digium® CUSTOMIZABLE ON-DEMAND PRINTING

Digium has teamed up with Viatech Publishing to bring you an easier way to customize brochures for On-Demand Printing. For quantities large and small, just follow the instructions below to print a customized version of Digium's product brochures.

1. Visit **http://www.viatechpub.com**.

2. Roll over **"Customer Center"** on the navigation bar, and click **"Online Services".**

3. The User ID is **"30646"** and the password is **"digium"**. Click **"Submit"**.

4. You are now at the Digium product catalog. To determine which item you'd like to customize, click **"View"** to see a preview of the item. On the preview, there is a red box that says **"Customized Text Here"**. This is where your company's information will appear on the printed brochure.

5. When you are done previewing the document, select **"Return"** to go back to the previous screen.

6. Once you have determined the item you would like to customize, make note of the unit of measure, enter the quantity you would like to order, and then click **"Add Item(s) to Cart"**.

7. You will now see your shopping cart. To customize your company's information on the printed item, click **"Confirm/Edit"**.

8. Enter your company's information exactly as you want it to appear on the printed item.
   NOTE: You will be able to upload your company logo during checkout. See Step 11.

9. Select **"Submit"** when you have completed entering in your company's information.

10. If you would like to order more than one printed item from the catalog, click **"Last Product Catalog"** and repeat steps 4-9 for each item you wish to order.

11. If you do not wish to order more items from the catalog, you may now upload your company logo. At the bottom of the shopping cart page, select **"Browse"** to locate the file you wish to use for your company logo, and then click **"Upload File"**.

12. When the upload is complete, the page will refresh and your file will be listed as uploaded.

13. Click **"Checkout"**.
    NOTE: All information on this page must be complete and accurate in order to proceed with your order.

14. Click **"Continue Checkout"** when you have completely entered the payment and shipping information.

15. You will then see a **"Confirm Your Order"** page. Please review the information for accuracy, add order comments if necessary, and then select **"Purchase"**.

16. Your order is now complete. Please make note of your Confirmation Number for future reference.