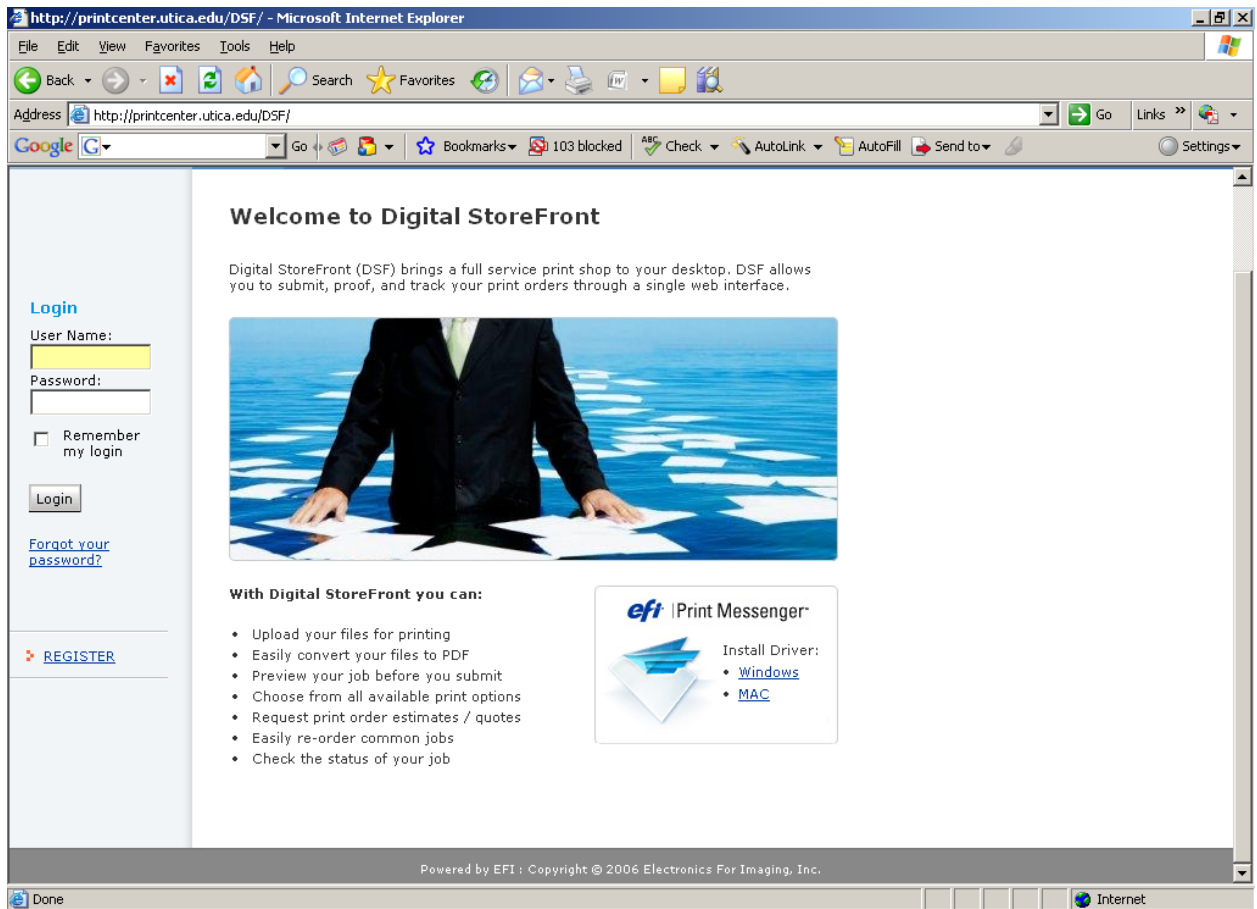


Digital Storefront

First Time User Instructions

1. Go to <https://printcenter.utica.edu/DSF>



2. In the lower right corner box “efi/Print Messenger, you need to Install Driver: Windows or MAC whichever you have. You have to Click “run” twice and then follow the directions to install. You must restart your computer before using Digital Storefront.
3. Now when you have the file open that you want to print, select “Send to Copy Center” as your printer. *It should be one of the printers in the drop down box of printers.* This will upload your file and convert it to .pdf format and bring up the log in screen. You can also always access Digital Storefront from anywhere using <https://printcenter.utica.edu/DSF> which will bring you directly to the log in screen.

4. To Log in:

User Name: First initial, last name for example: John Smith would be: jsmith

Note if your last name is hyphenated just use first initial, first part of last name before hyphen. For example Jane Jones-Smith would be jjones.

Password: The initial password is set to: **utica** this **must** be changed once you log in for the first time.

If you go to the "My Account" tab you can change the password, check on an order etc.

Please see user instructions to create your print job.