



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, a 'LOGIN' button is highlighted with a red circle and the number 2. Below the main navigation bar, a 'Login' overlay is shown with a red circle and the number 3. This overlay contains a 'Single Sign-On' button and a 'Show advanced login options' button, with the latter highlighted by a red circle and the number 4. A second 'Login' overlay is shown below the first, also with a red circle and the number 4. This second overlay contains a 'Single Sign-On' button, input fields for 'User Name' and 'Password', a 'Remember User Name' checkbox, a 'Login' button, and a 'Forgot Your Password?' link. The website background features a 'SHOP BY CATEGORY' sidebar on the left, a 'myPrintDesk' banner in the center, and a 'FEATURED CATEGORIES' section with icons for 'PRINTING AND COPYING', 'UNIVERSITY STATIONERY', 'MAILING ENVELOPES', and 'PROMOTIONAL ITEMS'. Each category has a 'BROWSE' button.

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

The screenshot displays the myPrintDesk website interface. At the top, a navigation bar includes links for HOME, ADMINISTRATION, CONTACT US, USER GUIDE PDF, HELP, and a language selector for ENGLISH (UNITED STATES). The user's name, BROOKE PORCELLI, is shown in the top right corner, with a dropdown arrow and a circled '1' indicating the account menu.

Below the navigation bar, the website features a search bar labeled 'Search Product' and a large banner image of a park with pink cherry blossoms. The myPrintDesk logo is prominently displayed over the banner.

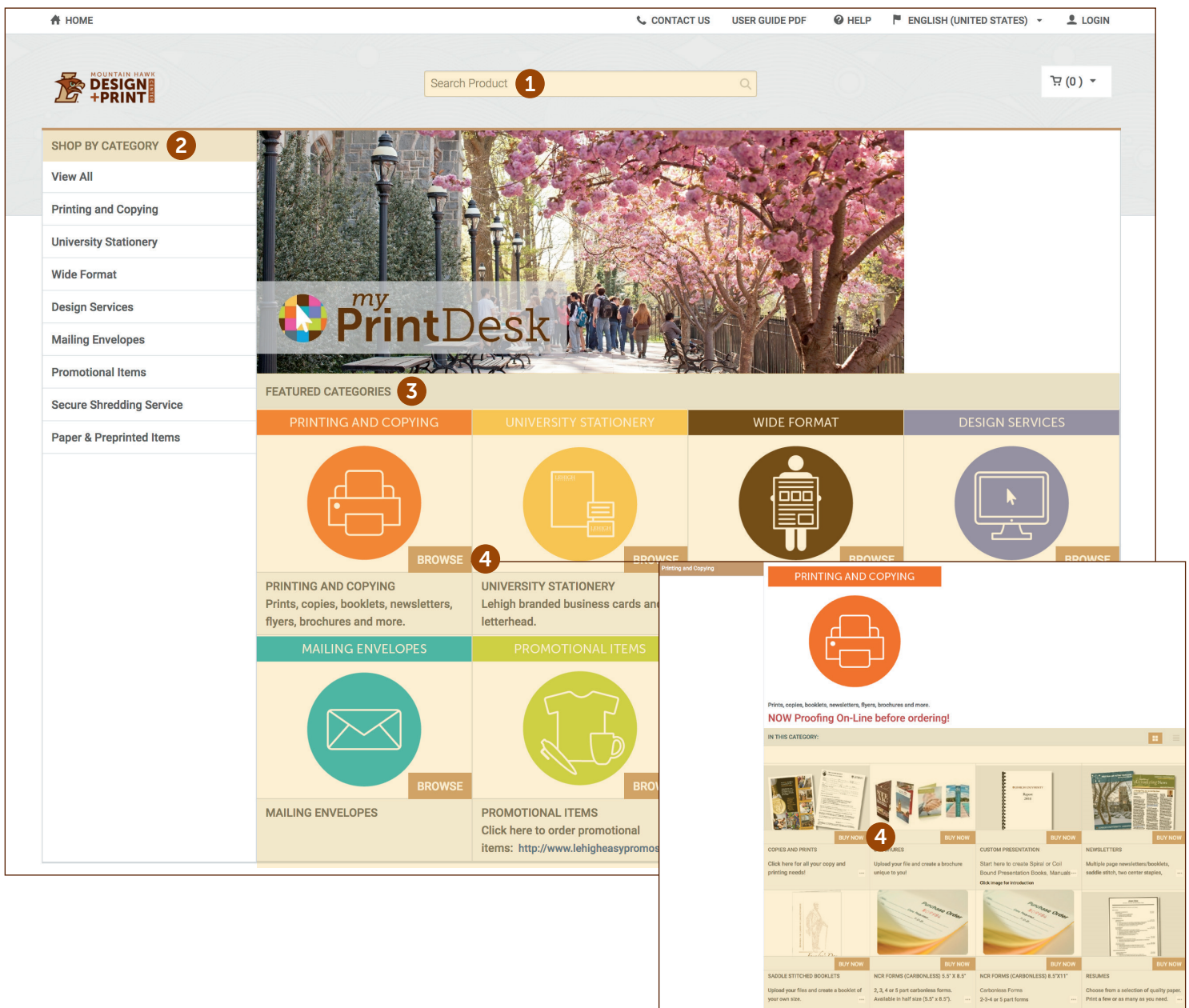
On the left side, there is a 'SHOP BY CATEGORY' sidebar with a list of categories: View All, Printing and Copying, University Stationery, Wide Format, Design Services, Mailing Envelopes, Promotional Items, Secure Shredding Service, and Paper & Preprinted Items.

The main content area is divided into two sections. The top section, 'FEATURED CATEGORIES', displays four categories with icons and 'BROWSE' buttons: PRINTING AND COPYING (orange icon), UNIVERSITY STATIONERY (yellow icon), WIDE FORMAT (dark blue icon), and DESIGN SERVICES (light blue icon). The bottom section displays four more categories: MAILING ENVELOPES (teal icon), PROMOTIONAL ITEMS (green icon), SECURE SHREDDING (dark blue icon), and PAPER & PREPRINTED ITEMS (blue icon). Each category includes a brief description and a 'BROWSE' button.

On the right side, a vertical menu lists account navigation options, each with a circled number indicating its position in the sequence: ORDER HISTORY & STATUS (2), MY PROFILE (3), ADDRESS BOOK, PRINT SHOP, MY SAVED FILES (4), MY SAVED JOBS, MY DOWNLOADS, SPENDING ACCOUNTS USAGE, LOG IN AS BUYER, and LOGOUT (5).

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

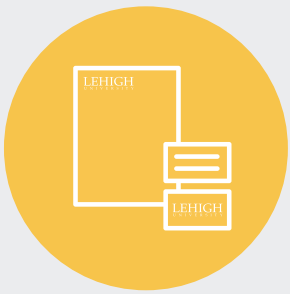
PRINTING AND COPYING



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

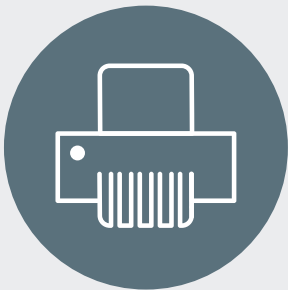
PROMOTIONAL ITEMS



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 the 'Copies and Prints' interface. At the top right are links for 'Review My Job', 'Help', and 'Close'. The main area is divided into a left sidebar and a central preview area. The sidebar contains sections for 'Files' (with an 'Add Files' button), 'Job Name' (with a red asterisk and an info icon), 'Quantity' and 'Pages' (both with a red asterisk and input fields set to 1), 'Work Order', 'Printing Options' (with a red circle 4), 'Paper' (with a red circle 1), and 'Finishing / Bindery'. The 'Printing Options' section includes 'Print In Color/Sides', 'Orientation', 'Call to Discuss', and a list of options like 'Back Cover', 'Cutting', 'Fold', 'Lamination', 'Polybag', 'Perforate', 'Score', 'Mount', 'Mailing list', 'Special Pages', 'Special Instructions' (highlighted with a red circle 5), and 'Blank Pages'. The 'Paper' section has 'Media(20 Lb. White Reg...' and 'Final Width and Height'. The 'Finishing / Bindery' section has 'Staple', 'Drill', 'Collate', and 'Front Cover'. The central preview area shows a large yellow rectangle representing the document, with dimensions '8.5 Inches' and '11 Inches' indicated. A red circle 2 is in the top right of the preview. At the bottom right of the preview is 'Page 1'. At the bottom of the sidebar, there is a pricing section showing 'Unit Price \$0.35' and 'Total Price \$0.35' (with a red circle 6). At the bottom right of the interface are 'Save' and 'Add to Cart' buttons (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

Payment

Finish

How would you like to pay?

PAYMENT METHOD

Please select a payment type.

☒ Account Number ☐ Pay by cash, check or credit card

ACCOUNT NUMBER

* Account Number (Index):

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

Shipping

Payment

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

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