

Technology Information Page

Using Pacific Service Center Windows XP Students, Faculty & Staff

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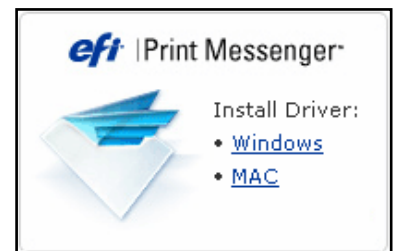
This TIP sheet will help any student, faculty, or staff member connect to the Digital Store Front printer application. Once connected, you will be able to send print jobs to the Pacific Service Center as if you were there in person. These instructions are operating system specific.

Step One: Installing EFI Print Messenger software

1. Go to <http://servicecenter.pacificu.edu/dsf> and select **Install Driver: Windows**.
2. Select **Run** or **Save to Disk**. If you select **Save to Disk**, when the download completes, start the installer.
3. When the installer launches, continue through step by step. You will not need to enter any information during installation. You can press **Next**, and **Install** until the installer begins the setup. Accept the license agreement and continue through the process.

NOTE: During installation, if you are prompted to change the registry, select Yes or Allow.

4. Close all open applications and restart your computer



Step Two: Registering for Print Messenger Service

1. Before you can use the Print Messenger, you must register for service. To do so, go back to <http://servicecenter.pacificu.edu/dsf>. Click the link for **Register**.
2. Create a user account. Enter your **Pacific Email** address, a unique password, and a question to remind you in the event you forget your password. Click **Next**.
3. Complete the **Profile Information**. The **Nickname** for this contact information will enable you to keep different department accounts separate. Make sure to include a department name so that invoices go to the correct department. Check the box that reads "I accept the terms in the license agreement" and select **Next**.
4. Congratulations! You are now ready to submit a print job to the Service Center.

Remember, this password is NOT connected to your Pacific password.

Create Your Account

Enter your e-mail address:

Enter your password:

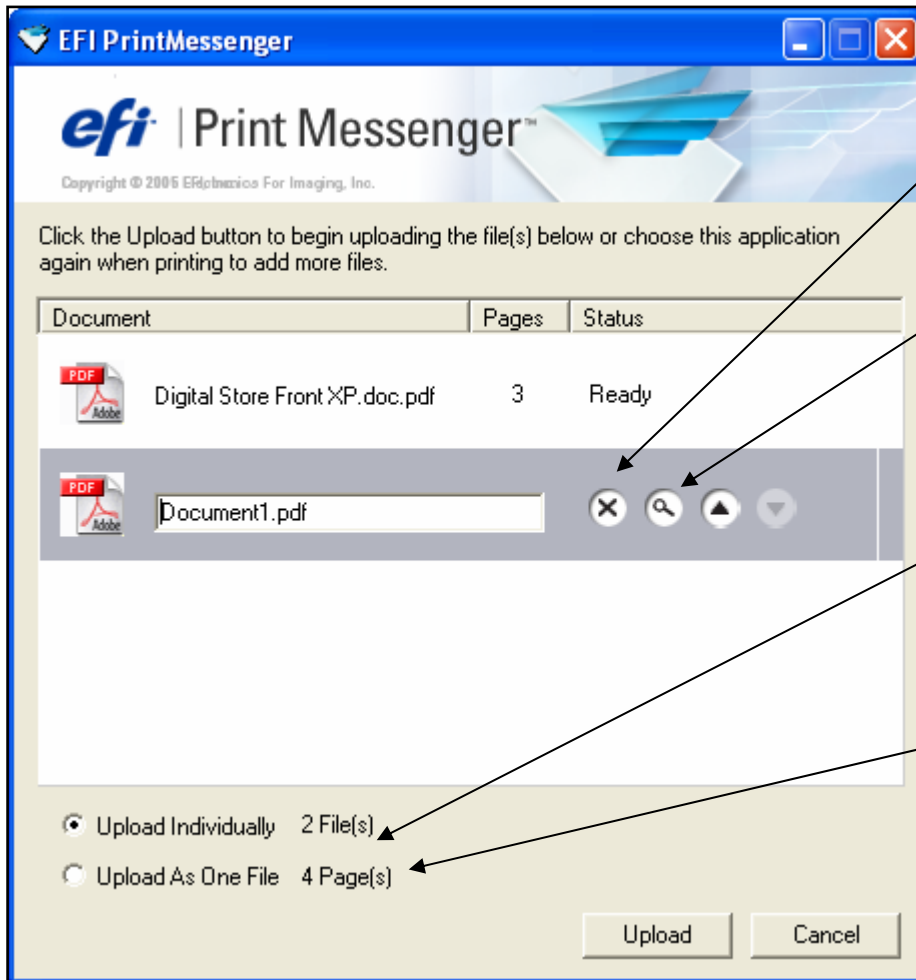
Re-enter your password:

Security Question:

Security Answer:

Step Three: Using Digital Store Front

1. Open the document you want to have printed. From the menu bar, choose **File** then **Print**.
2. Select the **Pacific Service Center** from the printer pull-down menu. Click **OK**.
3. The document will automatically convert to a PDF file. Once the PDF version has been created, there are several things that you can do. Use all that apply to you.



- A. If you copied the wrong file, you can delete it by clicking the **X** button.
- B. Selecting the magnifying glass will allow you to preview the PDF file. While you are in preview mode, you can save the PDF to your computer. This function is useful if you do not have a PDF converter.
- C. You can upload documents individually. To do so, select the top of the two settings, **Upload Individually** (seen right).
- D. You can upload several documents but wait to upload as one file. To do so, select the bottom of the two settings, **Upload as One File** (seen right).

- E. Login to EFT Print Messenger with the email address and password you registered under earlier. **Do NOT Save Password and Auto-Login**. Remember, this password is not connected in any way with your Pacific account.
- F. Once you have logged in, select **Get Started**.
- G. Select **Black & White Copies, Color Copies, or Poster** depending on your needs. Next, you will need to select the file that you wish to have printed by the service center. You will be able to choose **paper, collation, duplex, stapling, and notes** for your job.

<p>File(s)</p> <p>Paper</p> <p>Collation</p> <p>Duplex</p> <p>Stapling</p> <p>Notes</p> <p>My Selections:</p> <ul style="list-style-type: none"> - 0 files selected - US Letter, White <ul style="list-style-type: none"> ▪ White ▪ US Letter ▪ Bond (20 pound)/ 75 gsm - Collated - Single-sided (simplex) - No Stapling 	<p>Add Files</p> <p>To add an existing file to this section, make a selection from the My Files pull down. To add a new file, click the Digital File or Offline File links.</p> <hr/> <p style="text-align: center;">Add New: Digital File Offline File</p> <p>My Files:</p> <p>Choose a File ... <input type="button" value="v"/></p> <p>Added File(s): <i>(Requires at least one file.)</i></p>
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H. Once you have selected all of the settings for your job, select **view summary**. You will then be able to double check your selections. When you are satisfied with your choices, select **Place Order** to send your order for printing. Invoices for printing services will be sent by the Service Center.

If you have any questions or need additional assistance, please contact the Technology Information Center helpdesk at help@pacificu.edu or by calling 503.352.3132. Or visit the TIC at LL-6, located in the Lower Level of Marsh Hall.