



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, there is a navigation bar with links for HOME, CONTACT US, USER GUIDE PDF, HELP, and a language dropdown for ENGLISH (UNITED STATES). A LOGIN button with a user icon is in the top right corner, marked with a red circle '2'. Below the navigation bar is a search bar labeled 'Search Product' and a shopping cart icon showing '(0)'. The main content area features a large banner image of a campus scene with the 'myPrintDesk' logo. To the left of the banner is a 'SHOP BY CATEGORY' sidebar with links: 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, there are four featured category tiles: PRINTING AND COPYING, UNIVERSITY STATIONERY, MAILING ENVELOPES, and PROMOTIONAL ITEMS, each with a 'BROWSE' button. Two login overlays are shown. The first overlay, marked with a red circle '3', is titled 'Login' and contains a 'Single Sign-On' button and a 'Show advanced login options' button, which is marked with a red circle '4'. The second overlay, marked with a red circle '4', is also titled 'Login' and 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.

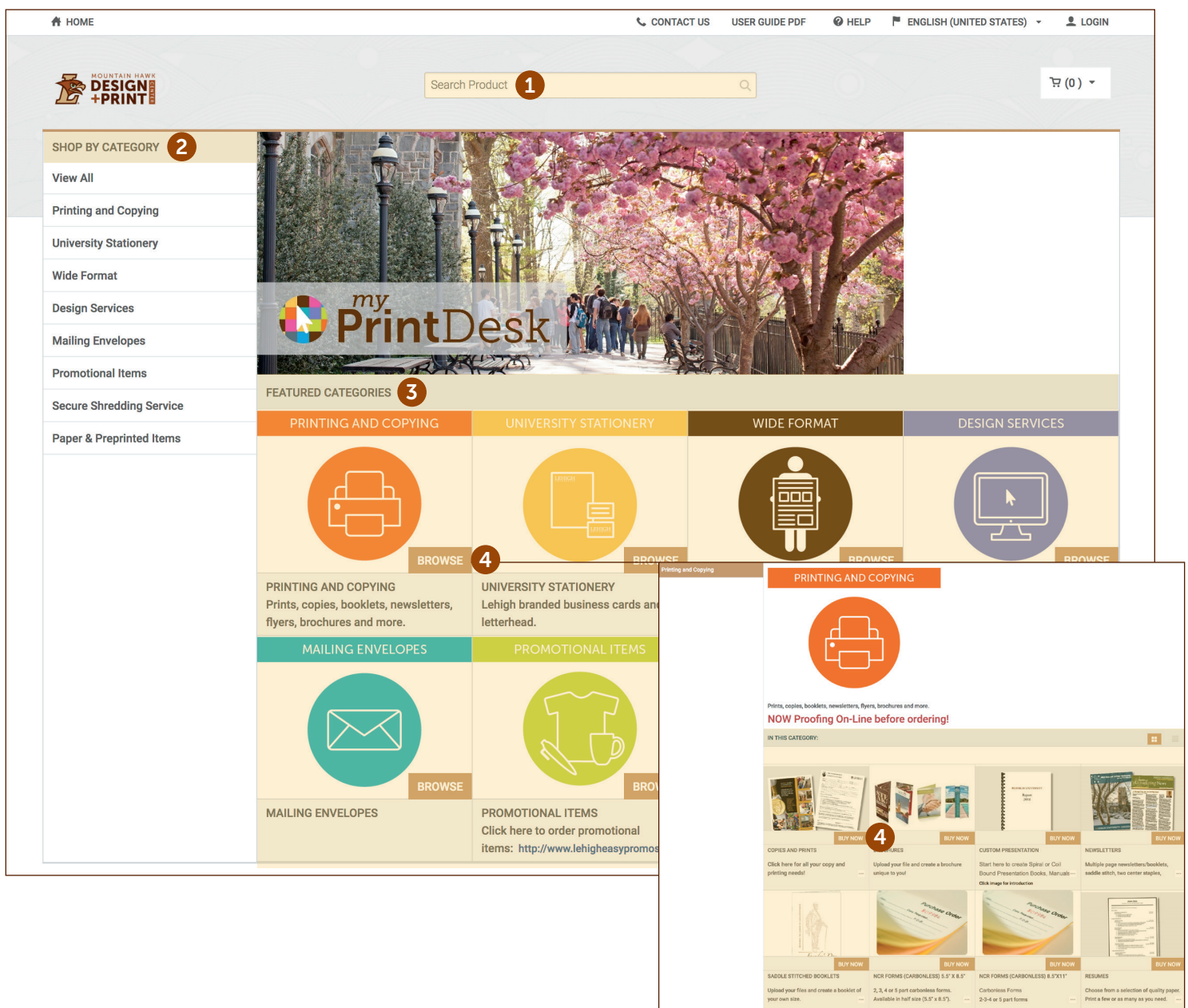
ACCOUNT NAVIGATION

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 dropdown set to ENGLISH (UNITED STATES). The user's name, BROOKE PORCELLI, is shown in the top right corner with a dropdown arrow, labeled with a red circle containing the number 1. Below this, a vertical menu lists account navigation options, each with a red circle containing a number: 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). The main content area features a large banner image of a park path with pink cherry blossoms and the myPrintDesk logo. Below the banner, a 'FEATURED CATEGORIES' section is organized into a grid. The first row includes 'PRINTING AND COPYING' (with a printer icon and 'BROWSE' button), 'UNIVERSITY STATIONERY' (with a stack of papers icon and 'BROWSE' button), 'WIDE FORMAT' (with a person holding a sign icon and 'BROWSE' button), and 'DESIGN SERVICES' (with a computer monitor icon and 'BROWSE' button). The second row includes 'MAILING ENVELOPES' (with an envelope icon and 'BROWSE' button), 'PROMOTIONAL ITEMS' (with a t-shirt and mug icon and 'BROWSE' button), 'SECURE SHREDDING' (with a shredder icon and 'BROWSE' button), and 'PAPER & PREPRINTED ITEMS' (with a stack of paper icon and 'BROWSE' button'). Each category tile also contains a brief description of the services offered.

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

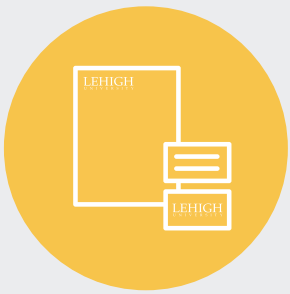
PRINTING AND COPYING



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

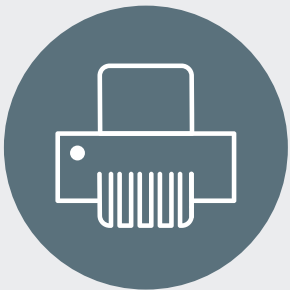
PROMOTIONAL ITEMS



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 displays the 'Copies and Prints' interface. At the top right, there are links for 'Review My Job', 'Help', and 'Close'. The main area is divided into a left sidebar and a central preview pane. The sidebar contains sections for 'Files' (with an 'Add Files' button), 'Job Name' (with a red asterisk and an information icon), 'Quantity' and 'Pages' (both 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 'Paper'. The 'Finishing / Bindery' section includes 'Staple', 'Drill', 'Collate', and 'Front Cover'. A dropdown menu is open for 'Printing Options', showing options like 'Back Cover', 'Cutting', 'Fold', 'Lamination', 'Polybag', 'Perforate', 'Score', 'Mount', 'Mailing list', 'Special Pages', 'Special Instructions' (with a red circle 5), and 'Blank Pages'. The central preview pane shows a large yellow rectangle representing the document, with dimensions '8.5 Inches' and '11 Inches' indicated. A red circle 2 is placed on the preview area. At the bottom of the preview pane, it says 'Page 1'. The bottom of the interface shows a status bar with 'Unit Price \$0.35', 'Total Price \$0.35' (with a red circle 6), and buttons for 'Save' and 'Add to Cart' (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 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

CONTACT US

DOUG SNYDER

Campus Manager

610.758.5407
indir@lehigh.edu

VICKIE OEHLER

Workflow Coordinator

610.758.5335
incsr@lehigh.edu

SCOTT BAZZETT

Design

610.758.5397
indesign@lehigh.edu

ZACK KNAPP

Wide Format

610.758.5406
inposter@lehigh.edu

KEITH BIERY

Digital Print

610.758.4378
incopy@lehigh.edu

GREG SCHWARTZ

Mailing

610.758.5402
maildata@lehigh.edu



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