



# PACIFIC OFFICE AUTOMATION CAMPUS SERVICES

Welcome to POA Campus Service. Our online web store will allow you to order printing and copying jobs online.

1. Go to our website [HTTPS://mccd.myprintdesk.net/dsf](https://mccd.myprintdesk.net/dsf)
2. Login with your MEID and Password (This is the same username and password that you use for your computer)



Enter your MEID and password:

[Forgot password?](#)

[Sign in](#)

3. You will be presented with five products you can order from. Click on the product icon for details or click the Order button for the appropriate product for the type of job you want to order (Printing or Copying / Black & White or Color)






NOTE: SUBMIT JOBS THAT ARE MIXED COLOR AND BLACK AND WHITE UNDER COLOR

HOME ADMINISTRATION CONTACT US HELP ENGLISH (UNITED STATES) PARADISE VALLEY COMMUNITY COLLEGE

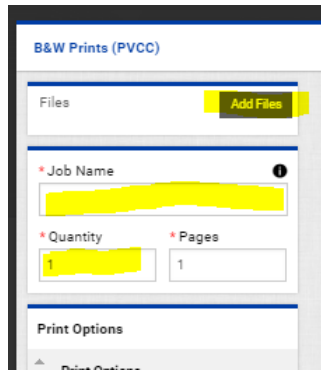
PACIFIC OFFICE AUTOMATION CAMPUS SERVICES

Search Product

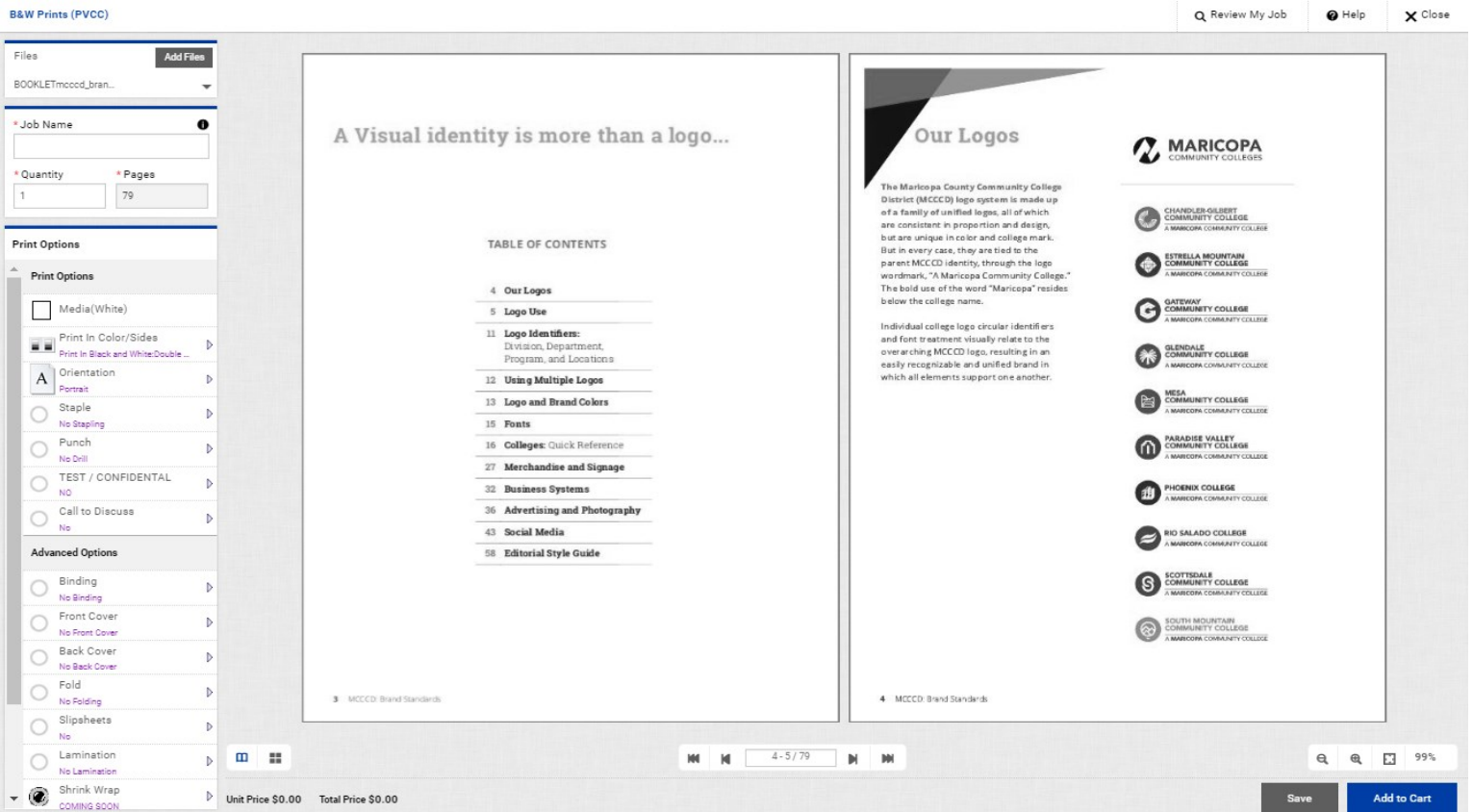
(1)

FEATURED PRODUCTS			
 <b>SIMPLE Black &amp; White on White Paper Only PRINTING</b>	 <b>Black &amp; White PRINTING</b>	 <b>Black &amp; White COPIES</b>	 <b>Color PRINTING</b>
<a href="#">ORDER</a>	<a href="#">ORDER</a>	<a href="#">ORDER</a>	<a href="#">ORDER</a>
<b>SIMPLE B&amp;W PRINTS</b> White Paper Only, Staple Option, 3 Hole Option ONLY PRINTING	<b>B&amp;W PRINTS (PVCC)</b> Order this item if you have <u>ELECTRONIC</u> files to upload for PRINTING	<b>B&amp;W COPIES (PVCC)</b> Order this item if you have <u>PAPER</u> or <u>HARDCOPY ORIGINAL(S)</u> COPYING	<b>COLOR PRINTS (PVCC)</b> Order this item if you have <u>ELECTRONIC</u> files to upload for PRINTING
 <b>Color COPIES</b>			
<a href="#">ORDER</a>			
<b>COLOR COPIES (PVCC)</b> Order this item if you have <u>PAPER</u> or <u>HARDCOPY ORIGINAL(S)</u> COPYING			

- Once you select Order on a product you will be presented with a new window. If you are ordering a Printing product you will be asked to upload your electronic files (ADD FILES), provide a Job Name and Quantity needed. (The job name is for you to be able to recognize this job later in your order history in case you want to reorder the same job at a later time)



- You will begin to see a Preview of your job in the left hand side of the screen as you pick your job options on the right. Once you jobs



options are selected and your preview looks correct click the Add To Cart button. At this point you can “Proceed to Checkout” or “Continue Shopping” if you need to order additional jobs. You also have the option to “Save for Later” if you need to stop and continue ordering your job at a later time.

- Follow the checkout process, you will be asked to pick a DUE DATE and a delivery location.
- PLEASE contact your local Copy Center with any questions on this process.

THANK YOU—PACIFIC OFFICE AUTOMATION

PLEASE NOTE— Due to the nature of the security of this new software using your MEID as the login our Copy Center operators CANNOT place an order on your behalf. To begin we will continue accepting paper copy tickets if your colleges uses them or jobs submitted via email but please keep in mind this will be short term and in the near future we will not be able to process a job unless you submit a ticket online through the website under your MEID.