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

UNIVERSITY STATIONERY
- University Business Cards
- University Letterhead
- University Notecards

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
- A full range of graphic design services to help you develop and deliver your message
<table>
<thead>
<tr>
<th>MAILING ENVELOPES</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>• Variety of sizes</td>
<td></td>
</tr>
<tr>
<td>• Option to upload a mail list</td>
<td></td>
</tr>
<tr>
<td>• Choose between campus mail, non-profit, presorted first class, and first class meter</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>PROMOTIONAL ITEMS</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>• 750,000 products available</td>
<td></td>
</tr>
<tr>
<td>• Extensive selection of licensed promotional products can be customized for your specific department, organization or special event</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>SECURE SHREDDING</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>• Secure Shredding of confidential documents</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>PAPER &amp; PREPRINTED ITEMS</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>• Options to buy paper by the case or ream</td>
<td></td>
</tr>
<tr>
<td>• Purchase preprinted bluebooks</td>
<td></td>
</tr>
<tr>
<td>• Purchase preprinted campus maps</td>
<td></td>
</tr>
</tbody>
</table>
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
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
CHECKING OUT

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