

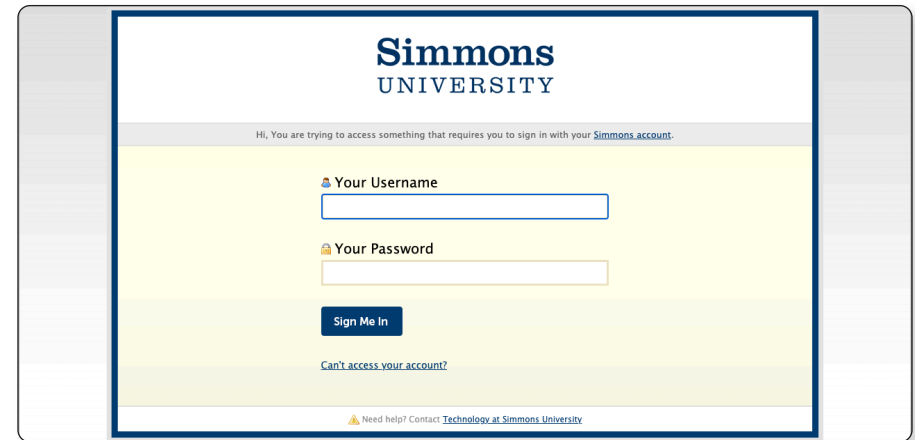
# Simmons University Online Ordering

- Business Cards
- Letterhead
- Envelopes

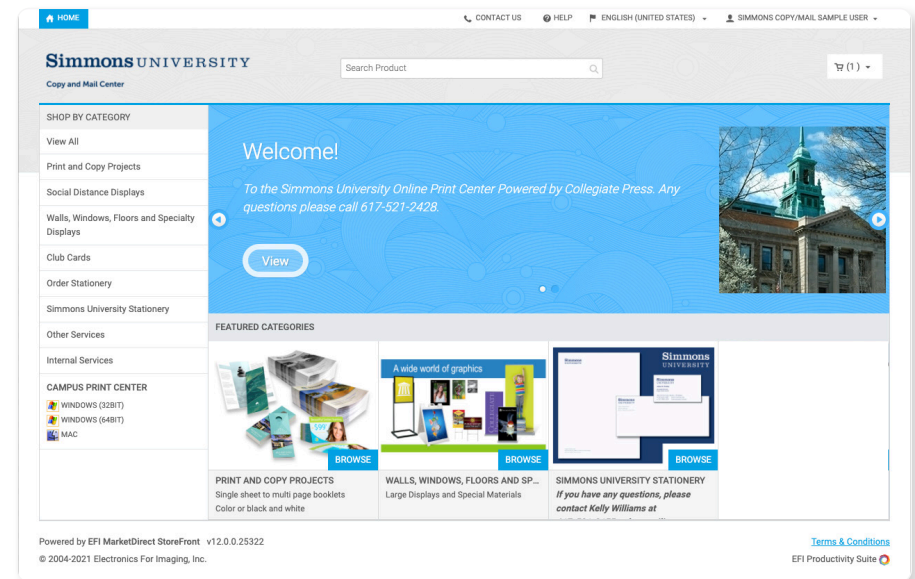


# LOGGING IN

- 1 Go to [simmons.myprintdesk.net/dsf](https://simmons.myprintdesk.net/dsf) and enter your Simmons University credentials.

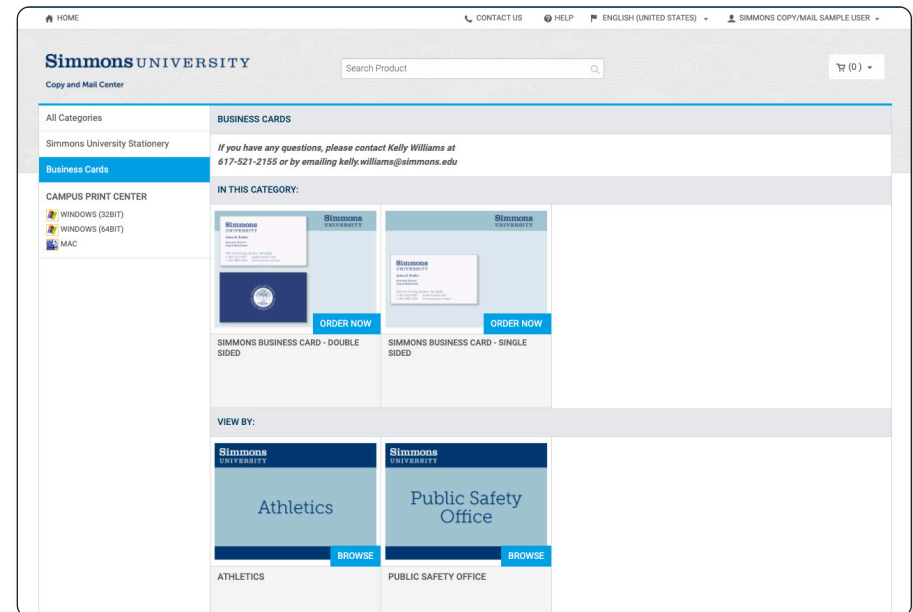
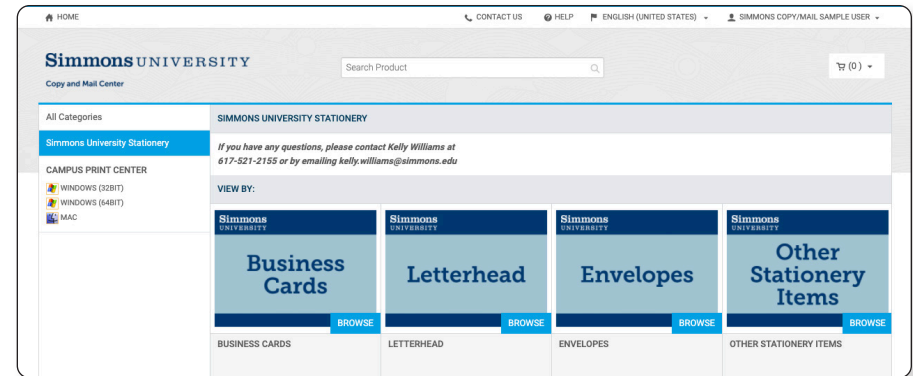


- 2 Select **Stationery Products** from the Featured Categories at the bottom of the page, or from the list of categories on the left.
  - You may also navigate the available categories by using the links in the column to the left.



# SELECT PRODUCT

- 3 Select the category for the type of product you'd like to order and click **Browse**.
  - You may also navigate the available categories by using the links in the column to the left.
- 4 Navigate the sub categories to find the product you would like to order. Click **Order Now** to start Personalizing your item or click on Continue Shopping.



# PERSONALIZATION

5 Fill in the fields required for the product you have selected. Some items will be automatically filled in based on the content of your user profile.

- Required fields will be marked with a red asterisk.
- Some fields may require specific information. A pop up message will let you know if anything needs to be changed.

**Any input fields that are marked by two diagonal lines in the lower right corner will accept line returns as you enter your text, allowing more control in the way your project is formatted.**

Simmons Business Card - Double Sided

Split Window Review My Job Help Close

**\* Job Name**  
Simmons Business Card - Double Sided

**\* Quantity** 250 **\* Pages** 2

**Job Specifications**

☐ Special Instructions

**Personalization -- Click here to edit information**

College: Simmons University

**\* First Name:** Sample

**\* Last Name:** User

Title:

Department or Office? ☒ None  
☐ Department of...  
☐ Office of...

Office or Department Name:

Include Pronouns? ☒ No  
☐ Yes

Primary Phone Number:

Primary Phone Label: Telephone

Secondary Phone Number:

Secondary Phone Label: Telephone

**\* Simmons Email Address:** copymail@simmons.edu

Replace Website with Secondary Email? ☒ No  
☐ Yes

Simmons Program or Department Website:

Tip: Do not include "?" as it will be added automatically.

Preview

Unit Price \$0.19 Total Price \$48.00

Update Preview Save Add to Cart

6 Fill in the **Job Name** field in the top left corner of the window.

- This contains the product name by default, but changing it to include details specific to this order will be helpful when reordering this item.

7 Select the print quantity.

Simmons Business Card - Double Sided

Split Window Review My Job Help Close

**\* Job Name**  
SAMPLE Simmons Business Card - Double Sided

**\* Quantity** 250 **\* Pages** 2

**Job Specifications**

☐ Special Instructions

**Personalization -- Click here to edit information**

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**\* First Name:** Sample

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☐ Office of...

Office or Department Name:

Include Pronouns? ☒ No  
☐ Yes

Primary Phone Number:

Primary Phone Label: Telephone

Secondary Phone Number:

Secondary Phone Label: Telephone

**\* Simmons Email Address:** copymail@simmons.edu

Replace Website with Secondary Email? ☒ No  
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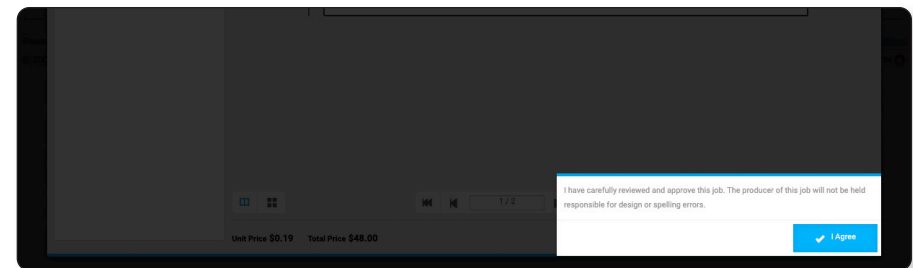
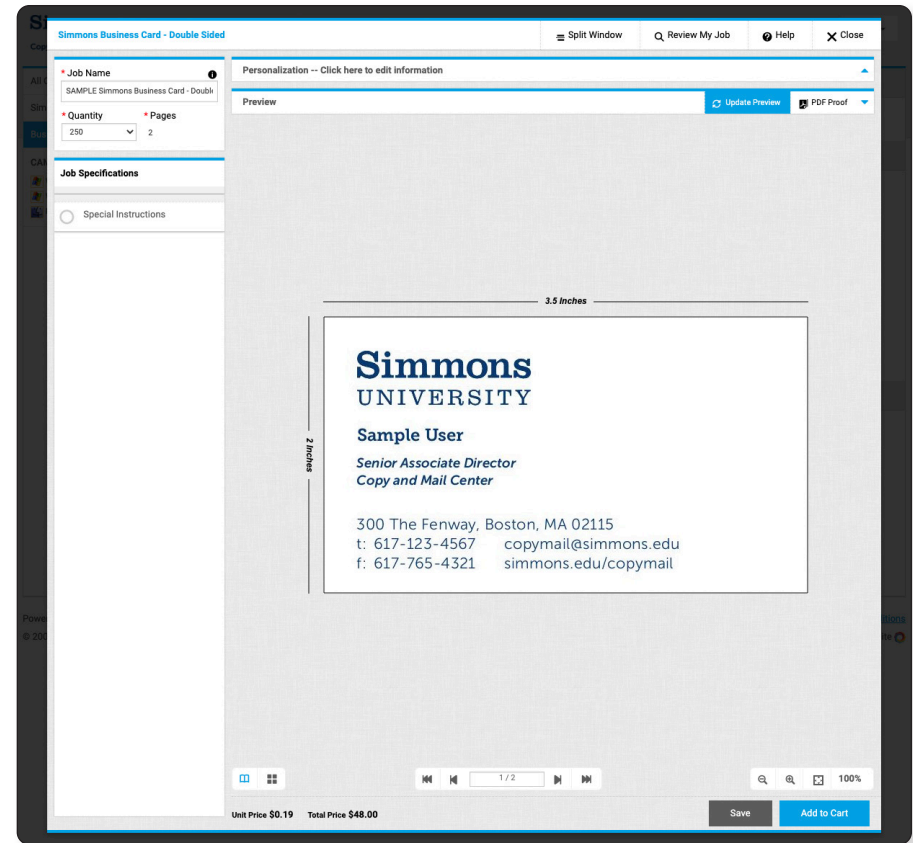
Preview

Unit Price \$0.19 Total Price \$48.00

Update Preview Save Add to Cart

# PREVIEW

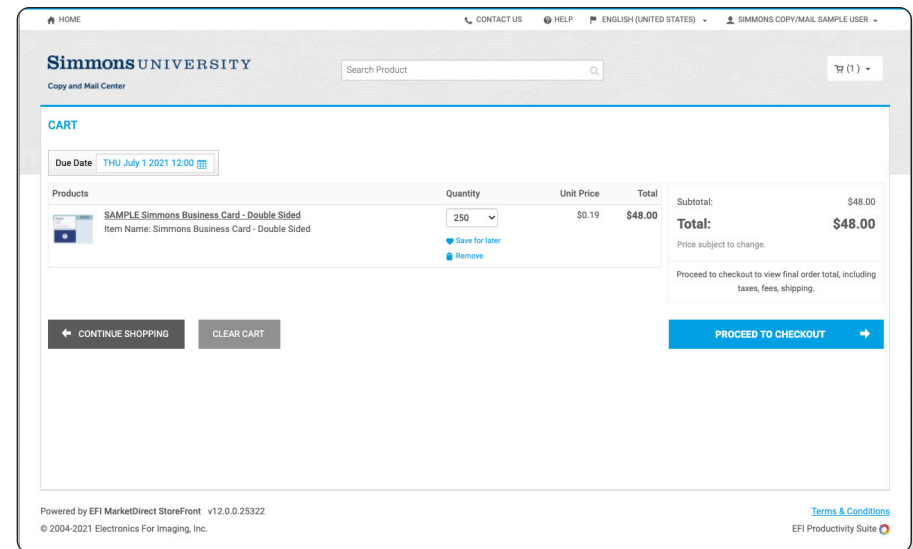
- 8 Click **Update Preview**. Once document is generated, it will display on screen.
  - *You may zoom in and out using your scroll wheel or by using the controls in the lower right corner. Click and drag to move the page around.*
  - *Use the controls at the bottom center to navigate any additional pages.*
- 9 Review your preview thoroughly. Make sure that all content you entered appears as expected. The order will be printed exactly as it is displayed on screen.
  - *If you need to edit or adjust anything, click the Personalization bar at the top of the window. Make your adjustments and click Update Preview again.*
  - *If you wish to download a PDF proof of your file, click the PDF Proof button next to the Update Preview button.*
- 10 When you are satisfied with the preview, click the **Add to Cart** button in the lower right corner of the window. You will be asked to confirm that you have reviewed the Preview and are approving the job to be printed as shown in the Preview. Click **I Agree**.



# SHOPPING CART

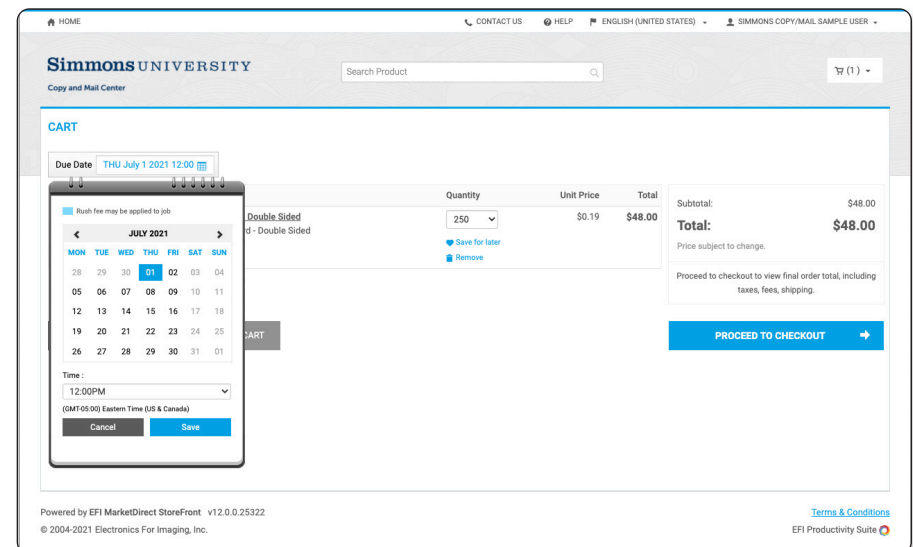
## 11 Review the contents of your Shopping Cart.

*Using the options to the right of your purchases, you may adjust the quantity, put an item on hold, or remove it entirely from the Shopping Cart.*



## 12 Click on **Due Date** to request a date and time for your orders completion.

## 13 When you're ready, click on **Proceed to Checkout**



# SHIPPING

- 14 Verify or update your shipping address and options.  
Information marked with an asterisk is required.
- 15 If you have made any changes to your default shipping information, click **Save**. Click **Proceed to Payment** when you're ready.

HOME CONTACT US HELP SIMMONS COPY/MAIL SAMPLE USER

## Simmons UNIVERSITY

Copy and Mail Center

1 Shipping 2 Payment 3 Finish

Select a shipping address & shipping options

**SHIPMENT 1**  
Please select a shipment type.  
Internal Customer Pick-Up

**ADDRESS**  
Simmons Copy/Mail Sample User  
400 The Fenway  
Boston  
United States  
MA - Massachusetts - 02115  
SIM18-Staff  
copymail@simmons.edu

Save Cancel

Add Another Recipient

**Products**  
SAMPLE Simmons Business Card - Double Sided  
Item Name: Simmons Business Card - Double Sided

Qty	Unit Price	Total
250	\$0.19	\$48.00

Subtotal: \$48.00  
Shipping: \$0.00  
**Total: \$48.00**  
Price subject to change.

CONTINUE SHOPPING PROCEED TO PAYMENT

Powered by EFI MarketDirect StoreFront v12.0.0.25322  
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EFI Productivity Suite

# PAYMENT

## 16 Enter your Budget Number.

*Please note: you will not be able to submit your order without this step being completed – if your account is not available in the system, please log out and your order will remain in your cart.*

## 17 Click **Place My Order** to finalize and submit order.

*Once your order is reviewed you will receive an email from [printcenter@collegiatepress.net](mailto:printcenter@collegiatepress.net) confirming the status as approved or declined.*

*This email will also contain your order number.*

The screenshot shows the Simmons University Copy and Mail Center checkout page. At the top, there's a navigation bar with links for HOME, CONTACT US, HELP, and a user profile for SIMMONS COPY/MAIL SAMPLE USER. Below the navigation bar, the page title is "Simmons UNIVERSITY Copy and Mail Center". A progress bar at the top indicates three steps: 1. Shipping (completed), 2. Payment (current step), and 3. Finish.

The main content area is titled "How would you like to pay?". Under the "PAYMENT METHOD" section, there's a prompt "Please select a payment type." and a radio button selected for "Budget Number". Below this, the "BUDGET NUMBER" section has a label "Budget Number:" and an empty input field.

On the right side, there's a "Products" section showing the order details: "SAMPLE Simmons Business Card - Double Sided", "Item Name: Simmons Business Card - Double Sided", "Qty: 250", "Unit Price: \$0.19", and "Total: \$48.00". Below this, a summary table shows "Subtotal: \$48.00", "Shipping: \$0.00", and "Total: \$48.00". A note below the total says "Price subject to change."

At the bottom of the page, there are two buttons: "CONTINUE SHOPPING" on the left and "PLACE MY ORDER" on the right. The footer contains the text "Powered by EFI MarketDirect StoreFront v12.0.0.25322 © 2004-2021 Electronics For Imaging, Inc." and a link to "Terms & Conditions" with the "EFI Productivity Suite" logo.