Digital Storefront
Print Ordering Guide
Accessing Digital Storefront (DSF)

You can access DSF at the following link:

https://cvsd.myprintdesk.net/DSF
Accessing Digital Storefront (DSF)

To log in, click LOGIN at the top left.

Welcome to the online ordering site for the Cumberland Valley School District!

For all ordering questions, please email SUPPORT@intelliprintsolutions.com
Logging in via Single Sign On

Click SINGLE SIGN-ON.

Log in with your credentials.
Placing a Print Order

To place a print order, click AD HOC – UPLOAD A DOCUMENT.
Placing a Print Order

Scroll down and click BUY NOW.
Placing a Print Order

This will take you to a page to add your file and update your print specs.
Placing a Print Order

Work from the top, by adding your file. To do so, click ADD FILES.
Placing a Print Order

Click UPLOAD FILES.
Placing a Print Order

Find your file to upload, click it, and then click OPEN.
Placing a Print Order

Click UPLOAD.
Placing a Print Order

Name your job and fill in a quantity. These are required fields, notated by asterisks.
Placing a Print Order

Now you want to select all of the print specifications that pertain to your job. To change anything, just click on the text of the category. Here we will look at the MEDIA category.
Placing a Print Order

You can select your paper option by clicking on it, and then clicking OK. It defaults to 8.5” x 11” 20# White (standard copy paper,) however we have several options, should you need them.
Placing a Print Order

Let’s quickly run through what each of these categories entail:

- **Print in Color/Sides** – select between single and double sided.
- **Orientation** – Landscape/Portrait
- **Cutting** – Trimming or cutting your piece
- **Padding** – Select if you want your job padded
- **Fold** – Half-Fold, Letter and Tri-Fold options
- **Staple** – Corner staples or two left side
- **Drill** – 3-hole punch and several other options
- **Binding** – Coil, GBC, Saddle Stitch, Tape Binding and Wire Binding available.
- **Special Instructions** – Click here and type a message you want us to see. This is great for if you need something we don’t have on here or have a rush need!
Placing a Print Order

Once you’ve selected all your print specs, click ADD TO CART.
Placing a Print Order

You must check “I AGREE” on this box. This signifies your specifications are correct and you approve this job going to print. If you have issues or are worried about your job, we recommend reaching out prior to placing your order, for guidance.
Checking Out

This will take you to your cart.

If you want to keep shopping, you can click CONTINUE SHOPPING.

Select the Due Date you would like your copy job completed by and delivered to your school mailbox by.

To check out, click PROCEED TO CHECKOUT
Checking Out

Here is your shipping address page. * Items are required. Use your school building address and make sure it is properly filled out, click save to My Address Book so you have it in the future and then click PROCEED TO PAYMENT at the bottom of the screen.
Checking Out

Here you must select your BUILDING. Click the drop-down arrow, find your building and click it.
Checking Out

Once you’ve selected your building, you can click PLACE MY ORDER.
Order Confirmation

Once you’ve placed your order, you will be taken to an order confirmation screen. If you don’t get this screen, you have not placed your order!
Order Status

Now that you’ve successfully placed an order, you can refer to your order history at any time. This is very similar to Amazon or other online retailers. To see your placed orders and their statuses, click your name at the top of the screen, and click ORDER HISTORY & STATUS.
Order Status

Here are your jobs that you’ve placed. If you ever have any questions regarding a job, refer to your order number here to provide it to us when reaching out.
Contact Us

If you need to reach out to us, please email us at:

SUPPORT@INTELLIPRINTSOLUTIONS.COM