

How to use Langara Online Print Services

<https://printshop.langara.bc.ca/dsf/Storefront.aspx>

The screenshot shows the Langara Online Print Services storefront. At the top, there is an orange banner with the text "Ready. Set. Print." on the left and the Langara logo "Langara. THE COLLEGE OF HIGHER LEARNING." on the right. Below the banner, there are navigation links: "Home" on the left and "Cart (0) :: Login :: Contact Us ::" with a help icon on the right. The main content area is divided into three sections. On the left is a login form with fields for "User Name:" and "Password:", a checkbox for "Remember User Name and Password", and a "Login" button. Below the login form are links for "Register" and "Forgot your password?". In the center is a large image of a stack of printed materials with the text "Langara. THE COLLEGE OF HIGHER LEARNING." and "Faculty & Staff Online Print Services" overlaid. Below the image is a welcome message: "Welcome Faculty & Staff For Departmental Print Services, you need to know your Alphabetical Index Code to enter at checkout." On the right is a vertical menu with a "Home" link and a list of services: "Prints", "Booklets", "Bound Manuals", "Brochures", "Finishing Only", "Forms", "Pads", "Postcards", "Posters", "Reams of Paper", "Wide Format Posters", and "Misc".

Ready. Set. Print.

Langara.
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Home

Cart (0) :: Login :: Contact Us ::

Login

User Name:

Password:

Remember User Name and Password

Login

[Register](#)
[Forgot your password?](#)

Langara.
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Faculty & Staff
Online Print Services

Welcome Faculty & Staff
For Departmental Print Services, you need to know your
Alphabetical Index Code to enter at checkout.

Home

- » [Prints](#)
- » [Booklets](#)
- » [Bound Manuals](#)
- » [Brochures](#)
- » [Finishing Only](#)
- » [Forms](#)
- » [Pads](#)
- » [Postcards](#)
- » [Posters](#)
- » [Reams of Paper](#)
- » [Wide Format Posters](#)
- » [Misc](#)

Ready. Set. Print.

Langara.

THE COLLEGE OF HIGHER LEARNING.

[Home](#)

[Cart \(0\)](#) :: [Login](#) :: [Contact Us](#) :: 

Login

User Name:

Password:

Remember User Name and Password

Login

[Register](#)

[Forgot your password?](#)

Selected Print Shop

Printshop
100 West 49th Avenue
Vancouver, BC V5Y2Z6
Canada
Tel: 604-323-5353

Hours Of Operation

Sun
Closed

Mon-Fri
8:30 AM-4:30 PM

Sat
Closed

Current Print Shop Time
7/3/2013 9:57:17 AM



Welcome Faculty & Staff
For Departmental Print Services, you need to know your
Alphabetical Index Code to enter at checkout.

Home

- » [Prints](#)
- » [Booklets](#)
- » [Bound Manuals](#)
- » [Brochures](#)
- » [Finishing Only](#)
- » [Forms](#)
- » [Pads](#)
- » [Postcards](#)
- » [Posters](#)
- » [Reams of Paper](#)
- » [Wide Format Posters](#)
- » [Misc](#)

Featured Products



Prints 8.5x11

Upload your files to have **8.5x11** final size copies printed. Your copies may be stapled, drilled, and/or folded.

Begin



Prints 8.5 x14

Upload your files to have **8.5 x 14** final size copies printed. Your copies may be staple or folded.

Begin



Prints 11x 17

Upload your files to have **11x 17** they can be stapled or folded.

Begin

How to Register

Select *Registration* and follow the prompts



Once registered, SIGN IN:

- 1) Type in User Name
- 2) Type In Password
- 3) Use "Forgot Password" if needed. The system will email a new generated password to you.

User's Profile under "My Account" Profile Info

Change password & Security Answer

Address Information

Can edit addresses

Order History & Status

Review previous orders and status of jobs

Files

Files uploaded to your account

Saved Jobs

Created earlier but didn't check out

Spending Acct Usage

If you have a budget, can check spending

Ready. Set. Print. Langara.
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Home Cart (0) :: My Account :: Order Status :: Print Shops :: Contact Us ::

Welcome System Administrator! [Logout](#)

Storefront Administration

My Account

- » Profile
- » [Address Book](#)
- » [Selected Print Shop](#)
- » [Files](#)
- » [Saved Jobs](#)
- » [My Order History](#)
- » [Spending Accounts Usage](#)

Profile

Nickname:	Administrator Account
Name:	System Administrator
User Name(Login ID):	administrator
E-Mail Address:	printshop@langara.bc.ca
Security Question:	Change
Print Shop:	Printshop
Address:	System Administrator 100 West 49th Avenue Building B004 Vancouver, BC V5Y 2Z6 Canada
Phone Number 1:	604-323-5353
Password:	Change

[Edit](#)

Ready. Set. Print.

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[Home](#)

[Cart \(0\)](#) :: [Login](#) :: [Contact Us](#) :: 

Login

User Name:

Password:

Remember User Name and Password

[Register](#)

[Forgot your password?](#)



Welcome Faculty & Staff
For Departmental Print Services, you need to know your
Alphabetical Index Code to enter at checkout.

Home

- » [Prints](#)
- » [Booklets](#)
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- » [Finishing Only](#)
- » [Forms](#)
- » [Pads](#)
- » [Postcards](#)
- » [Posters](#)
- » [Reams of Paper](#)
- » [Wide Format Posters](#)
- » [Misc](#)

Selected Print Shop

Printshop
100 West 49th Avenue
Vancouver, BC V5Y2Z6
Canada
Tel: 604-323-5353

Hours Of Operation

Sun
Closed
Mon-Fri
8:30 AM-4:30 PM
Sat
Closed

Current Print Shop Time
7/3/2013 9:57:17 AM

Featured Products



Prints 8.5x11

Upload your files to have
8.5x11 final size copies printed.
Your copies may be stapled, drilled, and/or folded.



Prints 8.5 x14

Upload your files to have
8.5 x 14 final size copies printed.
Your copies may be staple or folded.



Prints 11x 17

Upload your files to have
11x 17 they can be stapled or folded.

Home Page

Three types of products to choose from:

- 1) Adhoc – requires file upload
- 2) Static – forms
- 3) Non-Printed – reams of paper



Select Product from

- 1) Category
- 2) Search
- 3) Featured product



Forms



[Home](#)

[Cart \(0\)](#) :: [Login](#) :: [Contact Us](#) ::

Login
User Name:

Password:

 Remember User Name and Password

[Register](#)
[Forgot your password?](#)



Welcome Faculty & Staff
For Departmental Print Services, you need to know your Alphabetical Index Code to enter at checkout.

- [Home](#)
- » [Prints](#)
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 - » [Forms](#)
 - » [Pads](#)
 - » [Postcards](#)
 - » [Posters](#)
 - » [Reams of Paper](#)
 - » [Wide Format Posters](#)
 - » [Misc](#)



Forms are a product the printer provides and may keep inventory of.

Ordering Static Product

(You can click on product icon and a hi-res PDF will display)

- 1) Add quantity
- 2) Click Next
- 3) Put Customer Name in Job Name

Ready. Set. Print.

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[Home](#)

[Cart \(0\)](#) :: [My Account](#) :: [Order Status](#) :: [Print Shops](#) :: [Contact Us](#) ::

Welcome Barb Schneider! [Logout](#)

Selected Print Shop

Printshop
100 West 49th Avenue
Vancouver, BC V5Y2Z6
Canada
Tel: 604-323-5353

Hours Of Operation

Sun
Closed

Mon-Fri
8:30 AM-4:30 PM

Sat
Closed

Current Print Shop Time
6/14/2013 10:59:10 AM

Cart (0 Items)

Your Cart is Empty.

Forms

In this Category:

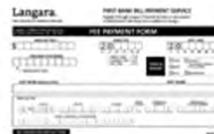


Fee Payment Form

Click on icon to view high rez pdf.
Form is printed 2-up on a sheet.

Qty: 1000

[Add to Cart](#)



Transcript Request

Qty: 300

[Add to Cart](#)

[Home](#)
[Forms](#)

Langara Printshop Print Driver

Install Driver:

[Windows \(32Bit\)](#)

[Windows \(64Bit\)](#)

[Mac](#)

Search

All

[Go](#)

ORDERING

Adhoc (file upload)

PRODUCTS-

Select the type of product you need printed. Example: prints, booklets, etc. Products are set up specific to each type of your printing need.

Adhoc Products

Click add files to upload your project

Adhoc products give the user options/Selections

- 1)Orientation?
- 2)Single or Double Sided?
- 3)Paper choices?
- 4)Finishing choices

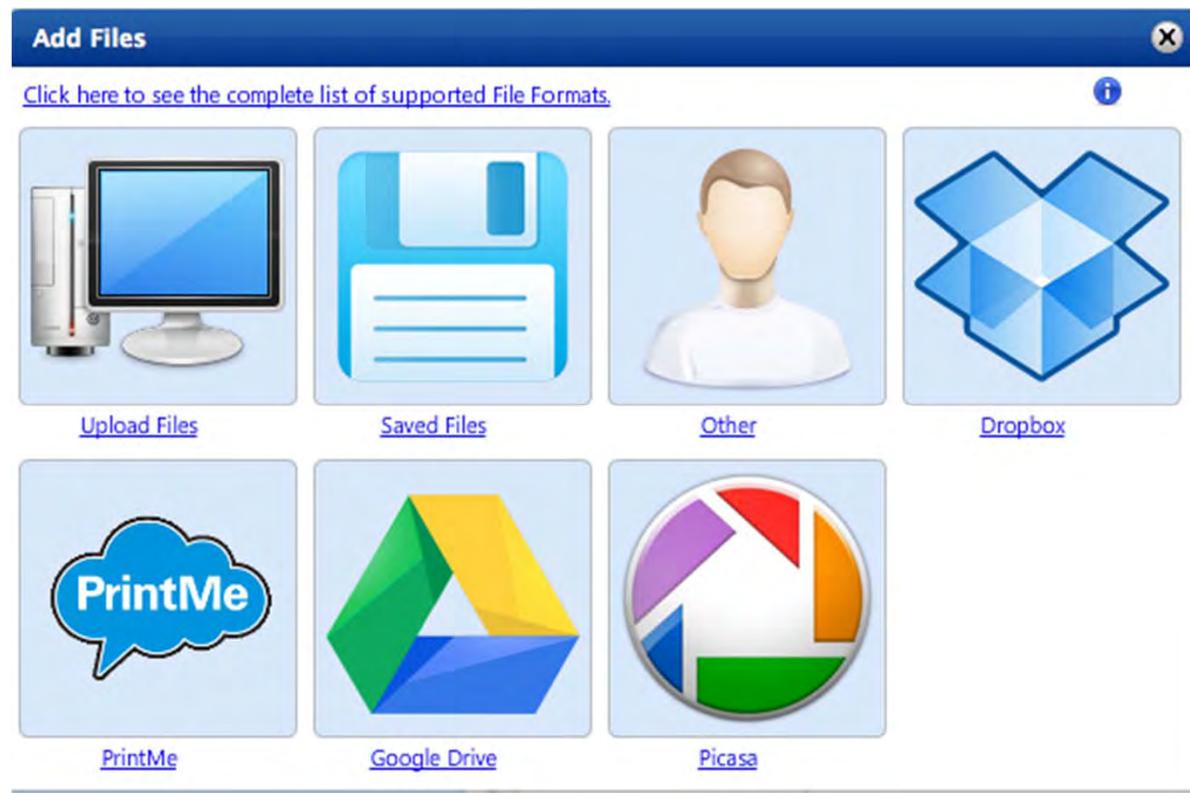
Click on items on left and make selections of how you would like your project to be printed.

The screenshot displays the 'Prints 8.5x11' web interface. The top navigation bar includes 'Save My Job' and 'Review My Job' buttons, along with a 'Help' icon. The left sidebar contains a configuration panel with the following sections:

- Files:** An 'Add Files' button.
- Job Name:** A text input field with a red asterisk and an information icon.
- Quantity:** A dropdown menu set to '1'.
- Pages:** A dropdown menu set to '1'.
- Size:** A section with a radio button and a right-pointing arrow for 'Final Width and H...'. Below it is a radio button with a right-pointing arrow for 'Orientation (Portr...'. A small 'A' icon is visible to the left of the orientation option.
- Printing:** A section with a checkbox and a right-pointing arrow for 'Media (20lb Whit...'. Below it is a radio button with a right-pointing arrow for 'Print In Color/Sid...'. A small printer icon is visible to the left of the 'Print In Color/Sid...' option.
- Finishing:** A section with three radio buttons and right-pointing arrows: 'Drill (No Drill)', 'Fold (No Folding)', and 'Staple (No Staplin...'.

The main preview area on the right is a large, empty white rectangle. At the bottom right of this area, the text 'Page 1' is visible. The bottom status bar shows 'Unit Price \$0.04', 'Total Price \$0.04', a page navigation bar with '1 / 1', a search icon, a zoom level of '76%', and a yellow 'Add to Cart' button.

File Upload can
be uploaded
from many
places!



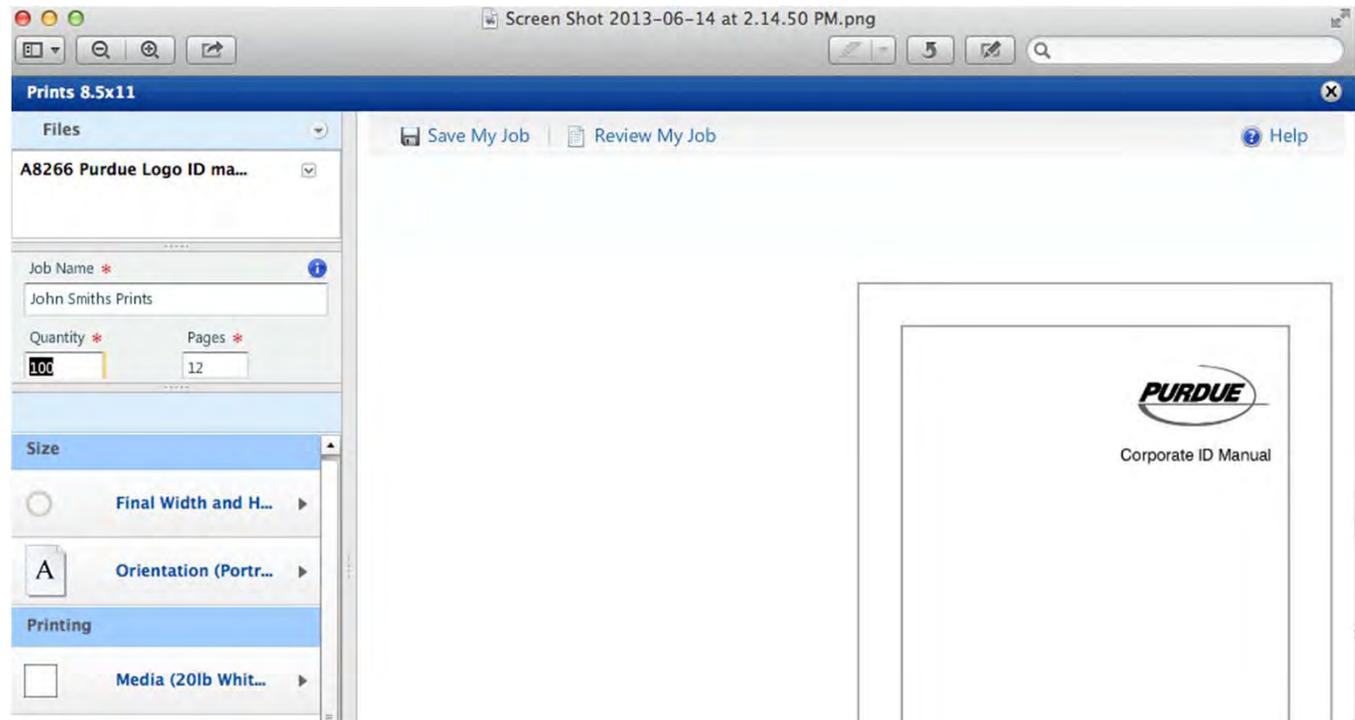
Product Summary

Job Name

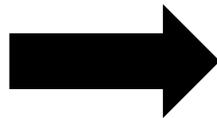
Quantity to order:



It is very helpful to Production to include the customer Name in the job name!



The dynamic preview permits you to toggle through pages and see binding choices.



✕
Prints 8.5x11

Save My Job
Review My Job
? Help

Files

Digital StoreFront 6 Releas...

Job Name *

Quantity * Pages *

1 19

Size

Final Width and H...

Orientation (Portr...

Printing

Media (20lb Whit...

Print In Color/Sid...

Finishing

Drill (3 Holes acr...

Fold (No Folding)

Staple (No Staplin...

Unit Price Total Price

\$1.90 \$1.90

Save My Job
Review My Job
? Help

Digital StoreFront Release Notes

Date Issued: February 20, 2013

Digital Storefront System Software Version: 6.0.0.18020 Database Version: 6.0

Digital Storefront System Software (PDF): 10122700

Supported VSP Software:

Adobe VSP Software: 5.5.1 with Adobe Acrobat 9.5.5 Foxit Reader VSP Software: Suite 5.0

Supported MS Software:

Microsoft	2003 & 2010	2010 & 2011	2011 & 2012
PrintWork	8.1		Page 20, 20

Languages Supported: Digital Storefront software is localized in the following languages:

• English (US)	• Brazilian Portuguese	• Danish
• English (UK)	• Dutch	• Russian
• French	• Swedish	• Traditional Chinese
• Italian	• Turkish	• Simplified Chinese
• German	• Norwegian	• Japanese
• Spanish		

Customer-Hosted Installations: How to Obtain & Apply the Software

You are a self-hosted customer, to learn the steps below to obtain Digital Storefront v. 6.0.

- Go to <http://dsf.digitalsolutions.com/customer-hosted-to-print-8.5x11-2013>
- In the **Keyword** window, type the "Digital Storefront 6.0 (Customer-Hosted)" option from the menu.
- Complete the rest of the **Logins** order form and submit it.
- You will contact you with a license agreement and install the software.

Cloud (OFF-Hosted) Installations: How to Obtain the Software

The OFF-Hosted feature will contact you via email with instructions on how to upgrade to Digital Storefront v. 6.0.

Welcome to Digital Storefront 6.0

Digital Storefront is 100% self-hosted with no print platform. Digital Storefront offers the industry's leading print-on-demand experience and online-to-digital workflow, plus a host of other features for configuring and managing the printing production platform. Digital Storefront 6.0 introduces several new features and enhancements that increase your performance with our software.

As we continue to evolve the product, the most important input comes from our existing customer base. We encourage feedback and feature requests to dsf@dsf.com. Submit documentation requests to dsf@dsf.com.

Photo Notes: As part of our commitment to continuously improve the quality of Digital Storefront and address issues in a timely manner, we will release a monthly update. Self-hosted customers, please be sure to visit dsf.digitalsolutions.com and click the **Upgrade to the latest version** link (visible **Learn More**) to download and apply the latest version of Digital Storefront each month. Please ensure that you are running the latest version of the software. Cloud-based (OFF-Hosted) customers will be updated automatically.

The Digital Storefront Forums (Online Register Today)

The Digital Storefront Forums is a place where users of DSF, industry leading Web-to-Print solution can come to share experiences with other members of the Digital Storefront community. There are four forums for sharing information, collaboration with colleagues, information systems (MSD) such as "Logs", "Messages", "Pages", and "PrintJobs". Admins will review your user profile information to include area printing (PDF with Features) and the services and on-line registration with DSF "Key", "Key ID", and "Account" information.

Visit <http://dsf.digitalsolutions.com> to open the Digital Storefront Forum today and enjoy the benefits:

- Interact with and learn from others in the Digital Storefront user community.
- Share helpful tips and experiences on "best practices" and workflow scenarios.
- Consult with the community of Digital Storefront users.
- Access an online system on opening cases related to Digital Storefront.

Support Hours on the Digital Storefront Forums: Please be aware that the Digital Storefront forums will not be able to respond or include formal technical support from DSF support personnel, engineers, or professional services. Posts are monitored on a regular basis to provide the best of help that other Digital Storefront users can provide, please contact DSF Digital Storefront technical support for more formal, trackable support.

Americas:	Hours of Operation:	9 a.m. – 8 p.m. CST
	Contact Information:	888-334-0950 (toll-free outside US) or email to: dsf@dsf.com
	Contact:	
Europe:	Hours of Operation:	9 a.m. – 5 p.m. CET
	Contact Information:	+44 (0)1462 807670 (UK) +49 (0)7141 740 400 (DE) +44 (0)1462 807670 (UK)
	Contact:	dsf@dsf.com or dsf@dsf.com

Print
Grid
⏪
4 - 5 / 19
⏩
⏪
⏩

58%
Add to Cart

Save my job allows the user to save and come back to website and finish the order at a later time.



Save My Job | Review My Job | Help

Digital Streetfront Release Notes

Data Release: February 20, 2024
Digital Streetfront System Software Version: 6.0.0 (6826) (Webster Version 6.0)
Digital Streetfront System Software (PFI): 1012700
Supported VSP to Reader:
EMVA1 VSP Software: 3.5.1 with Abrite Imagi 5.5. FalschPro VSP Software: 4x4i 6.2
Supported MIB Software:
Mibsearch: 2003.0, 2010.1, 2011.1, 2.1.1 Logik: 2011.1, 2.0
Pmdsearch: 8.1.1 Pica: 23.10

Languages Supported: Digital Streetfront software is localized in the following languages:

- English (US)
- English (UK)
- French
- Italian
- German
- Spanish
- Brazilian Portuguese
- Dutch
- Swedish
- Polish
- Norwegian
- Danish
- Russian
- Traditional Chinese
- Simplified Chinese
- Japanese

Customer-Hosted Installations: How to Obtain & Apply the Software

You are a self-hosted customer, to learn steps below to obtain Digital Streetfront: (DC, aka self-hosted) as the facts:

1. Go to <http://help.digitalsignage.com/whitepapers-to-print-and-apply-digital-streetfront-to-the-facts>.
2. In the Download Windows File, please select the "Digital Streetfront MSU (Customer-Hosted)" option from the menu.
3. Completed the rest of the License Order Form and submit it.
4. PFI will contact you with information on receiving and installing regular software.

Cloud (PFI Hosted) Installations: How to Obtain the Software

WebPFI Hosting Center will contact you via email with instructions on how to upgrade to Digital Streetfront v6.0.

Page 4

Digital Streetfront Release Notes

Welcome to Digital Streetfront 6.0

Digital Streetfront is this award-winning web-to-print platform. Digital Streetfront offers the industry's leading print-on-demand experience and online-to-digital workflow, plus a team of experts to help you configure and manage this printing experience platform. Digital Streetfront 6.0 introduces several new features and enhancements, and includes several new integrations with the software. As we continue to evolve the product, the most important input comes from our existing customer base. We value your feedback. Submit feature requests to info@pfi.com. Submit suggestions for new features to featurerequests@pfi.com.

Please note: As part of our commitment to continuously improve the quality of Digital Streetfront and address issues in a timely manner, we will be issuing a monthly update. Self-hosted customers, please be sure to visit <http://help.digitalsignage.com> and click the **Upgrade to the latest version** link under **Learn More** to download and upgrade to the latest version of Digital Streetfront each month to ensure that you are running the latest version of the software. Cloud-based (PFI-Hosted) customers will be notified automatically.

The Digital Streetfront Forum is Online Register Today

The Digital Streetfront Forum is a place where users of PFI's industry leading Web-to-Print solution can come to have experiences with other members of the Digital Streetfront community. These are our forums for sharing information on integrations with management information systems (MIS) such as SAP®, Microsoft, Oracle®, and Microsoft®. Additional forums provide users to connect to market on website data printing (WSP) with Fujitsu and MIP® services and on integrations with IBM iSeries®, SAP®, and Microsoft® print systems.

Visit <http://help.digitalsignage.com> to join the Digital Streetfront Forum today and enjoy the benefits:

- Interact with and learn from others in the Digital Streetfront online community.
- Share helpful tips and experiences on "best practices" and work flow solutions.
- Connect with the community of Digital Streetfront users.
- Receive periodic updates on upcoming events related to Digital Streetfront.

Important Note on the Digital Streetfront Forum: Please be aware that the Digital Streetfront Forum is not a place to request or receive formal technical support from PFI support personnel, engineers, or professional services. If you are experiencing an issue that is beyond the scope of help that other Digital Streetfront users can provide, please contact PFI's Digital Streetfront technical support team via phone, email, or chat.

Americas:
Hours of Operation: 8 a.m. – 8 p.m. EST
Contact Information: 888-334-8850 (toll-free option 2 then option 1)
Email: dsforum@pfi.com

Europe:
Hours of Operation: 9 a.m. – 5 p.m. CET
Contact Information: +31 (0)45 40 29 700
+31 (0)45 40 400 0 (fax)
+31 (0)45 40 000 0 (fax)
Email: dsforum@pfi.com

Page 5

4 - 5 / 19 | I Agree

'I approve' must be checked before clicking 'add to cart'.



SHOPPING CART

You may continue shopping



Once in the shopping cart, A suggested date for your completed job will automatically appear. Click on the calendar icon to view more date choices including "Rush" highlighted in yellow



You can also review, change, delete Quantity and files



Choose your method of shipping Currently, orders can be Delivered to the mailroom Or picked up from Print Services.



welcome barb schneider: [Logout](#)

Shopping Cart

[Continue Shopping](#)

[Checkout](#)

Rush Hour delivery may be available. Please call 604-323-5353 to confirm.

Due Date & Time

Print Shop: **Printshop**

[Update Price](#)

Products	Quantity	Item Price	Item Total
John Smiths Prints Remove Item Name: Prints 8.5x11	<input type="text" value="1"/>	\$1.90	\$1.90
		Subtotal:	\$1.90
		Total:	\$1.90

Recipients

[Add Another Recipient](#)

Recipient #1

Barb Schneider
Faculty and Staff
242 Patriot lane
Liberty Hills
Freedom, PA 15042
United States

Hours Of Operation

Sun Closed
Mon-Fri 8:30 AM-4:30 PM
Sat Closed

Method:

[Update Price](#)

[Clear Cart](#)

[Continue Shopping](#)

[Checkout](#)

Ready. Set. Print.

Langara.
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[Home](#)

[Cart \(1\)](#) :: [My Account](#) :: [Order Status](#) :: [Print Shops](#) :: [Contact Us](#) ::

Welcome Barb Schneider! [Logout](#)

Checkout 1. Payment 2. Review

Payment

Payment Method:

Index

INDEX:
PO or Department:

Upon checkout, your INDEX must be put into the top field. The second field should be your department name or PO



Ready. Set. Print.

Langara.
THE COLLEGE OF HIGHER LEARNING.

[Home](#)

[Cart \(1\)](#) :: [My Account](#) :: [Order Status](#) :: [Print Shops](#) :: [Contact Us](#) ::

Welcome Barb Schneider! [Logout](#)

Review Your Order 1. Payment 2. Review

[Place My Order](#)

Your order will be ready for pick-up on
OR will be shipped by:

6/27/2013 11:30:00 AM PDT

Print Shop: Printshop

100 West 49th Avenue
Vancouver, BC V5Y2Z6 Tel: 604-323-5353
Canada

Products	Quantity	Item Price	Item Total
John Smiths Prints	1	\$1.90	\$1.90
		Subtotal:	\$1.90
		Total:	\$1.90

Payment

Index

INDEX: REV
PO or Department: Biology

Recipients

Recipient #1 [Edit](#)
Barb Schneider
Faculty and Staff
242 Patriot lane
Liberty Hills
Freedom, PA 15042
United States
Tel: 7242420190

Method:
Mailroom B Building

Products
John Smiths Prints

Quantity
1



**Must click Place Order
to complete the
ordering process.**

**Two emails get triggered.
The system sends an email
notification to Print Services
that a web order has been
submitted.**

**Another email goes back
to the recipient confirming
the order was received.**

**You will receive another email
once your order is complete.**

YOU ARE DONE! Thank you!