

How To: iPrint & Electronic Download

Instant Print.....	\$2.99/item printed.
Electronic Download	\$4.99 for the first 5
.....	\$2.99 for the next 45
.....	\$1.99 for all additional

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An HP printer or HP driver is required for iPrint.

Using iPrint (Instant Print)

To use this function, follow the instructions outlined in the "Placing a DFS Order" guide, but instead of clicking **Add to Cart** you will click **Print Selected**. Follow the instructions below to complete an iPrint order.

Step 1: Once you have selected the plans that you would like to print locally, press the **Print Selected** button.

Note: Once you click the **Print Selected** button, the following note will appear at the top of the page: "Your account will be charged for all the items in the iPrint Cart once you click the Print All Items button."

Step 2: Verify all the plans / specs that you have selected are the correct documents that you want to print.

Note: You have one last chance to remove documents from your cart before being charged. All you have to do is place a checkmark in the box next to the items that you don't want to print and click the **Remove Items** button.

Step 3: Click the **Print All Items** button to begin printing.

Step 4: Choose the appropriate printer from your list. Select the correct paper size and click OK.

Using Electronic Download

Using this function is very similar to ordering prints as explained in the "Placing a DFS Order" guide. You will follow those instructions until you get into your "Shopping Cart." From that point, if you select **Electronic** instead of/or in addition to half size or full size prints you will follow these instructions:

Step 1: Once you enter quantities and/or select **Electronic** on the order page, click **Update**.

Note: If you only want to download a file and do not want prints, set all other document types to 0.

Step 2: Click **Check Out**.

Step 3: Enter your Account Number and Order Name, as well as any comments pertaining to your order.

Step 4: Click **Purchase**.

Step 5: Your "Order Confirmation" page will generate. At the bottom of that page, you will get a link to your downloaded files. Click on the link and follow the instructions for download.

Step 6: Print your **Order Confirmation**.

You can return to your order later and download files by visiting "My Account" within the DFS System.

For more information regarding this service, please log onto to www.aecomplex.com.

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