



MOUNTAIN HAWK
**DESIGN
+PRINT** CENTER
Powered by
RICOH



MY PRINT DESK USER GUIDE

LOG IN

1. Visit go.lehigh.edu/myprintdesk
2. Click **Login** in the top right corner
3. **Lehigh University Users:** Login with Single Sign-On and input your Lehigh credentials
4. **External Users:** Login by clicking "Show advanced login options"

The screenshot shows the myPrintDesk website interface. At the top right, there is a navigation bar with links for HOME, CONTACT US, USER GUIDE PDF, HELP, ENGLISH (UNITED STATES), and a LOGIN button with a '2' in a red circle. Below the navigation bar is a search bar and a shopping cart icon. The main content area features a large banner with the myPrintDesk logo and a background image of a campus scene. To the left of the banner is a 'SHOP BY CATEGORY' sidebar with a list of categories: View All, Printing and Copying, University Stationery, Wide Format, Design Services, Mailing Envelopes, Promotional Items, Secure Shredding Service, and Paper & Preprinted Items. Below the banner is a 'FEATURED CATEGORIES' section with four tiles: PRINTING AND COPYING, UNIVERSITY STATIONERY, MAILING ENVELOPES, and PROMOTIONAL ITEMS. Each tile has an icon, a 'BROWSE' button, and a brief description. Two login pop-up windows are overlaid on the right side of the page. The first pop-up, labeled 'Login 3', shows a 'Single Sign-On' button and a 'Show advanced login options' button with a '4' in a red circle. The second pop-up, labeled 'Login 4', shows a 'Single Sign-On' button, a 'User Name' input field, a 'Password' input field, a 'Remember User Name' checkbox, a 'Login' button, and a 'Forgot Your Password?' link.

ACCOUNT NAVIGATION

1. Select your username in the top right hand of the screen to see the dropdown
2. **Order History:** View current order status as well as previous orders
3. **My Profile:** Edit your personal information such as name, email, address
4. **Saved Information:** View any saved files for future use or re-order
5. **Logout** of account

HOME ADMINISTRATION CONTACT US USER GUIDE PDF HELP ENGLISH (UNITED STATES) BROOKE PORCELLI

MOUNTAIN HAWK DESIGN + PRINT

Search Product

SHOP BY CATEGORY

- View All
- Printing and Copying
- University Stationery
- Wide Format
- Design Services
- Mailing Envelopes
- Promotional Items
- Secure Shredding Service
- Paper & Preprinted Items

ORDER HISTORY & STATUS

MY PROFILE

ADDRESS BOOK

PRINT SHOP

MY SAVED FILES

MY SAVED JOBS

MY DOWNLOADS

PENDING ACCOUNTS USAGE

LOG IN AS BUYER

LOGOUT

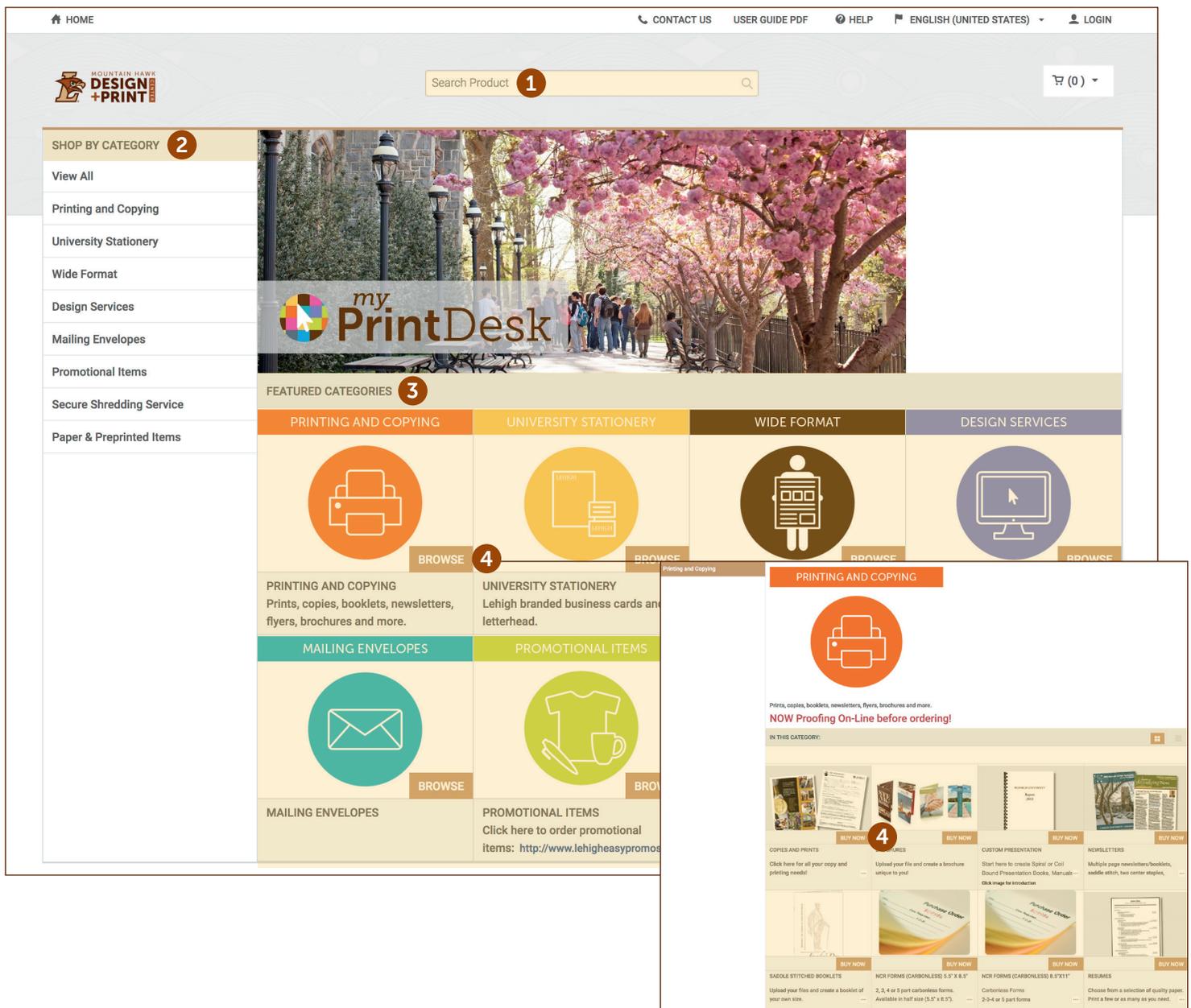
myPrintDesk

FEATURED CATEGORIES

PRINTING AND COPYING	UNIVERSITY STATIONERY	WIDE FORMAT	DESIGN SERVICES
 BROWSE	 BROWSE	 BROWSE	 BROWSE
PRINTING AND COPYING Prints, copies, booklets, newsletters, flyers, brochures and more.	UNIVERSITY STATIONERY Lehigh branded business cards and letterhead.	WIDE FORMAT Quality posters, banners, signs and easel & sandwich board rentals.	DESIGN SERVICES A full range of graphic design services to help you develop and deliver your
MAILING ENVELOPES	PROMOTIONAL ITEMS	SECURE SHREDDING	PAPER & PREPRINTED ITEMS
 BROWSE	 BROWSE	 BROWSE	 BROWSE
MAILING ENVELOPES	PROMOTIONAL ITEMS Click here to order promotional items: http://www.lehigheasypromos.com/	SECURE SHREDDING SERVICE	PAPER & PREPRINTED ITEMS Paper stocks in a selection of colors and weights.

LANDING PAGE

1. **Search Bar:** This function allows the user to easily find items based on keywords
2. **Shop by Category:** Standardized documents available for order
3. **Featured Categories:** The most frequently ordered items can be found here, click browse
4. Click **"Browse"** to view category products, then click **"Buy Now"** to start order



CATEGORIES

PRINTING AND COPYING



PRINTING AND COPYING

- Custom copies and prints
- Folded brochures
- Multiple page booklets and newsletters
- NCR forms
- Resumes

UNIVERSITY STATIONERY



UNIVERSITY STATIONERY

- University Business Cards
- University Letterhead
- University Notecards

WIDE FORMAT



WIDE FORMAT

- Available in pre-set and custom sizes (anything over 13"x19")
- Various media types available for printing: gloss and satin paper, indoor and outdoor vinyl, cloth, and film
- Various media types available for mounting: foamcore, gatorboard, corrugated coroplast, metal, and PVC
- Easel and sandwich board rentals

DESIGN SERVICES



DESIGN SERVICES

- A full range of graphic design services to help you develop and deliver your message

MAILING ENVELOPES



MAILING ENVELOPES

- Variety of sizes
- Option to upload a mail list
- Choose between campus mail, non-profit, presorted first class, and first class meter

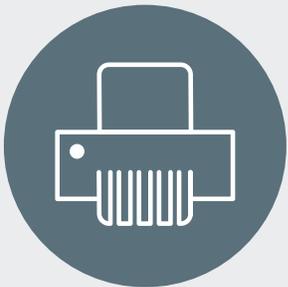
PROMOTIONAL ITEMS



PROMOTIONAL ITEMS

- 750,000 products available
- Extensive selection of licensed promotional products can be customized for your specific department, organization or special event

SECURE SHREDDING



SECURE SHREDDING

- Secure Shredding of confidential documents

PAPER & PREPRINTED ITEMS



PAPER & PREPRINTED ITEMS

- Options to buy paper by the case or ream
- Purchase preprinted bluebooks
- Purchase preprinted campus maps

ENTER JOB INFO

1. Once you've selected your category and product, you can then **upload** your custom file
2. **Preview Your Document:** This will give you a preview of how your job will print
3. Enter **job name** and **quantity** desired
4. Select your **print specifications** by scrolling the left hand side finishing options
5. **Special Instructions** can be stated here
6. **Pricing** updated in real time
7. Add job to your **cart**

The screenshot shows a web interface for configuring a print job. The title is "Copies and Prints". In the top right corner, there are links for "Review My Job", "Help", and "Close".

The interface is divided into several sections:

- Files:** Includes an "Add Files" button, marked with a red circle 1.
- Job Information:** Fields for "* Job Name" (marked with a red circle 3), "* Quantity" (set to 1), and "* Pages" (set to 1).
- Work Order:** A section containing various options:
 - Printing Options:** Includes "Print In Color/Sides" (with a color icon), "Orientation" (Portrait), "Call to Discuss" (No), "Paper" (Media(20 Lb. White Reg...)), and "Final Width and Height". A red circle 4 is placed over this section.
 - Finishing / Bindery:** Includes "Staple" (No Stapling), "Drill" (No Drill), "Collate" (Collate into Sets), and "Front Cover" (No Front Cover).
 - Special Options:** A scrollable list with options like "Back Cover", "Cutting", "Fold", "Lamination", "Polybag", "Perforate", "Score", "Mount", "Mailing list", "Special Pages", "Special Instructions" (marked with a red circle 5), and "Blank Pages".
- Preview:** A large yellow rectangular area representing the document page, with dimensions "8.5 Inches" (width) and "11 Inches" (height) indicated. A red circle 2 is in the top right corner. The text "Page 1" is in the bottom right corner.
- Navigation and Controls:** Includes a page indicator "1 / 1", a search icon, a zoom icon, and a "73%" zoom level.
- Summary and Actions:** At the bottom, it shows "Unit Price \$0.35" and "Total Price \$0.35" (marked with a red circle 6). There are "Save" and "Add to Cart" buttons (marked with a red circle 7).

CART

1. Requested **due date** must be selected before proceeding
2. **Job name** and item summary
3. **Total price** for all items being ordered
4. Select **"Proceed to Checkout"**
5. Specify **shipment type** here
6. Enter **shipping info** if required

CART

Due Date  1

Selected Print Shop Printing and Mailing Services ▾

Products	Quantity	Unit Price	Total
 2 Lehigh Thank You Note Cards (with Envelopes) Item Name: Lehigh Thank You Note Cards (with Envelopes) Save for later Remove	10	\$0.45	\$4.50

Subtotal: \$4.50

Total: \$4.50 3

Proceed to checkout to view final order total, including taxes, fees, shipping.

[← CONTINUE SHOPPING](#) [CLEAR CART](#) [PROCEED TO CHECKOUT →](#) 4

1 Shipping 2 Payment 3 Finish

Select a shipping address & shipping options

SHIPMENT 1
Please select a shipment type. For cash/credit card/check, select Mail at Farrington Square.

Courier 5

ADDRESS
[Add from Address Book](#)

* First Name: 6 This field is required

* Last Name:

Products
Lehigh Thank You Note Cards (with Envelopes)
Item Name: Lehigh Thank You Note Cards (with Envelopes)

Qty	Unit Price	Total
10	\$0.45	\$4.50

Subtotal: \$4.50

Total: \$4.50

CHECKING OUT

1. Enter **billing information**
2. Click **"Place My Order"**
3. **Order number** and **order status**
4. **Final cost** of job

Shipping 2 Payment 3 Finish

How would you like to pay?

PAYMENT METHOD
Please select a payment type.

Account Number Pay by cash, check or credit card 1

ACCOUNT NUMBER
* Account Number (Index):
 1

Expense Code:

Additional Account No.:

Expense Code:

Products
Lehigh Thank You Note Cards (with Envelopes)
Item Name: Lehigh Thank You Note Cards (with Envelopes)

Qty	Unit Price	Total
10	\$0.45	\$4.50

Subtotal: \$4.50
Total: \$4.50

[← CONTINUE SHOPPING](#) [PLACE MY ORDER →](#) 2

Shipping 3 Payment 3 Finish

Order Confirmation

Thank you for your order!

If you chose store pickup, please bring a copy of this order confirmation when you come to pick up your order.

Order Number: 4492 3 Status: **User approved**
As of 6/26/2018 2:40:27 PM EDT

Order Date: 6/26/2018 2:40:27 PM EDT
Due Date: 6/29/2018 2:30:00 PM EDT

Order placed by:
Brooke Porcelli
bmp316@lehigh.edu

Print Shop
Printing and Mailing Services
mark.dilucca@lehigh.edu
Printing and Mailing Services
118 ATLSS Drive
Building J
Bethlehem
18015
United States
610-758-5407

Products
Lehigh Thank You Note Cards (with Envelopes)
Item Name: Lehigh Thank You Note Cards (with Envelopes)

Qty	Unit Price	Total
10	\$0.45	\$4.50

Payment Method:
Pay by cash, check or credit card

Subtotal \$4.50
Total \$4.50 4

CONTACT US

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