

# Welcome to the Tewksbury Schools Copy Center Training Session



Tewksbury Public Schools

*Tewksbury, MA*

After logging into the website: <http://DTZ.myprintdesk.net/dsf/asp8/storefront.aspx>  
goto REGISTER to begin.

The screenshot shows a Firefox browser window with the URL [dtz.myprintdesk.net/DSF/storefront.aspx?6xni2of2cF14ZHNaWUQ2q90blzdO2IWxYy7tbc2x4FGD0a2/ZWFzGTg5zPq4Pe/M](http://dtz.myprintdesk.net/DSF/storefront.aspx?6xni2of2cF14ZHNaWUQ2q90blzdO2IWxYy7tbc2x4FGD0a2/ZWFzGTg5zPq4Pe/M). The page header features the Tewksbury Public Schools logo and navigation links: Home, Cart (0) :: Login :: Contact Us ::. A search bar with 'blekko' is visible. The main content area is divided into several sections:

- Cart (0 Items):** Your Cart is Empty.
- Home:** Links to Books/Booklets, Copy, and Pamphlet.
- Login:** A form with fields for User Name and Password, a 'Remember User Name' checkbox, and a 'Login' button. Below the form are links for 'Register' and 'Forgot your password?'. Three red arrows point to the 'Register' link.
- Selected Print Shop:** Tewksbury Copy Center, TMHS, Tewksbury High School, 320 Pleasant Street, Attention: Copy Center, Tel: 978-640-7839.
- Hours Of Operation:** Sun Closed, Mon-Fri 7:00 AM-4:00 PM, Sat Closed.
- Current Print Shop Time:** 1/24/2014 3:46:01 PM.

The bottom of the browser window shows the Windows taskbar with various application icons and the system tray displaying the time as 3:46 PM on 1/24/2014.

Begin by entering the information in the fields marked by an "\*" Please note, the COMPANY is your school, there is a list of schools with there abbreviation on the back cover of this book along with the cost center.

The screenshot shows a Firefox browser window with the URL `dtz.myprintdesk.net/DSF/Register.aspx?6xmi2of2cf14ZHNaWUQ2qs0blzd02lWxYy7bc2x4FGD0a2/ZWFzGTg5zPq4Pe/M`. The page header features the Tewksbury Public Schools logo and navigation links like Home, Cart (0), Login, and Contact Us. The main content area is titled "Create an Account" and includes instructions: "To [checkout](#), you must create an account. Already have an account? [Login here](#)".

The registration form is titled "Contact Information" and includes a note: "\* Indicates Required Field." The form fields are as follows:

- \* First Name:
- Middle Name:
- \* Last Name:
- \* School:
- \* Room # or Location:
- Other:
- \* Phone Number 1:
- \* Company:
- Department:
- Cost:
- \* [Center Account](#):

The Windows taskbar at the bottom shows the time as 3:49 PM on 1/24/2014.

Enter your user name, first initial, and last name.  
then create a password, 8 characters long that must include,  
a capital letter and one number. Click "I accept the terms", and click CONTINUE.

Firefox Create an Account

dtz.myprintdesk.net/DSF/Register.aspx?6xn2of2cF14ZHNaWUQ2qs0blzdO2IWxYy7tbc2x4FGD0aZ/ZWFzGTg5zPq4Pe/M

Amazon.com

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\* E-Mail Address: jdoe@gmail.com

**Account Information**

\* User Name: jdoe

\* Password: .....

\* Re-enter Password: .....

\* [Security Question](#): What high school did you graduate from?

\* Security Answer: Anywhere Regional High School

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I accept the terms in the license agreement.

Cancel Continue

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3:50 PM 1/24/2014

You will see the Tewksbury Copy Center selected,  
click REGISTER

Firefox Create an Account dtz.myprintdesk.net/DSF/Register.aspx?6xni2of2cF14ZHNaWUQ2qs0blzdO2IWxYy7tbc2x4FGD oa2%2fZWFzGTg5zPq4Pe%2fM Amazon.com

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Tewksbury Public Schools  
Tewksbury, MA  
Home Cart (0) :: Login :: Contact Us ::

Selected [Print Shop](#)

Choose the print shop nearest to you. Use the pulldown menus below to [increase](#) or narrow the results.

Show: 10 1-1 of 1 < Prev 1 Next >

Name	Address	City	State	Zip/Postal Code
<input checked="" type="radio"/> Tewksbury Copy Center	Tewksbury <a href="#">High School</a>	Tewksbury	MA	01876

Register

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3:50 PM 1/24/2014

A confirmation email will be sent to your email address notifying you your account has been created. Now its time to GET STARTED. Click the GET STARTED button to take you into the job submission main page.

The screenshot shows a Firefox browser window with the following elements:

- Address Bar:** dtz.myprintdesk.net/DSF/Register.aspx?6xni2of2cF14ZHNaWUQ2qs0blzdO2lWxYy7tbc2x4FGD0a2%2fZWfzGTg5zPq4Pe%2fM
- Page Header:** Tewksbury Public Schools, Tewksbury, MA. Includes a navigation bar with "Home", "Cart (0)", "Login", and "Contact Us".
- Main Content:** "Create an Account - Confirmation" section with a confirmation message: "Thank you, [your account](#) for online copy [submission](#) has been successfully created. An e-mail confirmation has been sent to the e-mail address you provided."
- Action:** A "Get Started" button is located at the bottom right of the confirmation area, with three red arrows pointing towards it.
- Page Footer:** Includes links for "English (United States) Sitemap" and "Terms & Conditions", version "v6.7.100.20271", and copyright "© 2004-2013 Electronics For Imaging, Inc.".
- Taskbar:** Shows various application icons (Windows, Internet Explorer, File Explorer, etc.) and the system clock indicating 3:51 PM on 1/24/2014.

Now that you are at the WELCOME page, you can see your logged in, the hours of the copy center, location and phone number. You are now ready to create a copy order. Goto the HOME box, and select COPY to enter a basic copy order.

The screenshot displays a web browser window with the following elements:

- Browser:** Firefox, URL: dtz.myprintdesk.net/DSF/storefront.aspx
- Page Header:** Tewksbury Public Schools, Tewksbury, MA
- Navigation:** Home, Cart (0) :: My Account :: Order Status :: Contact Us
- Cart (0 Items):** Your Cart is Empty.
- Home Menu:** Home, Books/Booklets, Copy, Pamphlet
- Selected Print Shop:** Tewksbury Copy Center, TMHS, Tewksbury High School, 320 Pleasant Street, Attention: Copy Center, Tel: 978-640-7839
- Hours Of Operation:** Sun: Closed, Mon-Fri: 7:00 AM-4:00 PM, Sat: Closed
- Current Print Shop Time:** 1/24/2014 3:51:29 PM
- Footer:** English (United States) Sitemap, Terms & Conditions, v6.7.100.20271, © 2004-2013 Electronics For Imaging, Inc., Powered by EFI Digital StoreFront

Now that we have gone to the COPY section, select BEGIN under Basic Copies to enter a basic copy order.

The screenshot shows a Firefox browser window with the URL [dtz.myprintdesk.net/DSF/storefront.aspx?6xn2of2cf14ZHNaWUQ2q90blzdO2NWxYy7tbc2x4FGD0a2/ZWFzGY2ZsvVJbGx1bnRY8NE73wz5q9UfjFmf/od/A0wINTnHDzMXP9Hhis2OQRBlwiUCg=](http://dtz.myprintdesk.net/DSF/storefront.aspx?6xn2of2cf14ZHNaWUQ2q90blzdO2NWxYy7tbc2x4FGD0a2/ZWFzGY2ZsvVJbGx1bnRY8NE73wz5q9UfjFmf/od/A0wINTnHDzMXP9Hhis2OQRBlwiUCg=). The page header includes the Tewksbury Public Schools logo and navigation links like Home, My Account, and Order Status. A search bar with 'blekko' is visible. The main content area is titled 'Copy' and includes a 'Cart (0 Items)' section, a 'Home Copy' link, and a 'Selected Print Shop' section for 'Tewksbury Copy Center'. The 'Copy' section is divided into 'Advanced Copies' and 'Basic Copies', both with 'Begin' buttons. The 'Basic Copies' button is highlighted with three red arrows. The 'Hours of Operation' section shows the shop is closed on Sun and Sat, and open from 7:00 AM to 4:00 PM on Mon-Fri. The 'Current Print Shop Time' is 1/24/2014 3:51:58 PM. The Windows taskbar at the bottom shows the date as 1/24/2014 and the time as 3:52 PM.



Now that we are at the BASIC COPIES page, press BEGIN to enter your order.

The screenshot shows a Firefox browser window with the URL [dtz.myprintdesk.net/DSF/ProductDetails.aspx?q0dmFilMRMmxNjrmJynvpByW+yYELID/ZNnvs2JHT04qcRCAa6ZieGEVS/NW7ndY0/0XWceW/k2r0jLp/KnQuQ==](http://dtz.myprintdesk.net/DSF/ProductDetails.aspx?q0dmFilMRMmxNjrmJynvpByW+yYELID/ZNnvs2JHT04qcRCAa6ZieGEVS/NW7ndY0/0XWceW/k2r0jLp/KnQuQ==). The page is for 'Basic Copies' and includes a 'Begin' button. Three red arrows point to the 'Begin' button.

**Cart (0 Items)**  
Your Cart is Empty.

[Home](#)  
[Copy](#)

**Selected Print Shop**  
**Tewksbury Copy Center**  
TMHS  
Tewksbury High School  
320 Pleasant Street  
Attention: Copy Center  
Tel: 978-640-7839

**Hours Of Operation**  
Sun  
Closed  
Mon-Fri  
7:00 AM-4:00 PM  
Sat  
Closed

**Current Print Shop Time**  
1/24/2014 3:52:27 PM

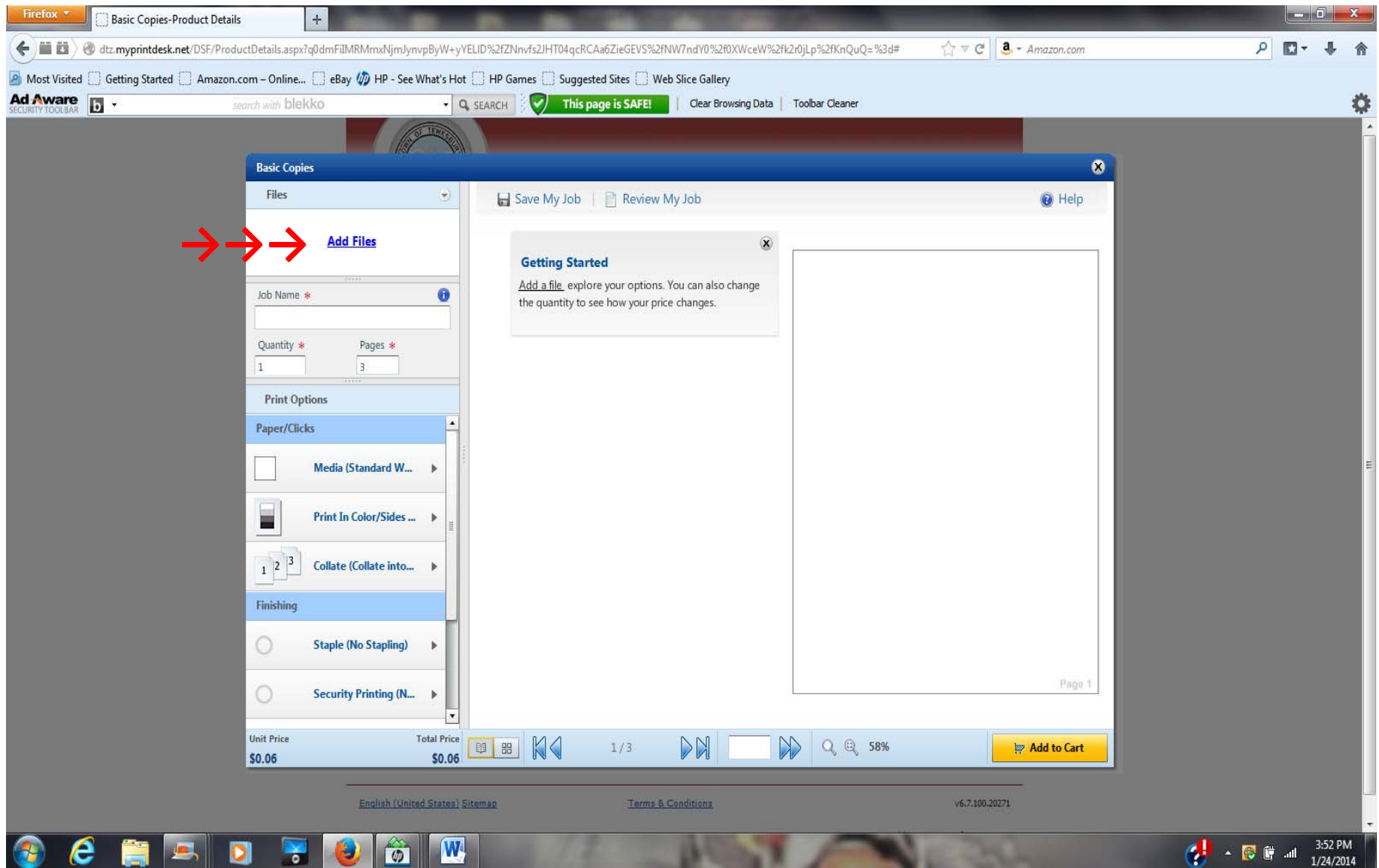
**Basic Copies**  
Black and White or Color Copies, Single or Double Sided with Stapling

**WHEN SUBMITTING A HARD COPY JOB FOR DUPLICATION  
PLEASE PRINT THE SUBMISSION TICKET AND ATTACH TO THE  
ORDER**

[Begin](#) ←←←

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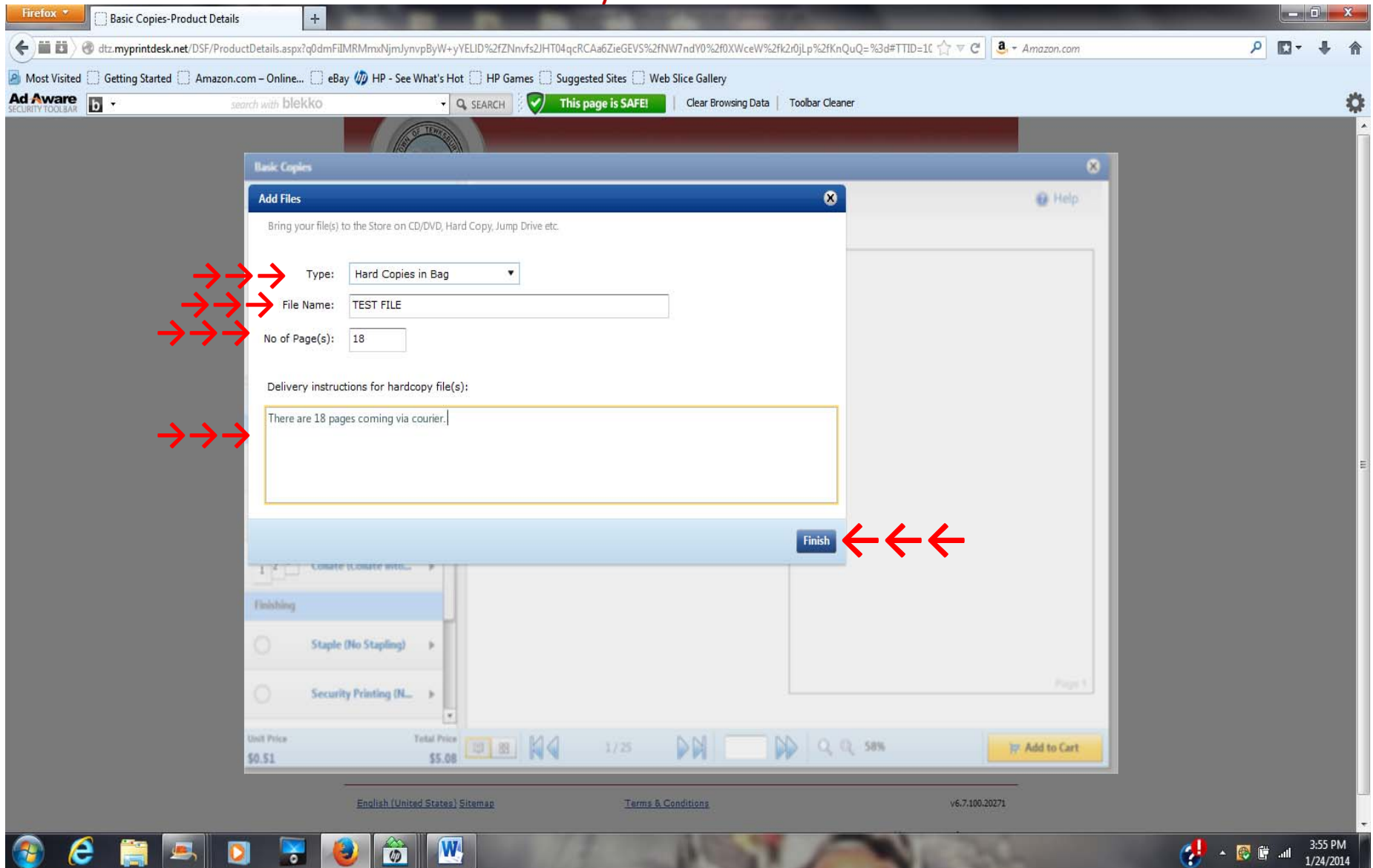
We are in the job creation screen now. You can select color or b/w copies, paper color and weight, one sided or two, stapling or no stapling. Secure printing is available for tests and exams. Lets get started by clicking on ADD FILES.



You have multiple options for adding files, you can upload a digital file, select a saved file from your SAVED FILE folder, or OTHER, which is for hard copy jobs.

The screenshot displays a Firefox browser window with the address bar showing `dtz.myprintdesk.net/DSF/ProductDetails.aspx?...`. The page title is "Basic Copies-Product Details". An "Add Files" dialog box is overlaid on the page, featuring three main options: "Upload Files" (represented by a computer icon), "Saved Files" (represented by a floppy disk icon), and "Other" (represented by a person icon). Below these options is a list of printer settings including "Paper/Cliques", "Print In Color/Sides", "Collate (Collate into)", "Finishing", "Staple (No Stapling)", and "Security Printing (N...". The bottom of the dialog shows a price summary: "Unit Price \$0.51" and "Total Price \$5.08". The browser's status bar at the bottom indicates the time is 3:54 PM on 1/24/2014.

After clicking OTHER, you will see the add files box open, for hard copy, you select HARD COPIES IN BAG, enter the name of your job, and the number of pages that you are submitting for copy. You can enter a message to the copy center in the instructions box below. Click FINISH when you are done to continue.



Now you can see, your file name, and number of originals, you can enter the QUANTITY of copies you need, and select your paper/paper color, black and white or color printing, collated, stapled, and if you need security measures applied to this job.

The screenshot shows a web browser window with a 'Basic Copies' configuration window overlaid. The browser's address bar shows the URL 'dtz.myprintdesk.net/DSF/ProductDetails.aspx?...' and the page title is 'Basic Copies-Product Details'. The configuration window has a sidebar on the left with the following sections and options:

- Files:** TEST FILE
- Job Name:** TEST JOB
- Quantity:** 10
- Pages:** 18
- Print Options:**
  - Paper/Clicks:**
    - Media (Standard W...)
    - Print In Color/Sides ...
    - Collate (Collate into...)
  - Finishing:**
    - Staple (No Stapling)
    - Security Printing (N...)

Red arrows point to the 'Job Name', 'Quantity', 'Pages', 'Media (Standard W...', 'Print In Color/Sides ...', 'Collate (Collate into...', 'Staple (No Stapling)', and 'Security Printing (N...' options. The main preview area shows a large empty box with 'Page 1' at the bottom right. The bottom of the window displays 'Unit Price \$0.36', 'Total Price \$3.65', and an 'Add to Cart' button. The Windows taskbar at the bottom shows the time as 3:55 PM on 1/24/2014.

Now that you have completed your order entry, click ADD TO CART and you will see the I AGREE button come up, click it to finalize your order.

The screenshot shows a web browser window with a 'Basic Copies' product page. A modal window titled 'Basic Copies' is open, displaying the following information:

- Files:** TEST FILE (checked)
- Job Name:** TEST JOB
- Quantity:** 10
- Pages:** 18
- Print Options:**
  - Paper/Clicks
  - Media (Standard W...)
  - Print in Color/Sides ...
  - Collate (Collate into...)
  - Finishing
    - Staple (No Stapling)
    - Security Printing (N...)
- Unit Price:** \$0.36
- Total Price:** \$3.65

At the bottom right of the modal window, there is a yellow box containing the text: "I have carefully reviewed and approve this job. The producer of this job will not be held responsible for design or spelling errors." Below this text is a blue button labeled "I Agree". Three red arrows point to this button from the right side of the screen.

Now you see a summary of your order, the due date and time. Please note that the due date is contingent on when the courier picks up the job at your location, to bring it to the copy center. If you enter a job in the morning, and the courier delivers it the same day, you will have it back the following day via courier, but if you create the job after the courier, it will be delivered to the copy center the next day, and the job will arrive back to you the following day. For faster service, try to submit your jobs in the morning before the courier arrives at your location.

Shopping Cart

dtz.myprintdesk.net/DSF/ShoppingCart.aspx?9EUJYXYBeLPuTvDHENv9BzFPaLPtmvl-q5bDl6WN9phYd6q0OMmy64Q+HLogFuvVuF+lkaFQDHKCUfLuULQb12NC2VcjA9PnPFKFTuqJDPZ7kcl

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Tewksbury Public Schools  
Tewksbury, MA  
ESTABLISHED 1827

Home Cart (1) :: My Account :: Order Status :: Contact Us ::

Welcome John Doe! Logout

Shopping Cart

Continue Shopping Checkout

Due Date & Time 1/29/2014 7:00 AM Print Shop: Tewksbury Copy Center

Shopping Cart Items Update Price

Products	Quantity	Item Price	Item Total
<a href="#">TEST JOB</a> <a href="#">Remove</a> Item Name: Basic Copies	10	\$0.36	\$3.65
Subtotal:			\$3.65
Total:			\$3.65

Recipients Add Another Recipient

Recipient #1

Please enter recipient information below.

Address Book

Method: Tewksbury Courier

First Name: John Address: TMHS Copy Center

Last Name: Doe Delivery Instructions:

3:56 PM  
1/24/2014

Now that all the information has been verified and correct, you can now **CHECKOUT.**

Remove \$0.36 \$3.65

Item Name: Basic Copies

Subtotal: \$3.65

Total: \$3.65

**Recipients** Add Another Recipient

**Recipient #1**

Please enter recipient information below.

Address Book

Method: Tewksbury Courner

Delivery Instructions:

First Name: John

Last Name: Doe

Company: TMHS

Telephone: 978-555-1234

E-Mail Address: jdoe@gmail.com

Address: TMHS

Copy Center

Save to My Address Book

You must click save to proceed with checkout.

Cancel Save

Update Price

Clear Cart Continue Shopping Checkout

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3:56 PM 1/24/2014



The payment screen will pop up, to verify your cost center information. This will be the information you entered during the REGISTER process. Note, all of the school codes are listed on the last page of this book. Hit NEXT to continue.

The screenshot shows a Firefox browser window with the URL `dtz.myprintdesk.net/DSF/OrderCheckout.aspx`. The browser's address bar and toolbar are visible at the top. Below the browser, the website header for Tewksbury Public Schools is displayed, including the school's logo and navigation links like 'Home', 'Cart (1)', 'My Account', 'Order Status', and 'Contact Us'. A progress bar indicates the current step is '1. Payment', with '2. Review' as the next step. The 'Payment' section is highlighted with a red border and contains a 'Cost Center' form. The form has two input fields: 'Account Number' (with the value '1000') and 'Purchase Order Number'. Red arrows point to the 'Next >' button and the 'Account Number' field. The footer of the page includes copyright information for Electronics For Imaging, Inc. and mentions it is powered by 'EFI Digital StoreFront'.

Now that your order has been summarized,  
click **PLACE MY ORDER** to complete the order.

The screenshot shows a Firefox browser window with the URL `dtz.myprintdesk.net/DSF/OrderCheckout.aspx`. The page title is "Review Your Order". A security bar at the top indicates "This page is SAFE!".

**Delivery Information:**

Your order will be delivered by **Tewksbury courier by:** 1/29/2014 7:00:00 AM EST. [Print](#) **Shop: Tewksbury Copy Center**  
TMHS  
Tewksbury High School  
320 Pleasant Street  
Attention: Copy Center  
Tel: 978-640-7839

**Products Table:**

Products	Quantity	Item Price	Item Total
<a href="#">TEST JOB</a>	10	\$0.36	\$3.65
Subtotal:			\$3.65
Total:			\$3.65

**Payment:**

Cost Center  
Account Number: 1000  
Purchase Order Number:

**Recipients:**

Recipient #1 <a href="#">Edit</a>	Method:	Products	Quantity
John Doe TMHS TMHS Copy Center <b>Tel: 978-555-1234</b>	Tewksbury Courier	TEST JOB	10

**Place My Order** ←←←

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Your order is now complete. If you are submitting a hard copy job, now goto PRINT THIS PAGE, and print the job ticket to submit with your originals.

dtz.myprintdesk.net/DSF/MyAccount/OrderSummary.aspx?Me/kuTVSB+ldWqd+bjY8Ad6ePT9LZ9SWiOgMvvg6JNPKG3lgoIDDJK3SGts+qHuAm7KZ9m0W8vObd6MX9AG+y5mdOVzW73oEu0

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Ad Aware SECURITY TOOLBAR search with blekko SEARCH This page is SAFE! Clear Browsing Data Toolbar Cleaner

Tewksbury Public Schools  
Tewksbury, MA

Home Cart (0) :: My Account :: Order Status :: Contact Us ::

Welcome John Doe! Logout

**WHEN SUBMITTING A HARD COPY JOB FOR DUPLICATION PLEASE PRINT THE SUBMISSION TICKET AND ATTACH TO THE ORDER**

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

**Order Confirmation**

Order Number: 11 **Order Status:** User approved  
Requested Due Date: 1/29/2014 7:00:00 AM EST As of: 1/24/2014 3:58:06 PM EST  
Submitted on: 1/24/2014 3:58:05 PM EST  
Submitted by: John Doe  
Tel: 978-555-1234

[Print Shop:](#) Tewksbury Copy Center  
TMHS  
Tewksbury High School  
320 Pleasant Street  
Attention: Copy Center  
Tel: 978-640-7839

Products	Quantity	Item Price	Item Total
<b>TEST JOB</b>	10	\$0.36	\$3.65
Item Name: Basic Copies (18 Pages)			
		Subtotal:	\$3.65
		<b>Total:</b>	<b>\$3.65</b>

**Payment**

**Payment Method:** Cost Center  
Account Number: 1000  
Purchase Order Number:

3:58 PM  
1/24/2014

Your order is now complete. If you are submitting a hard copy job, now goto **PRINT THIS PAGE**, and print the job ticket to submit with your originals.

Order/Quote Confirmation

dtz.myprintdesk.net/DSF/MyAccount/OrderSummary.aspx?Me/kuTVSB+ldWqd+bJY8Ad6ePT9LZ9SWiOgMvg6JJNPKG3lgoIDDJK3SGts+qHuAm7KZ9m0W8vObd6MX9AG+y5mdOVzW73oEu0

Tewksbury High School  
320 Pleasant Street  
Attention: Copy Center  
Tel: 978-640-7839

Products	Quantity	Item Price	Item Total
TEST JOB	10	\$0.36	\$3.65
Item Name: Basic Copies (18 Pages)			
Subtotal:			\$3.65
Total:			\$3.65

**Payment**

Payment Method: Cost Center  
Account Number: 1000  
Purchase Order Number:

**Recipients**

Recipient #1	Method:	Products	Quantity	Shipping Status
John Doe TMHS TMHS Copy Center  Tel: 978-555-1234 E-Mail: jdoe@gmail.com	Tewksbury Courier	TEST JOB	10	-

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

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Now that your order has been submitted, you can go to ORDER STATUS, and see the details of your job, the order date, and the due date.

The screenshot shows a Firefox browser window with the address bar displaying `dtz.myprintdesk.net/DSF/MyAccount/OrderHistoryAndStatus.aspx`. The page header features the Tewksbury Public Schools logo and navigation links: Home, Cart (0), My Account, Order Status, and Contact Us. A user greeting "Welcome John Doe!" and a "Logout" link are visible. A sidebar on the left contains a "My Account" menu with options: Profile, Address Book, Files, Saved Jobs, and My Order History (highlighted). The main content area is titled "My Order History" and includes filters for "Time period" (All Orders), "Show status" (All), and "Sort by" (Order Date). Below the filters, a table lists order details:

Printed Product	Items:	View Detail
Order Number: 11	. TEST JOB	Cancel
Order Date: 1/24/2014 3:58 PM		
Due Date: 1/29/2014 7:00 AM		
Status: User <a href="#">approved</a>		

The footer contains links for "English (United States) Sitemap" and "Terms & Conditions", the version number "v6.7.100.20271", and copyright information "© 2004-2013 Electronics For Imaging, Inc." and "Powered by EFI Digital StoreFront". The Windows taskbar at the bottom shows the system clock at 3:59 PM on 1/24/2014.

If you need to update or change any of your information, you can goto PROFILE, and you will see you can change your security question, and your password.

The screenshot shows a web browser window with the following elements:

- Browser Tabs:** My Order History, Profile
- Address Bar:** dtz.myprintdesk.net/DSF/MyAccount/AccountInformation.aspx
- Search Bar:** search with blekko
- Page Header:** Tewksbury Public Schools, Tewksbury, MA
- Navigation:** Home, Cart (0), My Account, Order Status, Contact Us
- User Greeting:** Welcome John Doe! Logout
- My Account Menu:**
  - Profile (highlighted with red arrows)
  - Address Book
  - Files
  - Saved Jobs
  - My Order History
- Profile Details:**

<b>Name:</b>	John Doe
<b>User Name(Login ID):</b>	jdoe
<b>E-Mail Address:</b>	jdoe@gmail.com
<b>Security Question:</b>	<a href="#">Change</a>
<b>Company:</b>	TMHS
<b>Cost Center:</b>	1000
<b>Print Shop:</b>	Tewksbury Copy Center
<b>Address:</b>	John Doe TMHS TMHS Copy Center
<b>Phone Number 1:</b>	978-555-1234
<b>Password:</b>	<a href="#">Change</a>
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# School Names and Cost Centers

<b>• School</b>	<b>Company Name</b>	<b>Cost Center</b>
Tewksbury Memorial High School	TMHS	1000
Center School	CENTER	1010
Dewing School	DEWING	1020
Heath School	HEATH	1030
North School	NORTH	1040
Ryan School	RYAN	1050
Trahan School	TRAHAN	1060
Wynn School	WYNN	1070
Other	OTHER	2000