	guitard@uleth.ca
<input type="radio"/>	Tyler Hayward	403-329-2629	haywt0@uleth.ca

“Address Book” is very useful when placing orders that need to be delivered to other individuals or locations. You can **“Add New”**, **“Remove”** and **“Edit”** your address book.



Storefront Administration

- My Account
 - Profile
 - Address Book
 - Order History & Status**
 - Shop
 - Files
 - Saved Jobs
 - Spending Accounts Usage
 - Promo Codes Usage

Order History & Status

CurrentOrders

Time period:	Show status:	Sort by:
All Orders	All	Due By

Printed Product Order Number: 7 Order Date: 17/10/2008 4:11 PM Due Date: 17/10/2008 12:00 AM Status: Shipped	Items: - Business Cards	View Detail Reorder
Printed Product	Items:	View Detail

“Order History & Status” lets you know where you job is in production and allows you to easily “Reorder” previous and repeat orders



“Files” and “Saved Jobs” allows you to upload files and save print files for future use.

- Storefront
- Administration
- My Account**
 - Profile
 - Address Book
 - Order History & Status
 - Selected Print Shop
 - Files**
 - Saved Jobs
 - Spending Accounts Usage
 - Promo Codes Usage

Files

Upload frequently used files below and access them when placing an order.

Select File: Browse...
 Convert to PDF (recommended)
[Supported File Types](#)
Upload File

- [UL-RSG-2010-RD-Report-2011-02-15.doc.pdf](#) (12 Pages) [X]
Uploaded : 01/03/2011 9:05:20 AM MDT
Expiration: 31/03/2011 10:05:23 AM MDT
- [Front Page 3.pdf](#) (1 Page) [v]



[Log in as buyer](#)

Welcome Greg Martin! [Logout](#)

Storefront Administration

Search
All

Go



Welcome to the University of Lethbridge Copy & Print On-Line Service.

Upload your files and order professional copy and print services including business cards, department stationery as well as pre-printed items such as exam books and paper products.

[Featured Products](#)

Cart (1 Item)
how to pdf
Qty: 3 Requires Quote
Subtotal Requires Quote
Go To Cart !

Selected Print Shop
ULETH-DSF
University of Lethbridge
4401 University Drive
Lethbridge, Alberta T1K 3M4
Canada
Tel: 403-329-2625

Hours Of Operation
Sun Closed
Mon-Fri 8:30 AM-4:30 PM
Sat Closed

Current Print Shop Time
22/04/2011 9:36:44 AM

“Log in as buyer” allows to place orders for different departments and individuals while logged into your own account. Need to place orders for multiple departments or individuals? Let us know and we can set you up as a buyer printing@uleth.ca

Cart (0 Items)

Your Cart is Empty.

Home

- ▶ [Copy / Print Orders](#)
- ▶ [Supplies - Stock Items - paper, etc.](#)
- ▶ [Exam Books](#)
- ▶ [Business Cards](#)
- ▶ [University Envelopes & Letterhead](#)
- ▶ [Wide Format Printing - Colour](#)
- ▶ [**NEW** Retractable Banner Stands](#)

Welcome to the University of Lethbridge Copy & Print On-Line Service.

Upload your files and order professional copy and print services including business cards, department stationery as well as pre-printed items such as exam books and paper products.

Featured Products



Quick Copy/Print

Basic b&W or colour jobs on white paper.

Begin



B&W or Colour copy / print jobs ALL OPTIONS

Want to build a document with several print and finishing options?

Begin



Paper - White 20lb Letter

package of 500, 10 packages per carton.

Qty:

Add to Cart

Hours Of Operation

Sun
Closed

Mon-Fri
8:30 AM-4:30 PM

Sat
Closed

Current Print Shop Time

22/04/2011 9:51:41 AM

EFI PrintMessenger

Install Driver:

[Windows](#)

[Mac](#)

“Placing a Print Order”

“Quick Copy/Print”

For a simple print job black & white or color on white paper with basic options.

“ALL OPTIONS” allows a number of different paper choices, options for binding, covers, laminating.....

Click the "Begin" tab to get started

Cart (0 Items)

Your Cart is Empty.

Home

- ▶ [Copy / Print Orders](#)
- ▶ [Supplies - Stock Items - paper, etc.](#)
- ▶ [Exam Books](#)
- ▶ [Business Cards](#)
- ▶ [University Envelopes & Letterhead](#)
- ▶ [Wide Format Printing - Colour](#)
- ▶ [**NEW** Retractable Banner Stands](#)

Welcome to the University of Lethbridge Copy & Print On-Line Service.

Upload your files and order professional copy and print services including business cards, department stationery as well as pre-printed items such as exam books and paper products.

Featured Products



Quick Copy/Print

Basic b&W or colour jobs on white paper.

Begin



B&W or Colour copy / print jobs ALL OPTIONS

Want to build a document with several print and finishing options?

Begin



Paper - White 20lb Letter

package of 500, 10 packages per carton.

Qty:

Add to Cart

Hours Of Operation

Sun
Closed

Mon-Fri
8:30 AM-4:30 PM

Sat
Closed

Current Print Shop Time

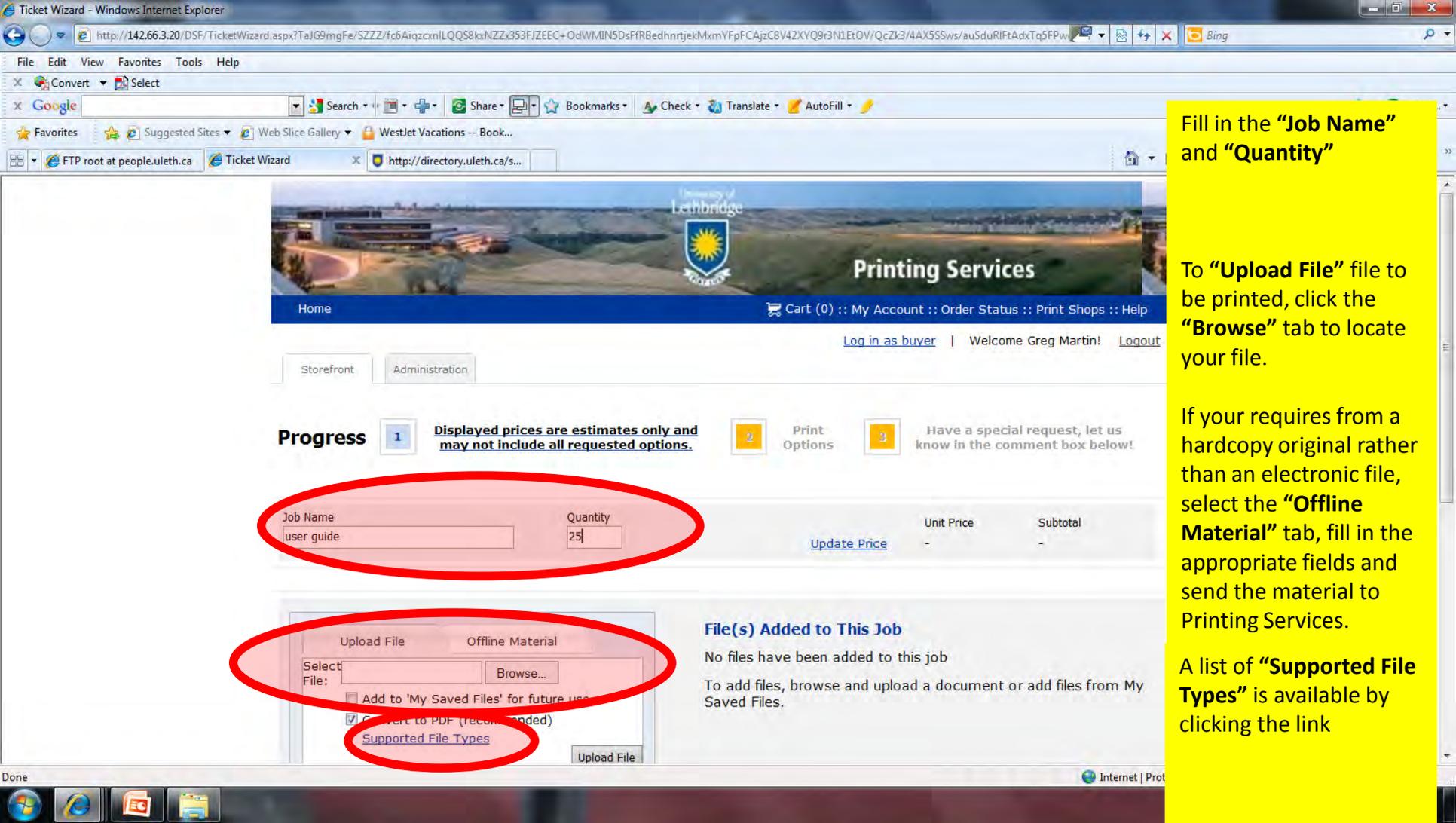
22/04/2011 9:51:41 AM

EFI PrintMessenger

Install Driver:

[Windows](#)

[Mac](#)



Fill in the "Job Name" and "Quantity"

To "Upload File" file to be printed, click the "Browse" tab to locate your file.

If your requires from a hardcopy original rather than an electronic file, select the "Offline Material" tab, fill in the appropriate fields and send the material to Printing Services.

A list of "Supported File Types" is available by clicking the link

University of Lethbridge
Printing Services
Home Cart (0) :: My Account :: Order Status :: Print Shops :: Help
Log in as buyer | Welcome Greg Martin! Logout
Storefront Administration

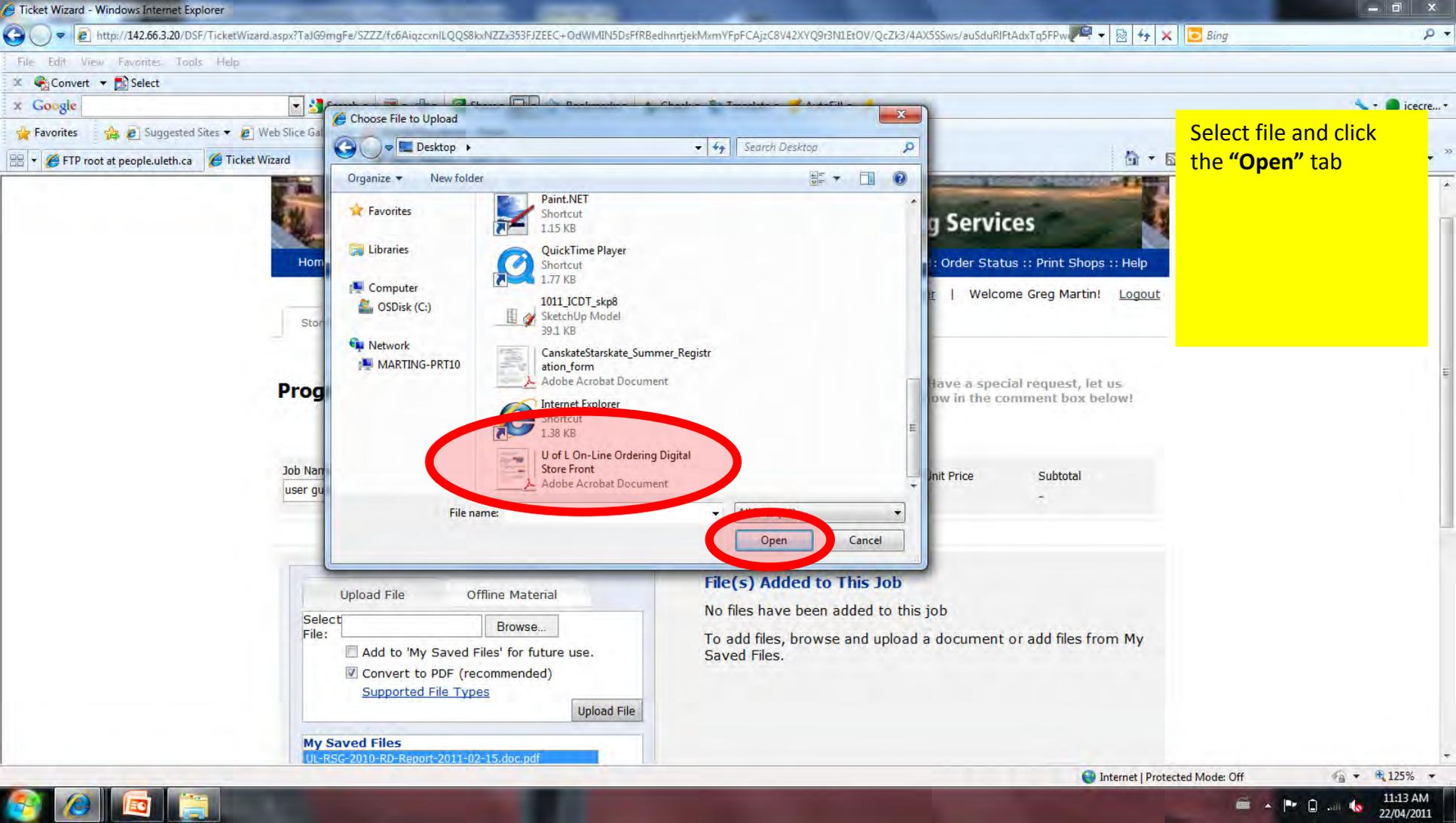
Progress 1 **Displayed prices are estimates only and may not include all requested options.** 2 Print Options 3 Have a special request, let us know in the comment box below!

Job Name	Quantity	Unit Price	Subtotal
user guide	25	-	-

[Update Price](#)

Upload File Offline Material
Select File:
 Add to 'My Saved Files' for future use
 Convert to PDF (recommended)
[Supported File Types](#)

File(s) Added to This Job
No files have been added to this job
To add files, browse and upload a document or add files from My Saved Files.



Select file and click the "Open" tab

Choose File to Upload

Desktop

Organize New folder

Favorites

Libraries

Computer

OSDisk (C:)

Network

MARTING-PRT10

- Paint.NET Shortcut 1.15 KB
- QuickTime Player Shortcut 1.77 KB
- 1011_ICDT_skp8 SketchUp Model 39.1 KB
- CanskateStarskate_Summer_Registration_form Adobe Acrobat Document
- Internet Explorer Shortcut 1.38 KB
- U of L On-Line Ordering Digital Store Front Adobe Acrobat Document

File name:

Open Cancel

Upload File Offline Material

Select File: Browse...

Add to 'My Saved Files' for future use.

Convert to PDF (recommended)

[Supported File Types](#)

Upload File

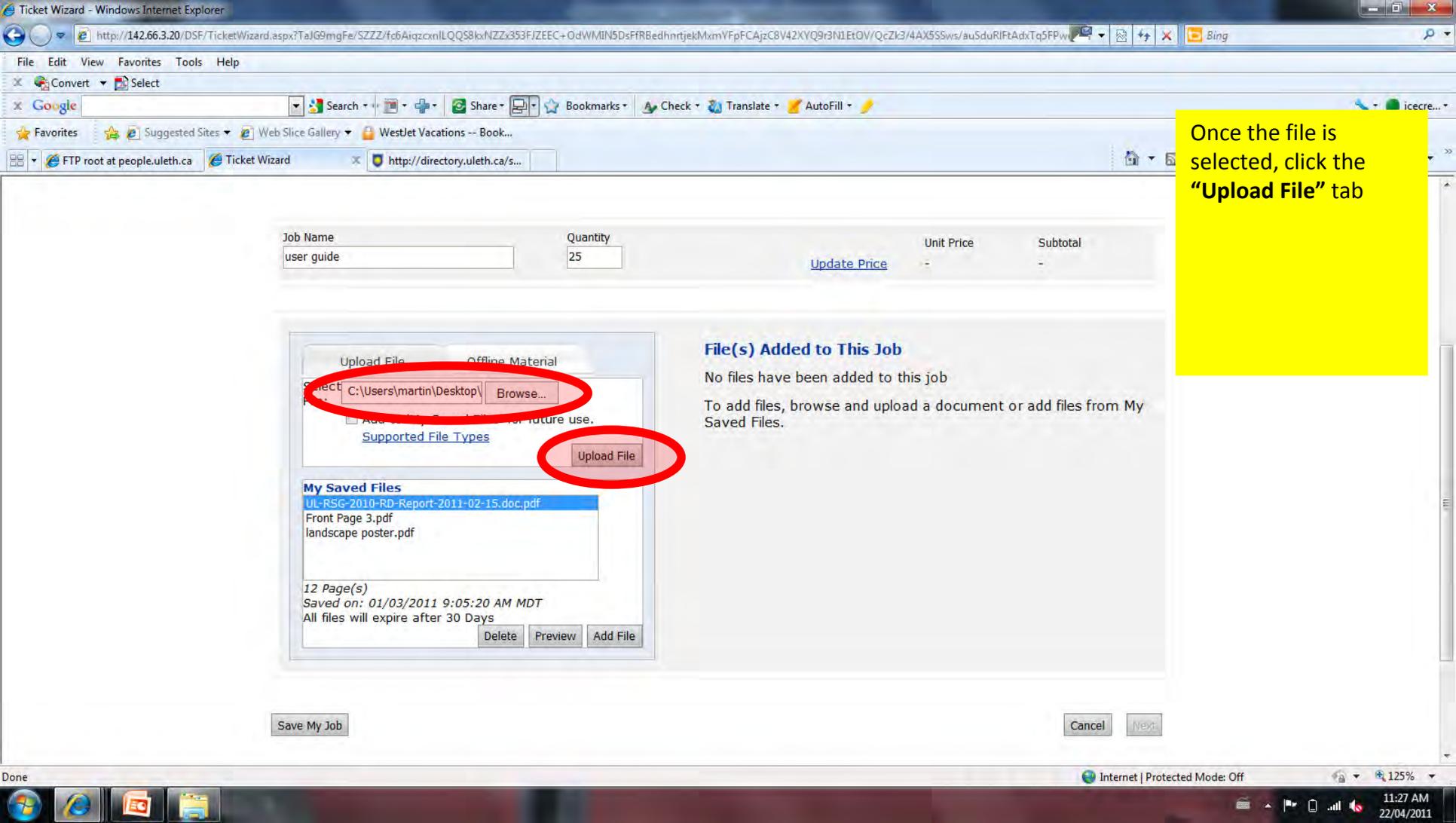
My Saved Files

UL-RSG-2010-RD-Report-2011-02-15.doc.pdf

File(s) Added to This Job

No files have been added to this job

To add files, browse and upload a document or add files from My Saved Files.



Job Name	Quantity	Unit Price	Subtotal
user guide	25	-	-

[Update Price](#)

Upload File Offline Material

Select

Add files to this job for future use.

[Supported File Types](#)

My Saved Files

- UL-RSG-2010-RD-Report-2011-02-15.doc.pdf
- Front Page 3.pdf
- landscape poster.pdf

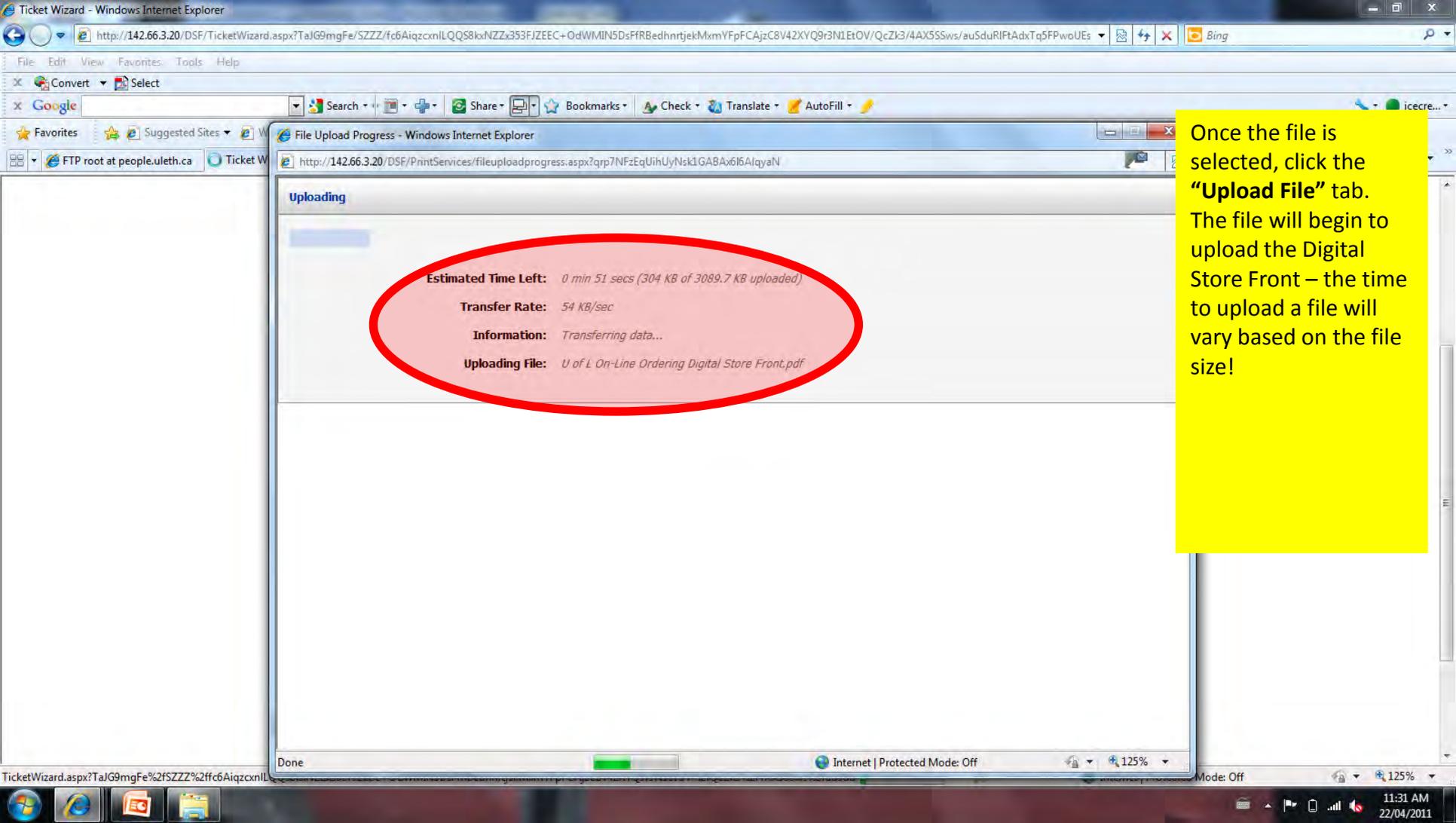
12 Page(s)
Saved on: 01/03/2011 9:05:20 AM MDT
All files will expire after 30 Days

File(s) Added to This Job

No files have been added to this job

To add files, browse and upload a document or add files from My Saved Files.

Once the file is selected, click the "Upload File" tab



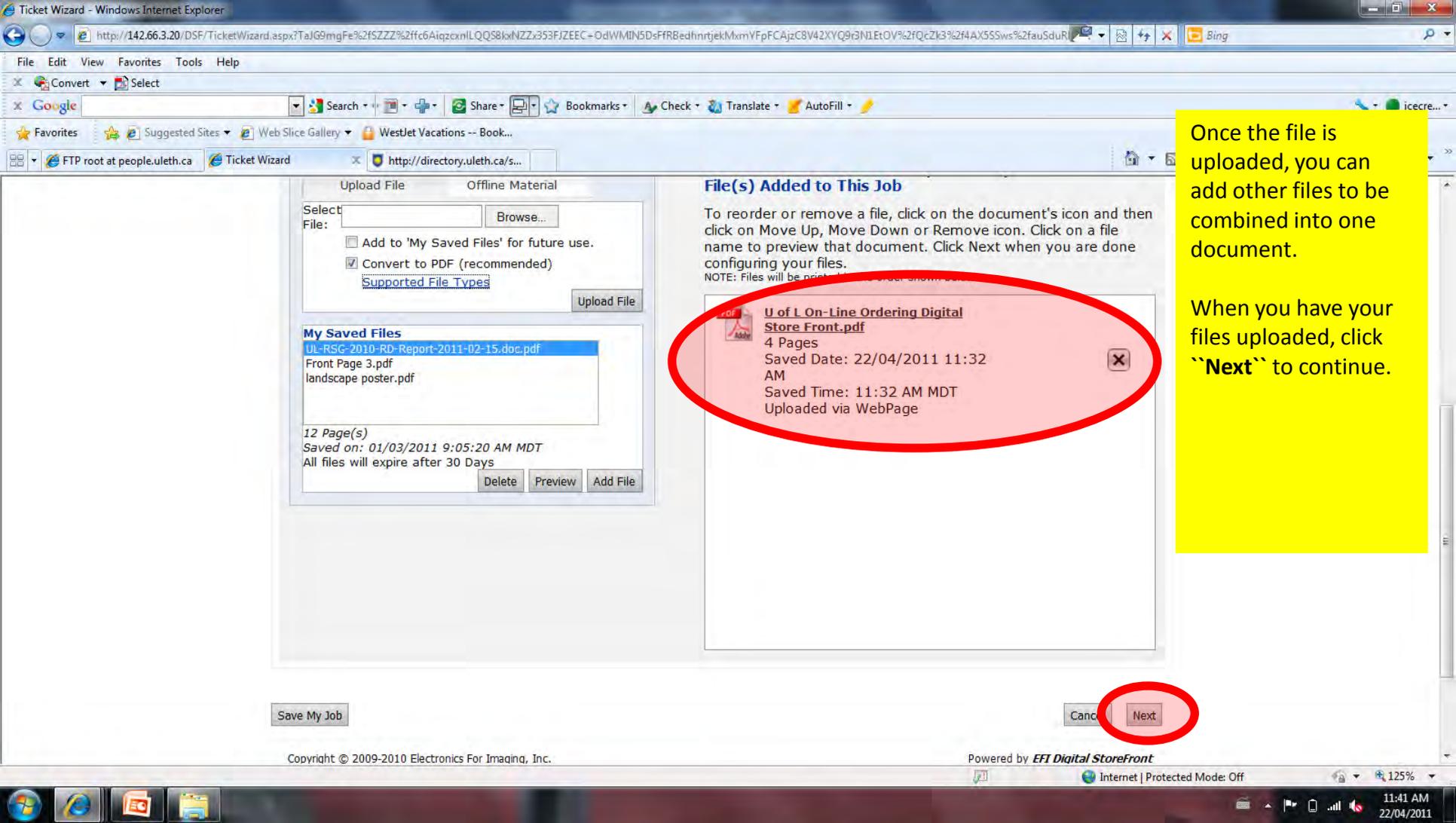
Estimated Time Left: 0 min 51 secs (304 KB of 3089.7 KB uploaded)

Transfer Rate: 54 KB/sec

Information: Transferring data...

Uploading File: U of L On-Line Ordering Digital Store Front.pdf

Once the file is selected, click the "Upload File" tab. The file will begin to upload the Digital Store Front – the time to upload a file will vary based on the file size!



Once the file is uploaded, you can add other files to be combined into one document.

When you have your files uploaded, click ``Next`` to continue.

File(s) Added to This Job

To reorder or remove a file, click on the document's icon and then click on Move Up, Move Down or Remove icon. Click on a file name to preview that document. Click Next when you are done configuring your files.
NOTE: Files will be printed in the order shown below.

 **U of I On-Line Ordering Digital Store Front.pdf**
4 Pages
Saved Date: 22/04/2011 11:32 AM
Saved Time: 11:32 AM MDT
Uploaded via WebPage

Upload File Offline Material

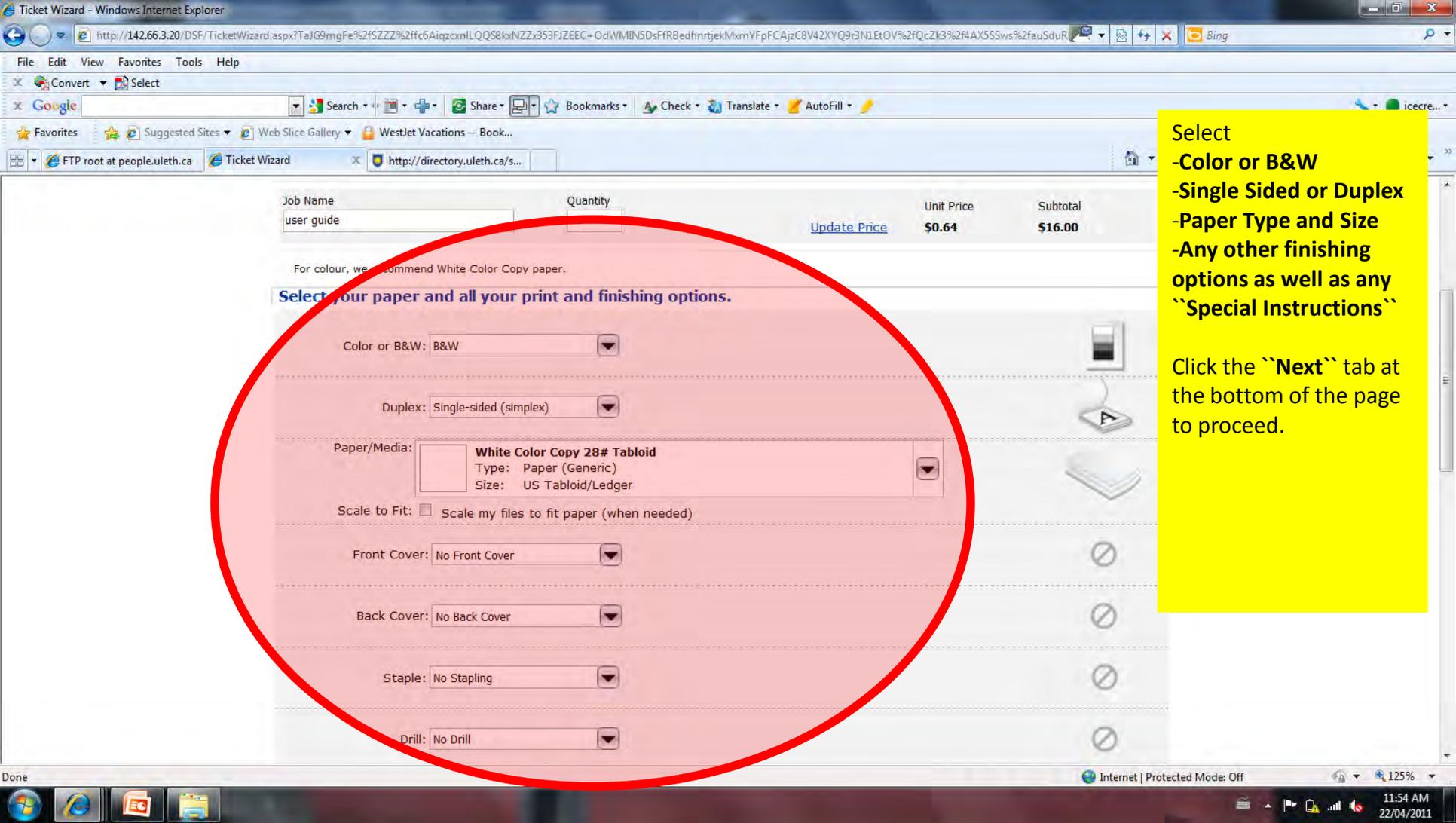
Select File:

Add to 'My Saved Files' for future use.
 Convert to PDF (recommended)
[Supported File Types](#)

My Saved Files

- UL-RSC-2010-RD-Report-2011-02-15.doc.pdf
- Front Page 3.pdf
- landscape poster.pdf

12 Page(s)
Saved on: 01/03/2011 9:05:20 AM MDT
All files will expire after 30 Days



Job Name	Quantity	Unit Price	Subtotal
user guide		\$0.64	\$16.00

For colour, we recommend White Color Copy paper.

Select your paper and all your print and finishing options.

Color or B&W: B&W

Duplex: Single-sided (simplex)

Paper/Media: **White Color Copy 28# Tabloid**
Type: Paper (Generic)
Size: US Tabloid/Ledger

Scale to Fit: Scale my files to fit paper (when needed)

Front Cover: No Front Cover

Back Cover: No Back Cover

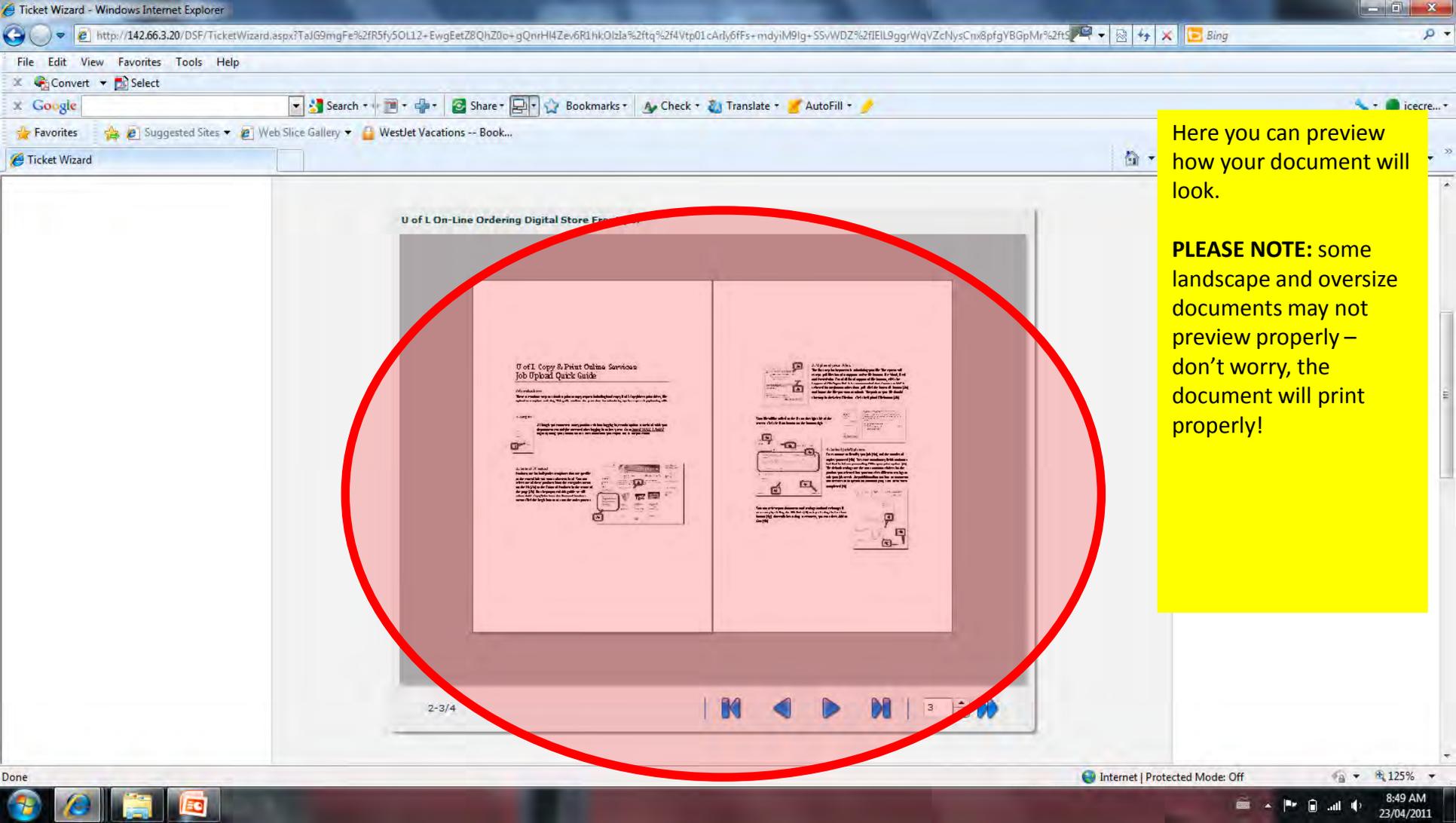
Staple: No Stapling

Drill: No Drill

Select
-Color or B&W
-Single Sided or Duplex
-Paper Type and Size
-Any other finishing options as well as any "Special Instructions"

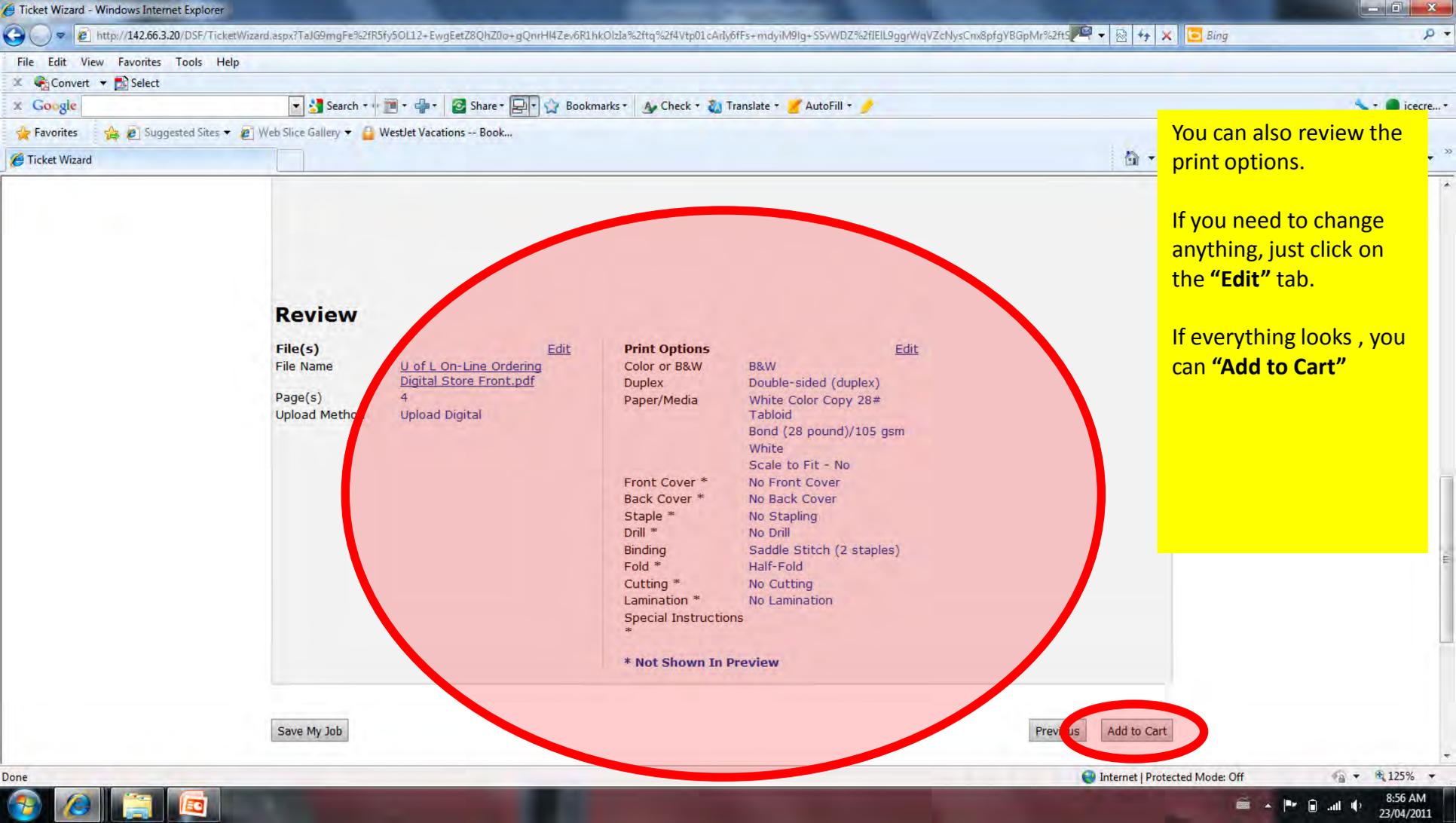
Click the "Next" tab at the bottom of the page to proceed.





Here you can preview how your document will look.

PLEASE NOTE: some landscape and oversize documents may not preview properly – don't worry, the document will print properly!



Review

File(s)

File Name

[U of L On-Line Ordering
Digital Store Front.pdf](#)

[Edit](#)

Page(s)

4

Upload Method

Upload Digital

Print Options

[Edit](#)

Color or B&W

B&W

Duplex

Double-sided (duplex)

Paper/Media

White Color Copy 28#

Tabloid

Bond (28 pound)/105 gsm

White

Scale to Fit - No

Front Cover *

No Front Cover

Back Cover *

No Back Cover

Staple *

No Stapling

Drill *

No Drill

Binding

Saddle Stitch (2 staples)

Fold *

Half-Fold

Cutting *

No Cutting

Lamination *

No Lamination

Special Instructions

*

* Not Shown In Preview

Save My Job

Previous

Add to Cart

You can also review the print options.

If you need to change anything, just click on the "Edit" tab.

If everything looks , you can "Add to Cart"

Storefront Administration

Shopping Cart

Continue Shopping Checkout »

Requested Ship Date and Time

Print Shop: ULETH-DSF

University of Lethbridge
4401 University Drive
Lethbridge, Alberta T1K 3M4
Canada
Tel:403-329-2625

Choose a Requested Ship Date & Time

Date	Time
<p>April 2011</p> <p>Su Mo Tu We Th Fr Sa</p> <p>4 5 6 7 8 9 10</p> <p>11 12 13 14 15 16</p> <p>17 18 19 20 21 22 23</p> <p>24 25 26 27 28 29 30</p>	<p>Mountain Standard Time</p> <p>9:30 AM</p>

Ready for pick-up, shipping, or delivery by
April 26, 2011 at 9:30 AM

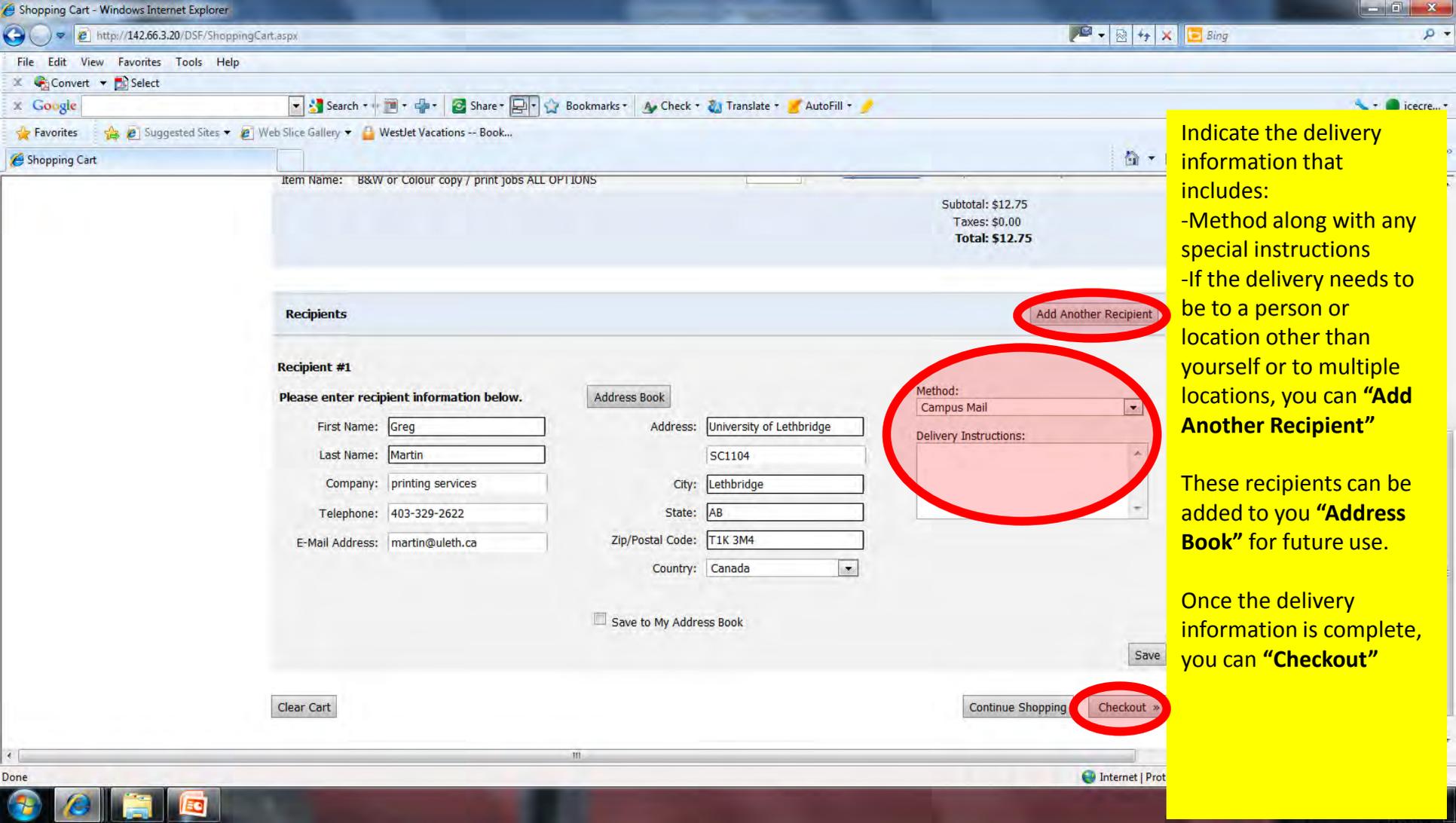
Quantity	Item Price	Item Total
25	Update Price	\$0.51
		\$12.75
	Subtotal:	\$12.75
	Taxes:	\$0.00
	Total:	\$12.75

Add Another Recipient

Method:
Campus Mail

Delivery Instructions:

You need to select a "Request Ship Date", Click on the calendar icon to view the calendar pop up and select a date that you require your job. Click the "Save" tab



Indicate the delivery information that includes:

- Method along with any special instructions
- If the delivery needs to be to a person or location other than yourself or to multiple locations, you can **“Add Another Recipient”**

These recipients can be added to you **“Address Book”** for future use.

Once the delivery information is complete, you can **“Checkout”**



Storefront Administration

Checkout 1. Payment 2. Review

Payment

Payment Method: FOAPAL Account

FOAPAL Account

Account Number: 72005-6320-6016-9001

Purchase Order Number:

Cancel Next >

Choose a **“Payment Method”**, by default, your account is set to pay by a University FOAPAL. A default FOAPAL will also be in the **“Account Number”** field, this can be changed to a different FOAPAL – it must be entered with the dashes as follows:
12345-6789-0123-4567

Click **“Next”**



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

[Log in as buyer](#) | Welcome Greg Martin! [Logout](#)

Storefront Administration

Checkout

1. Payment 2. Review

Payment

Payment Method: FOAPAL Account

FOAPAL Account

Account Number: 65007-6320-6016-9001 A valid account number is required

Purchase Order Number:

Cancel Next >

Copyright © 2009-2010 Electronics For Imaging, Inc. Powered by *EFI Digital StoreFront*

If "A valid account number is required" is displayed, the format of the FOAPAL entered is incorrect, be sure to include dashes or the FOAPAL is not entered in the Digital Store Front Data base – contact us at printing@uleth.ca With the FOAPAL information and will we add it to the data base.

Storefront Administration

Checkout **1.** Payment **2.** ReviewPlace My Order

Requested Ship Date and Time

28/04/2011 9:30:00 AM MDT

Print Shop: ULETH-DSF

University of Lethbridge
4401 University Drive
Lethbridge, Alberta T1K 3M4
Canada Tel: 403-329-2625

Products	Quantity	Item Price	Item Total
user guide	25	\$0.51	\$12.75
		Subtotal: \$12.75	
		Taxes: \$0.00	
		Total: \$12.75	

Payment

FOAPAL [Change](#)

Account Number: 72005-6320-6016-9001

Purchase Order Number:

Recipients

Recipient #1 [Edit](#)Greg Martin
printing services
University of Lethbridge
SC1104
Lethbridge, AB T1K 3M4
CanadaMethod:
Campus MailProducts
user guideQuantity
25

Review your order and
click "Place My Order"

****Prices displayed are
estimates only and my
not include any special
requests or print
methods that my reduce
the price of the job****

**If you have any
questions or require
more information,
please contact us:**

printing@uleth.ca
403-329-2625