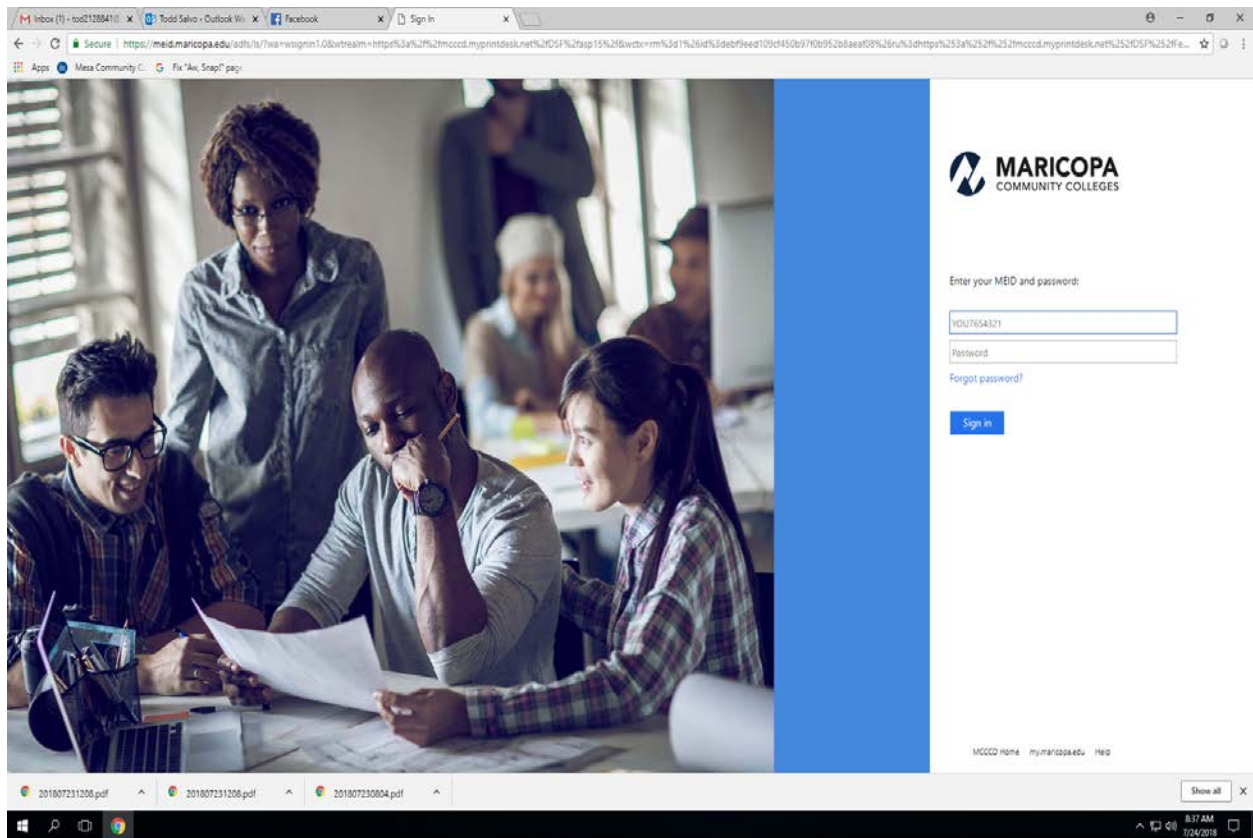
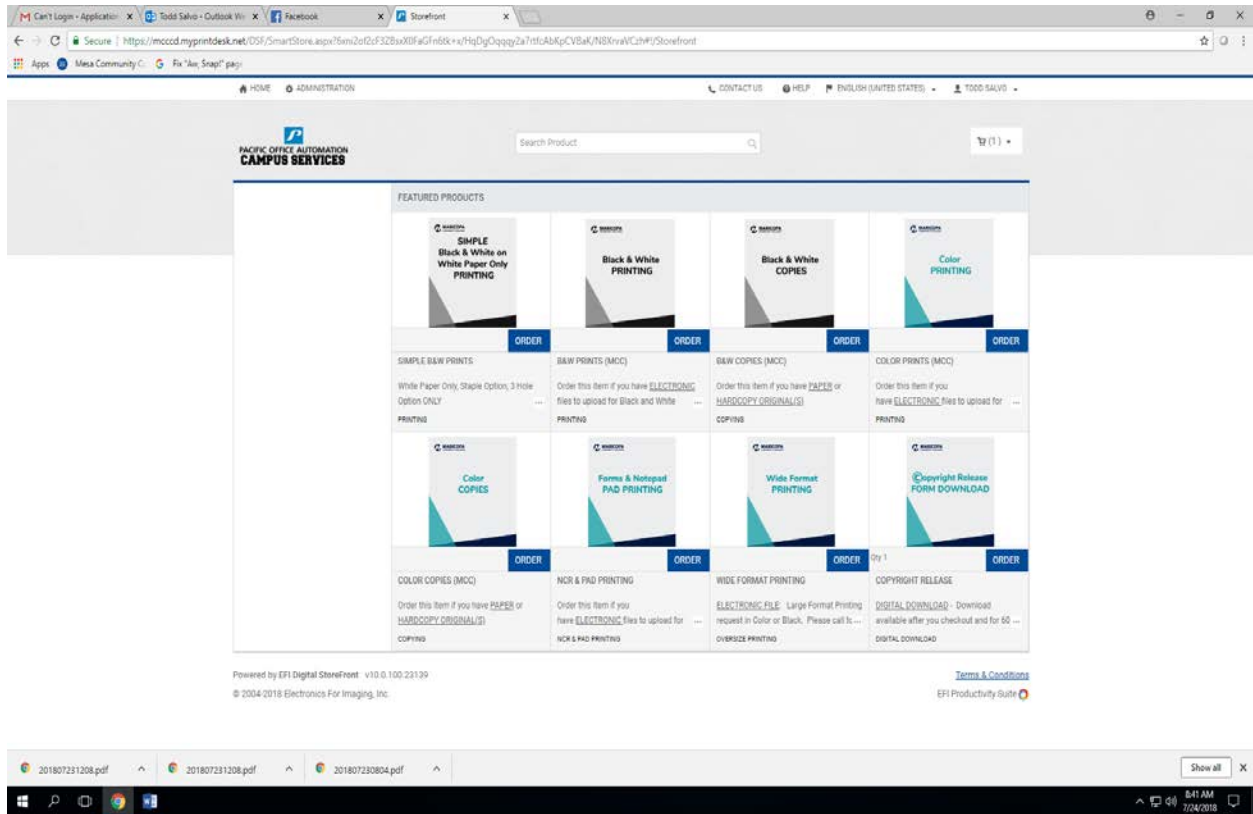


1. Go to <https://mccd.myprintdesk.net/dsf>



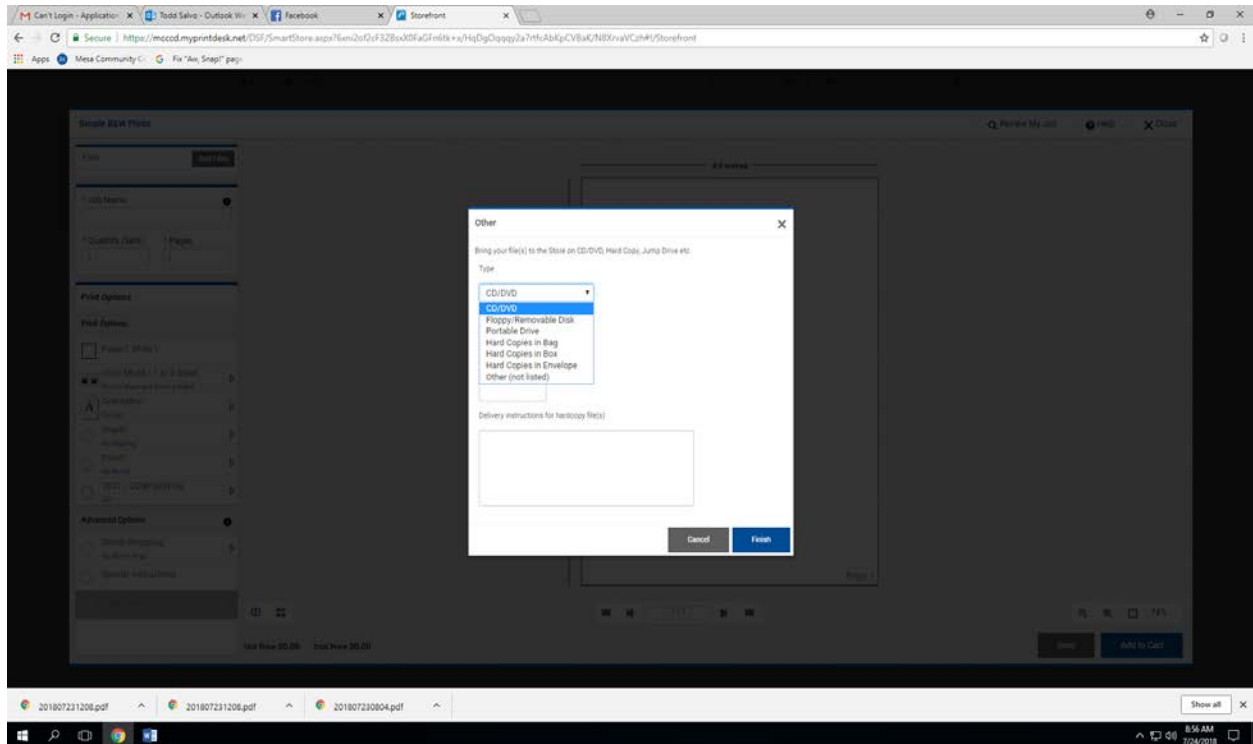
2. Enter your individual MEID and Password.

3. Choose the type of copy request you are looking to have done. B&W, Color, NCR, etc...



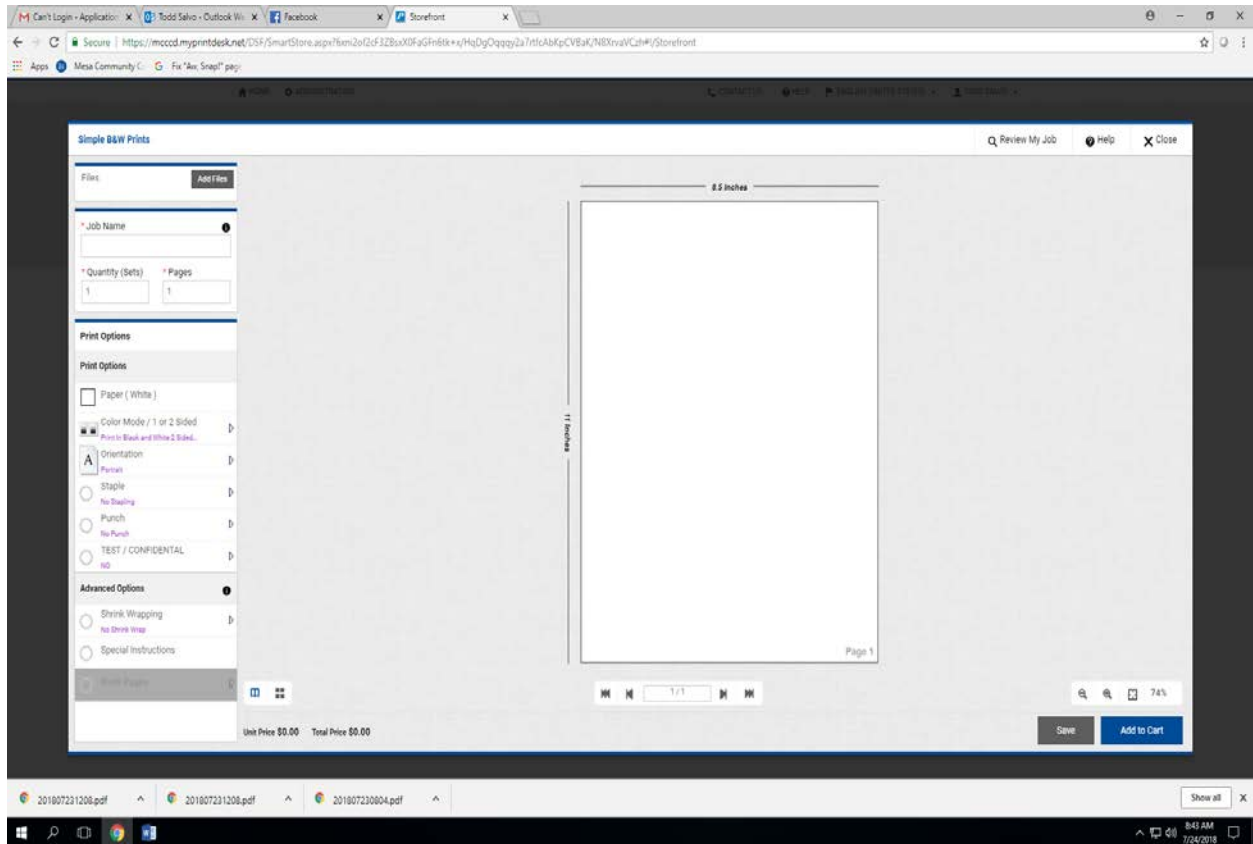
4. Click "Order" (Blue Box) to enter the specific job request form and enter your instructions

5. Select “Add Files” in the upper left corner. You’ll then select upload, saved, or other. Upload is to upload new files, saved is to retrieve any old files you might have used in the past, and other is for hard copy submissions. For this option you will have to select from the drop down and name the file, number of originals, and any special instructions you might have.



6. Enter job name - For Red Mountain requests please type RM in front of job name. (example: RM-bio123-syllabus). [See the list of RM locations here.](#)

Select number of originals, number of copies, paper, page sidedness, orientation, staple, punch, or any other advanced options that you would like. When finished, select the blue "Add to cart" button in the bottom right corner.



7. If your submission is complete, press Checkout to go to Delivery Options. If you have more requests to enter press Continue Shopping and repeat steps 1-6.

CART

Due Date: THU July 26 2018 12:00

Selected Print Shop: Mesa Community College - Copy Center

Products	Quantity	Unit Price	Total
1-MCC BW Copies Item Name: B&W Copies (MCC) Description Footer: COPYING	2	\$0.00	\$0.00

Save for later
Remove

Subtotal: \$0.00
Taxes: \$0.00
Total: \$0.00

Proceed to checkout to view final order total, including taxes, fees, shipping.

CONTINUE SHOPPING CLEAR CART PROCEED TO CHECKOUT

8. The last step allows you to select delivery options, **Important** - The default option is pickup at copy center if you would like your copies delivered, click on the drop down menu and select your department. If you're submitting hardcopies, print out the order confirmation and attach to the originals. Once this is complete, click on Place My Order in the bottom right corner.

PACIFIC OFFICE AUTOMATION
CAMPUS SERVICES

Shipping Payment Finish

Select a shipping address & shipping options

SHIPMENT 1
Please select a shipment type
Campus Mail & Pickup

ADDRESS
Todd Salvo T000123841
United States
Not-Entered
Mesa Community College
todd.salvo@mesacc.edu

Hours Of Operation
Sun - Closed
Mon-Thu : 7:00 AM-5:00 PM
Fri-Sat : Closed

Save Cancel
Add Another Recipient

Products
1-MCC Color Copies
Item Name: Color Copies (MCC)
Qty Unit Price Total
1 \$0.00 \$0.00

TEST
Item Name: Simple B&W Prints
Qty Unit Price Total
1 \$0.00 \$0.00

Subtotal: \$0.00
Shipping: \$0.00
Taxes: \$0.00
Total: \$0.00

CONTINUE SHOPPING PROCEED TO PAYMENT

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1:24 PM 7/21/2018