How to Order Prints Online from ODP Business Solutions

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.) Go to: https://www.odpbusiness.com/home.do
2.) Log in to our Account using the information below.
>   Login Name: **FuturaAdventures**
>   Password: **Prints2021**

3.) Hover over **Services**, and then select **Print & Copy**

4.) Select the type of printing services you need (Most of the time it will be for **Copies** or **Posters**)

5.) Select **Get Started** and fill out **Print Options**

6.) When under Print Options, make sure to:

  a. Edit the print job name to include your FULL NAME and document name.

  b. Edit the quantity you wish to print.

  c. Change the ink to Black & White. Select the lowest weight paper.

7.) **Upload** your saved, updated documents.
8.) Select **Upload.** Change **Paper Type** to White 20 lb.
9.) Select **Add to Cart**.
10.) To order more prints, select **Create Another and follow steps 3-8 again;** or to finish select **Proceed to Checkout.**

11.) When you have all the prints ready how you want them, **Proceed to Checkout,** and select **In-Store or Curbside Pickup**, and then return to the top of the page.

  a. At the top of the page, it will say "Your Pickup Store Location is (XYZ Address)"

  b. Select "Change" and find the store you wish to pick up your prints at using the search function, 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.

   a. Under **Store Pickup Option,** select "**Someone else will pick up the items**" and enter your contact information. This will enable you to receive notifications when the order is ready.

   b. Please make sure **NOT** to change the **User information** listed at the top of the page or the **Account information.**

14.)**Confirm all information listed as you scroll down, and enter your Credit or Debit Card payment information**.

15.) Then select **Place Order**.

*make sure to check the following things before submitting your order!
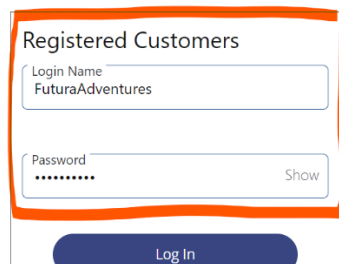
- Did you include your full name in the <u>printing job name</u>?

- 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 <u>pick-up store</u> location?

- Did you include your contact information under the option <u>Someone else will pick up the items?</u>

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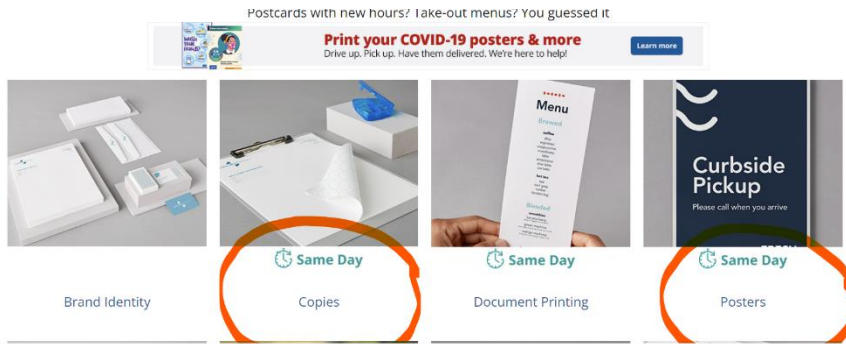
1. Login to our account at
https://www.odpbusines.com/home.do

2. Hover over **Services,** and then select **Print & Copy**
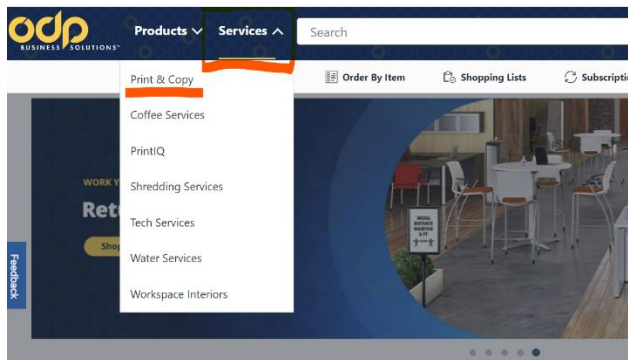
3. Select the type of printing services you need (Most of the time it will be for **Copies** or **Posters**)

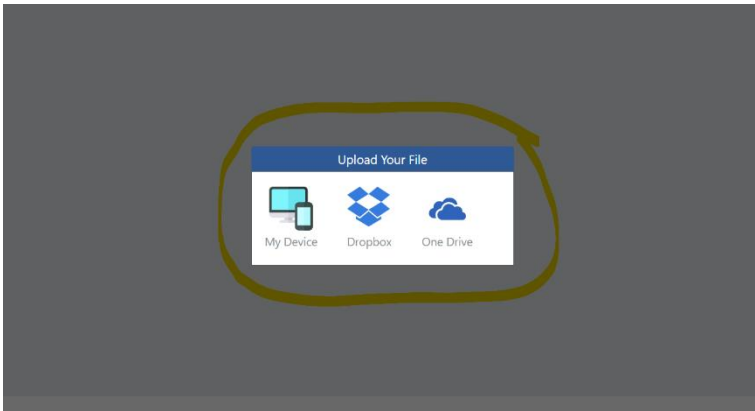**4.** Select **Get Started** and fill out **Print Options**

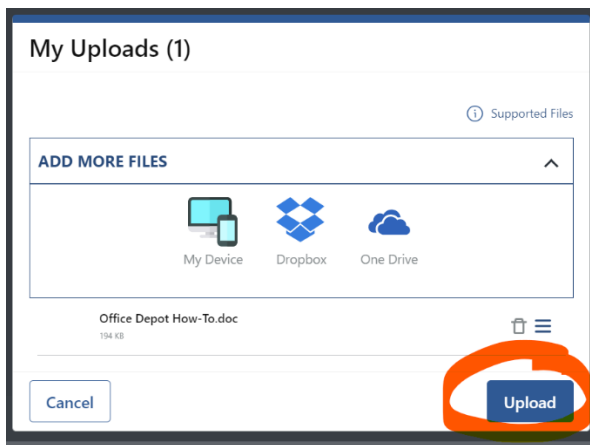**5.** When under Print Options, make sure to:

    a. Edit the print job name to include your FULL NAME and document name

    b. Edit the quantity you wish to print

    c. Change the ink to Black & White

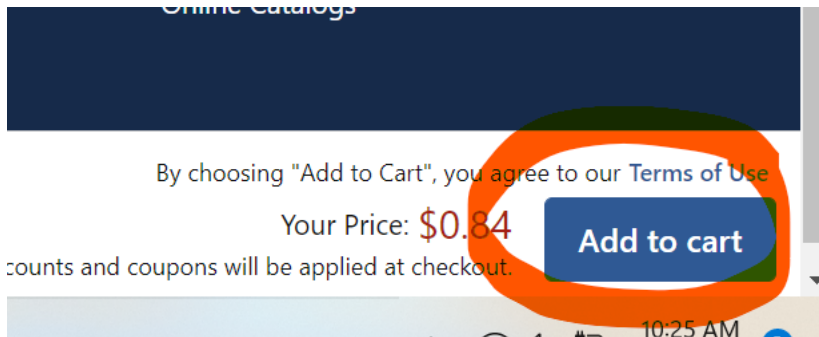6. **Upload** your saved, updated documents.

7. Select **Upload.**

8. After uploading, under print options, click **Paper Types**, and select White. Then select **20 lb.**

9. Select **Add to Cart**.

10. To order more prints, select **Create Another and follow steps 3-8 again;** or to finish select **Proceed to Checkout.**

Product: **Copies**

Pages: **3**

Print Color: **Full Color**

Quantity: **1**

Paper: **Standard Whites - 24lb**

Your Price :

$0.84

Edit

Create Another

Proceed to Checkout

11. When you have all the prints ready how you want them and you have Proceeded to Checkout, select **In-Store or Curbside Pickup**, and then return to the top of the page.

		Shipping	Qty.		Price
	Copies Item # 870284 Entered Item # 870284	◯ Delivery Available within 3-5 business days	1 Edit Remove		$0.84 $0.84 each
		⦿ In-Store or Curbside Pickup			

a. At the top of the page, it will say "Your Pickup Store Location is (XYZ Address)" Change

Products ∨   Services ∨   Search

📦 0 Orders   📋 Order By Item   🛒 Shopping Lists   🔄 Subscriptions

📍 Your Pickup Store Location is **5610 CEDAR LAKE RD ST LOUIS PARK, MN 55416** Change   ✕

b. Select "Change" and find the store you wish to pick up your prints at using the search function, and then **Select the Store.**

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

12. You will be brought to your checkout page.

     a. Under **Store Pickup Option,** select "**Someone else will pick up the items**" and enter your contact information. This will enable you to receive notifications when the order is ready.

Pick up my order:

○ At the Print & Copy center
  Ideal for confidential or private information
○ Online Order Station
  Recommended if you want to skip the Print & Copy line
  ☐ Accept the **Terms and Conditions**

Store Pickup Option

○ I will pick up the item

◉ Someone else will pick up the item

* First Name: [   ]

* Last Name: [   ]

* Email Address: [   ] ⓘ

Phone: [   ][   ][   ] Ext [   ] ⓘ

Show prices on pickup receipt   ○ Yes   ◉ No

Pickup Information

Office Depot #6419
5610 CEDAR LAKE RD
ST LOUIS PARK, MN 55416
(952) 417-0755

For Curbside Pickup: park in a spot near the front of the store and tap the "I'm Curbside" button in your "Ready for Pickup" email. An associate will be out with your order shortly.

b. Please make sure **NOT** to change the **User information** listed at the top of the page or the **Account information.**

Please verify all of your order information below and choose one of the options

User information

LINDSEY STAPEL

(414) 793 - 9698
lindseym@futuraadventures.com

[Change]

DO NOT MODIFY THIS INFORMATION

Account information

* Contact
[LINDSEY STAPEL]

Contact Phone   Ext
[(414) 793-9698]   [   ]

Comment: Not used by our delivery carriers.
[   ]
[   ]
[   ]

* Marked fields are required

13.)**Confirm all information listed as you scroll down, and enter your Credit or Debit Card payment information**.

Payment information

○ Office Depot Credit Card

● Credit Card

Credit Card Number

[   ]

Expiration Date :

[-- ▾] [-- ▾]   VISA MasterCard C DISCOVER   Using an Office Depot Credit Card?

14.) Then select **Place Order**.

Total $0.90

Have you made changes to your cart or delivery option? [UPDATE CART]

By submitting this order, you agree to the Terms and Conditions.

🔒 Place Order