

How To: Instant Print & Electronic Download

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An HP printer or HP driver is required for Instant Print.

Using Instant Print

Individual drawings can be printed directly by using the **Print** button located to the left of each drawing. Instant Print does not go through the shopping cart for purchase, so you will be billed for your activity at the end of each month.

STEP 1: Once you have selected the plan(s) 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 Instant Print when you click the "Print All Items" button.

STEP 2: Verify all the drawings 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. Simply 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 Document** button to begin printing.

Note: The first time you use the Instant Print process, you will be prompted to install the required HP plugin. A yellow bar will appear at the top of your screen (within your web browser) with instructions on how to install it.

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. Simply add documents to your shopping cart (using the select boxes). Once in the shopping cart, follow the instructions below to complete your order.

STEP 1: Place a check in the **Electronic** box next to each document that you would like to download and click **Update** to see your updated cart.

Note: If you only want to download files and do not want prints, set all other document quantities to 0, then update your cart again.

STEP 2: Click **Check Out**.

STEP 3: Select your payment method and change the Order Shipping Method to "Electronic - I am downloading" then click **Continue**.

STEP 4: Enter your Order Name, Reference Number and any Special Instructions, then click **Purchase**.

STEP 5: Your Order Confirmation page will appear. The link to download your drawings can be found at the bottom of this page. Click on the link and follow the on-screen instructions to download your documents.

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

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Northwest Houston: 10606 Hempstead Hwy. Downtown: 1000 Main (tunnel) Greenspoint: 361 Greens Rd.