



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 set to 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' link, 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, 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 Mountain Hawk Design + Print 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 campus scene with pink cherry blossoms. The 'my PrintDesk' logo is overlaid on the banner.

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

On the right side, a dropdown menu is open, showing the following options with circled numbers indicating their position in the list:

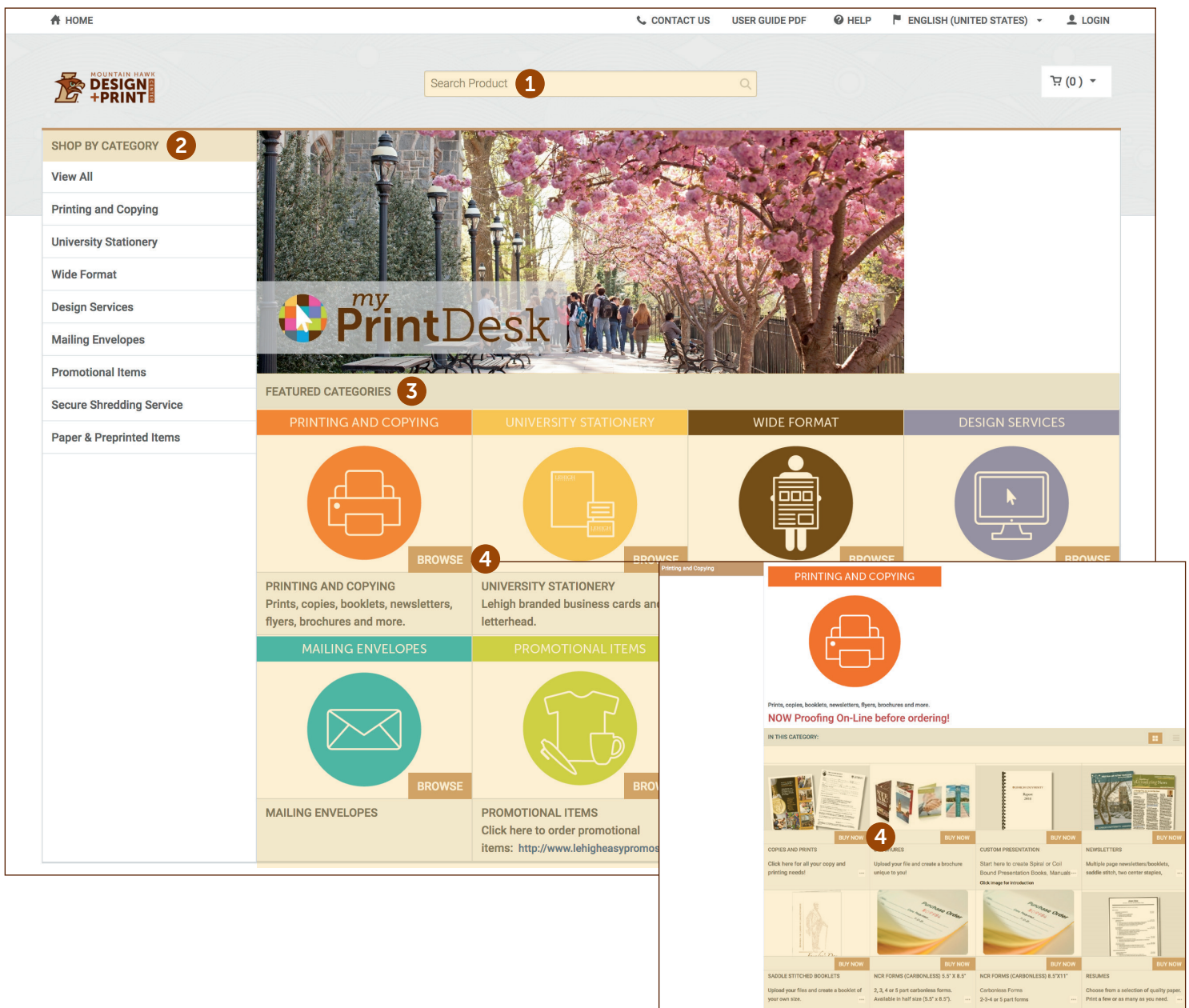
- 1. BROOKE PORCELLI (User Name)
- 2. ORDER HISTORY & STATUS
- 3. MY PROFILE
- 4. MY SAVED FILES
- 5. LOGOUT

The main content area is divided into a grid of featured categories, each with an icon, a 'BROWSE' button, and a brief description:

PRINTING AND COPYING	UNIVERSITY STATIONERY	WIDE FORMAT	DESIGN SERVICES
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
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

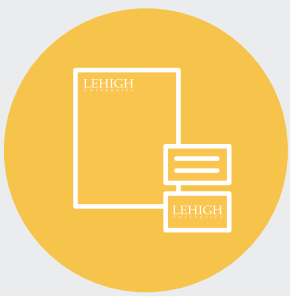
PRINTING AND COPYING



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

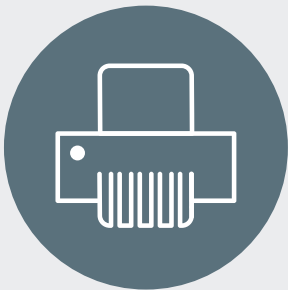
PROMOTIONAL ITEMS



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 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 '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' (highlighted with a red circle 5), and 'Blank Pages'. 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 corner of the preview area. At the bottom right of the preview area is 'Page 1'. At the bottom of the interface, there is a status bar showing 'Unit Price \$0.35' and '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
<div></div> <div>2 Lehigh Thank You Note Cards (with Envelopes) Item Name: Lehigh Thank You Note Cards (with Envelopes)</div> <div><div>10</div><div>\$0.45</div><div>\$4.50</div></div> <div><div> Save for later</div><div> Remove</div></div>			

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

CONTACT US

VICKIE OEHLER

Workflow Coordinator

610.758.5335

vickie.oehler@lehigh.edu

BROOKE PORCELLI

Design

610.758.5397

bmp316@lehigh.edu

TOMMY BECKWITH

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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