See below for the step-by-step instructions on using the online Office Depot printing services for Futura Language Professionals. Print page 1 for your continued reference, and see pages 2-7 for step-by-step screen shots to assist in the instructions.

#### 1.) <u>https://business.officedepot.com</u>

2.) Log in to our Account using the information below.

#### Login Name: FuturaAdventures Password: Futura2018

- 3.) Hover over Copy & Print, and then select My Print Center.
- 4.) Select Prints/Copies & Flyers
- 5.) Upload your saved, updated documents from your folders from **My Computer**.
- 6.) Select **Upload**.
- 7.) Edit your prints. Make sure to:
  - a. Edit the print job name to include your FULL NAME and document name
  - b. Edit the quantity you wish print
  - c. Change the ink to Black & White from Color
- 8.) Select Add to Cart.
- 9.) To order more prints, select **Start Another Document**, or to finish select **Proceed to Checkout.**
- 10.) When you have all the prints ready how you want them and you have Proceeded to Checkout, select **Pickup in Store**, and then **Change Location**.
- 11.) First find the store you wish to pick up your prints at using the search function in the pop-up, and then **Select the Store**.
- 12.) You may then confirm your printing information and select **Checkout**.
- 13.) You will be brought to your checkout page. **Confirm all information listed as** you scroll down, and enter your Credit or Debit Card payment information.
- 14.) Then select Place Order.

### \*make sure to check the following things before submitting your order!

- Did you include your full name in the printing job name?
- Did you change to <u>black & white</u> printing?
- Did you include any <u>special instructions</u> (print front/back; etc)?
- Did you change your pick-up store location?

2.) Log in to our Account

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Forgot your login name/password? Trouble Logging in?	GET STARTED		
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### 3.) Hover over **Copy & Print**, and then select **My Print Center**.

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### 4.) Select Prints/Copies & Flyers



#### 5.) Upload your saved, updated documents from your folders from My Computer.



6.) Select Upload.

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- 7.) Edit your prints. Make sure to:
  - a. Edit the print job name to include your FULL NAME and document name
    - b. Edit the quantity you wish print
    - c. Change the ink to Black & White from Color
- 8.) Select Add to Cart.

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9.) To order more prints, select **Start Another Document**, or to finish select **Proceed to Checkout.** 



10.) When you have all the prints ready how you want them and you have Proceeded to Checkout, select **Pickup in Store**, and then **Change Location**.

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11.) First find the store you wish to pick up your prints at using the search function in the pop-up, and then **Select the Store** once you have found it.



12.) You may then confirm your printing information and select **Checkout**.

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- 13.) You will be brought to your checkout page. **Confirm all information listed as** you scroll down, and enter your Credit or Debit Card payment information.
- 14.) Then select Place Order.

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