

LAFAYETTE

Lafayette College

**Print and Mail Online Storefront
User Guide**

If at any time you have questions regarding your order, please email copies@lafayette.edu.

Thank you.

LAFAYETTE

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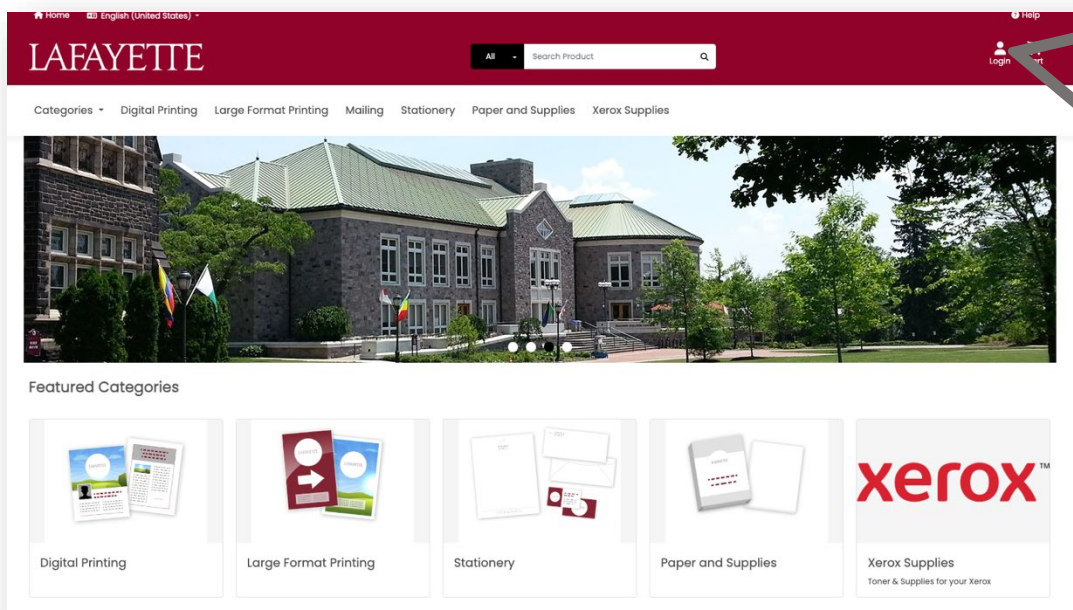
LAFAYETTE

1

Navigate to the corresponding URL: <https://lafayette.myprintdesk.net/>

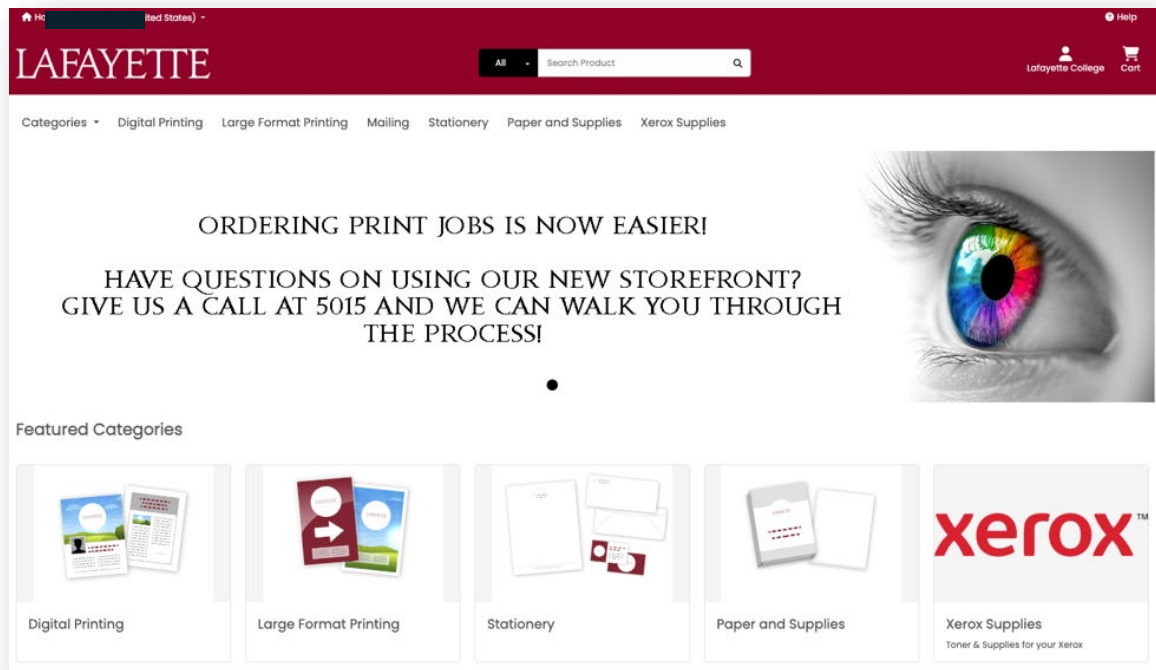
Click Login in the upper right corner of the screen and you will be directed to sign in through your Single Sign On credentials.

How to Register

A screenshot of a login modal window. It has a title 'Login' and a close button. The form includes fields for 'Username' and 'Password', both with red asterisks indicating they are required. Below the password field is a checkbox for 'Remember User Name' and a link for 'Forgot Your Password?'. There are two buttons: 'LOGIN' and 'SINGLE SIGN-ON'. Below these is a link for 'New User? Register'.A screenshot of the Digital Storefront login page. The header is maroon with the 'LAFAYETTE' logo. The main content area has a grey box for 'Digital Storefront' with a description. Below this is a section titled 'Enter NetID & Password' with fields for 'NetID' and 'Password'. There is a 'LOGIN' button and a link for 'Need help? See "Managing Your Lafayette credentials" for help troubleshooting sign-on issues.'

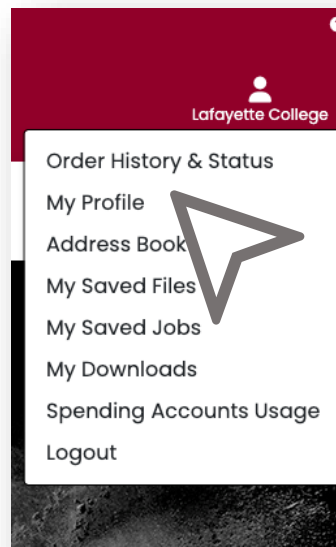
LAFAYETTE

You will then be directed and logged onto the Storefront. Now that you are Logged In, you can begin to navigate throughout the site.



2

If you want to change or update your Profile Settings that do not come from your network log in, on the home page, click on your user icon in the top right-hand corner and then click on My Profile.



LAFAYETTE

3

In the My Profile section, click on Edit for any field that has an Edit button next to it. Then you will be able to change any of the information fields in your profile.

The screenshot shows the 'My Profile' page of the Lafayette College online store. The page has a red header with the 'LAFAYETTE' logo, a search bar, and links for 'Lafayette College' and 'Cart'. Below the header is a navigation bar with categories: Digital Printing, Large Format Printing, Mailing, Stationery, Paper and Supplies, and Xerox Supplies. On the left is a sidebar with links: Order History & Status, My Profile (selected), Address Book, My Saved Files, My Saved Jobs, My Downloads, and Spending Accounts U.. The main content area is divided into two sections: 'Account Information' and 'Personal Information'. The 'Account Information' section has fields for Username, Password, and Security Answer, each with an 'Edit' button. The 'Personal Information' section has an 'Edit' button and fields for Nickname, Name, E-Mail, Company, Department, and Address. The 'Name' field is filled with 'Lafayette College', 'Company' with 'LAFAYETTE COLLEGE', 'Department' with 'Print and Mail', and 'Address' with 'Lafayette College, LAFAYETTE COLLEGE, 30 Farinon College Center, III Quad Drive, Print and Mail'.

LAFAYETTE All Search Product Lafayette College Cart

Categories Digital Printing Large Format Printing Mailing Stationery Paper and Supplies Xerox Supplies

Order History & Status
My Profile
Address Book
My Saved Files
My Saved Jobs
My Downloads
Spending Accounts U..

Account Information

Username Password Security Answer

Edit Edit Edit

Personal Information Edit

Nickname Name E-Mail

Company Department Address

LAFAYETTE COLLEGE Print and Mail

Lafayette College
LAFAYETTE COLLEGE
30 Farinon College Center
III Quad Drive
Print and Mail

Featured Categories



Digital Printing



Large Format Printing



Stationery



Paper and Supplies

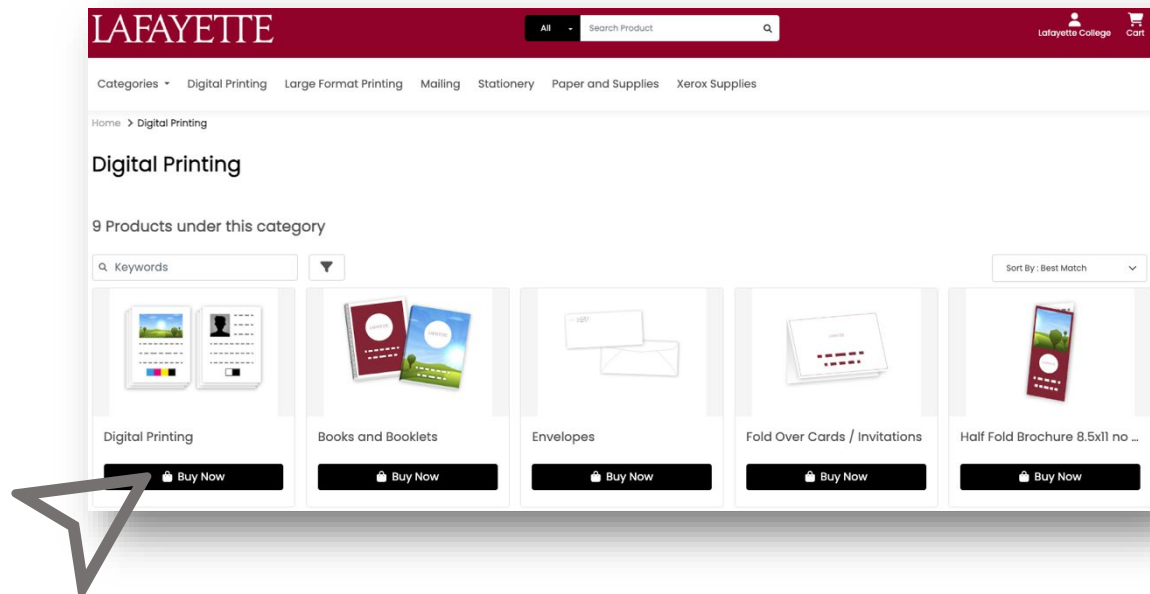


Xerox Supplies

Toner & Supplies for your Xerox

3

Once you have selected your desired category, you can select the product you would like to order.



How to Order an Ad Hoc Product

1

Once you are logged in, you can start to browse through the different product categories by clicking on the category displayed in the top text bar above the site banner or the icons in the featured categories on the home page.

For this example we will walk through printing a standard document.

LAFAYETTE

All

Search Product



Lafayette College Cart

Categories ▾ Digital Printing Large Format Printing Mailing Stationery Paper and Supplies Xerox Supplies

2

From here, click Buy Now on the Digital Printing category.

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All

Search Product



Lafayette College Cart

Categories ▾ Digital Printing Large Format Printing Mailing Stationery Paper and Supplies Xerox Supplies

Home > Digital Printing

Digital Printing

9 Products under this category

Keywords



Sort By: Best Match



Digital Printing

Buy Now



Books and Booklets

Buy Now



Envelopes

Buy Now



Fold Over Cards / Invitations

Buy Now



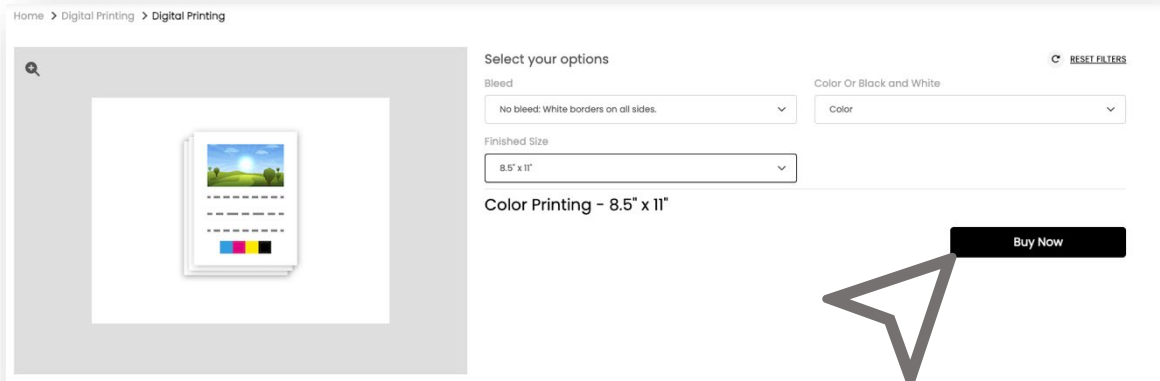
Half Fold Brochure 8.5x11 no ...

Buy Now

LAFAYETTE

3

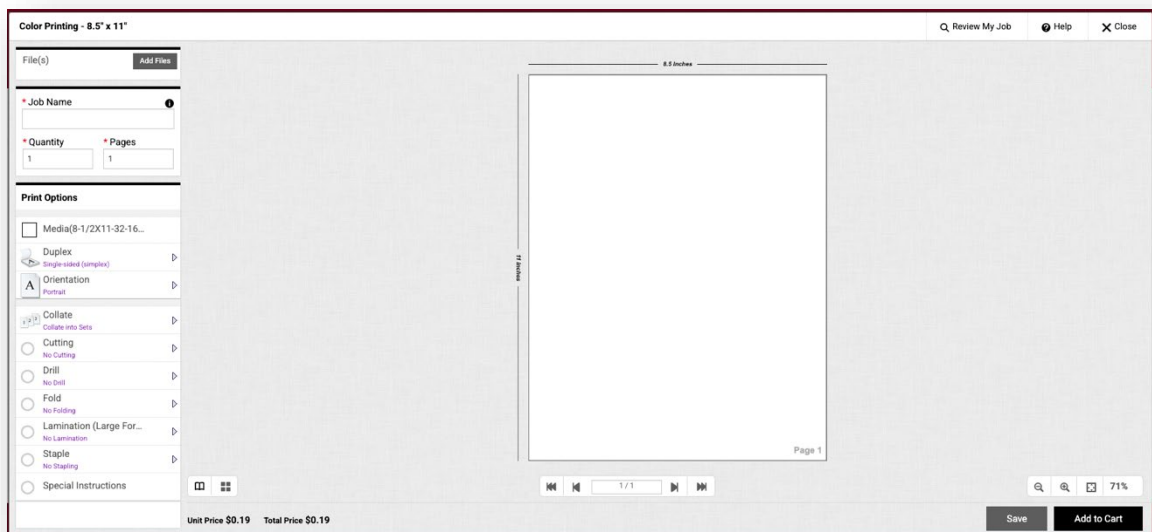
Select through the drop downs to determine which options best suit your job. Once that is completed, click on "Continue"



4

You will be directed to the Visual Product Builder page. Here is where you will choose all print and finishing options available for your print job.

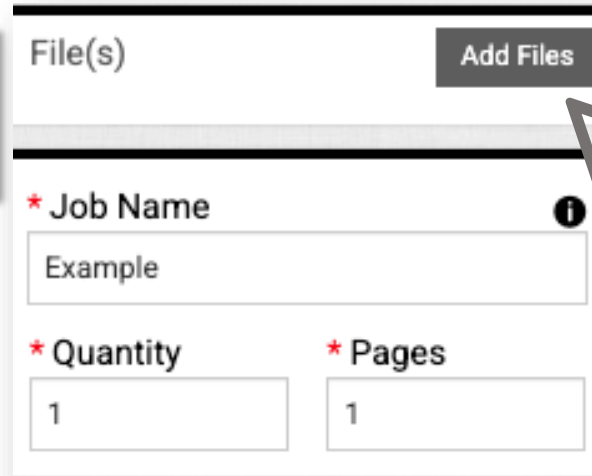
Start by giving your print job a name. It is best to choose a name that you can easily identify in your order history for easier tracking and re-ordering.



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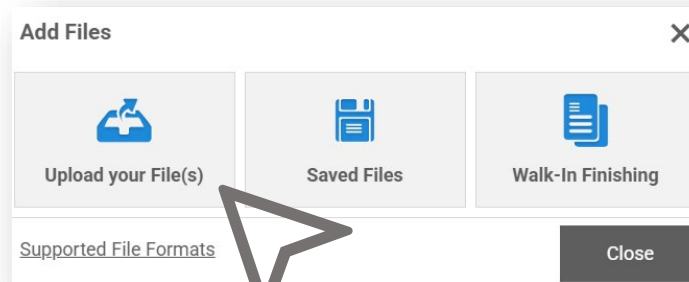
Next, you need to upload the file(s) you want printed. Click on the Add Files button.



The screenshot shows a form titled "File(s)" with a dark "Add Files" button in the top right corner. Below the title, there is a field for "Job Name" with the placeholder text "Example". Underneath, there are two input fields: "Quantity" with the value "1" and "Pages" with the value "1". An information icon (i) is located to the right of the "Job Name" field.

6

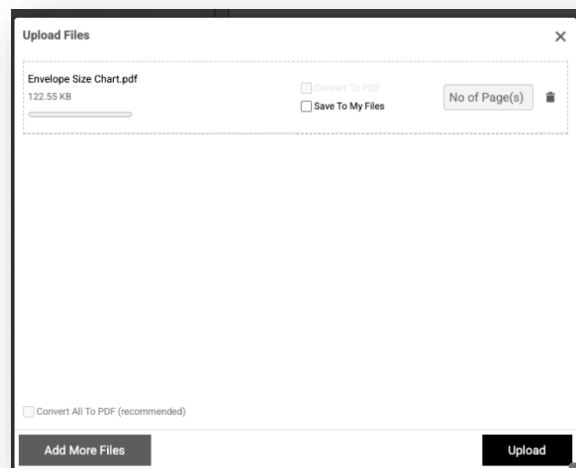
In this pop-up screen, click on the Upload Your File(s) box. This will direct you to your file explorer. Click on the file(s) you want to upload and click open.



The screenshot shows a pop-up window titled "Add Files" with a close button (X) in the top right. It contains three main buttons: "Upload your File(s)" (with a blue upload icon), "Saved Files" (with a blue floppy disk icon), and "Walk-In Finishing" (with a blue document icon). At the bottom left, there is a link for "Supported File Formats", and at the bottom right is a dark "Close" button.

7

Once all your file(s) have uploaded, Click on Upload. They will now display in the Visual Product Builder.



The screenshot shows a window titled "Upload Files" with a close button (X) in the top right. It displays a file named "Envelope Size Chart.pdf" with a size of "122.55 KB". To the right of the file name are two checkboxes: "Convert To PDF" and "Save To My Files". Further right is a button labeled "No of Page(s)" with a trash icon. At the bottom left, there is a checkbox for "Convert All To PDF (recommended)". At the bottom right is a dark "Upload" button. An "Add More Files" button is located at the bottom left.

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Now that your file(s) are uploaded, you can begin selecting your Print Options.

You can choose between various print options for your job.

First, select Media to choose the paper you want your job printed on.

Scroll within the media list to find what paper best suits your job.

Then select if it is a one or two-sided job and if it is portrait or landscape.

Print Options



Media(8-1/2X11-32-16...



Duplex

Single-sided (simplex)



Orientation

Portrait



Collate

Collate into Sets



Cutting

No Cutting

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Media ✕

Weight Any Weight ▼

<input type="checkbox"/>	100 Color Copy Cover 8.5x11
<input type="checkbox"/>	110 White index 8.5x11
<input type="checkbox"/>	20# Copy Paper 8.5x11
<input type="checkbox"/>	80 Color Copy cover 8.5x11
<input type="checkbox"/>	8-1/2X11-32-16M-L-PHOTO WHITE
<input type="checkbox"/>	Copy Bond 20#
<input type="checkbox"/>	Synaps 8.5x11

☐ Fit content to paper - scale content up or down (use when file and page are different sizes)

CancelOK

9

Continue to review through the Finishing Options for your job.

You can select between folding, stapling, drilling etc.

Click on each option and select the service that works best for your print job.



Print Options

☐ Media(8-1/2X11-32-16...

☐ Duplex
Single-sided (simplex) ▶

☒ Orientation
Portrait ▶

☒ Collate
Collate into Sets ▶

☐ Cutting
No Cutting ▶

☐ Drill
No Drill ▶

☐ Fold
No Folding ▶

☐ Lamination (Large For...
No Lamination ▶

☐ Staple
No Stapling ▶

☐ Special Instructions

Orientation
Portrait ▶

☒ Collate
Collate into Sets ▶

☐ Cutting
No Cutting ▶

☐ Drill
No Drill ▶

☒ Fold
No Folding ▶

☐ Lamination (Large For...
No Lamination ▶

Learn more about these options.

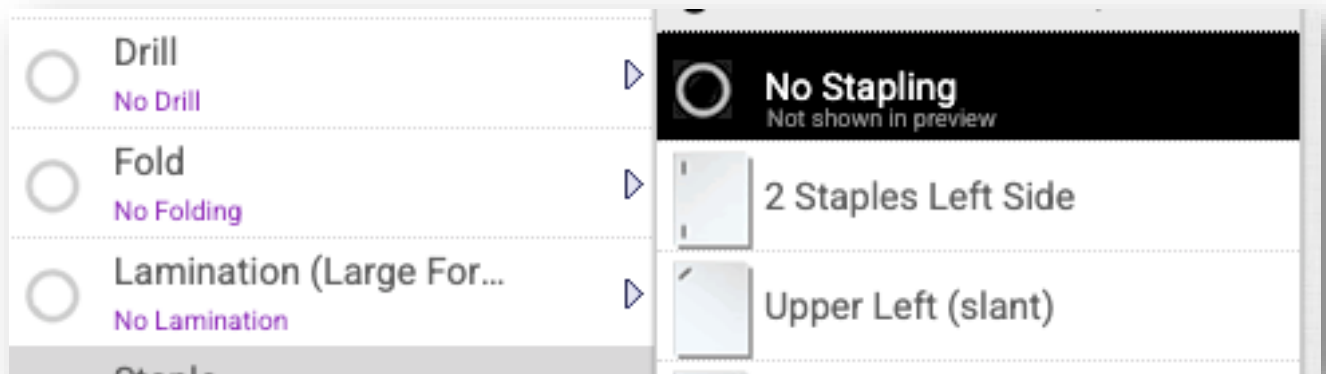
☒ No Folding
Not shown in preview

☐ Half-Fold
Not shown in preview

☐ Letter
Not shown in preview

☐ Z-Fold
Not shown in preview

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10

After you have uploaded your file(s) and selected or confirmed your print and options, you can add your job to your cart.

Click on Add to Cart in the bottom right-hand corner. A pop-up will then appear asking you to approve selections and have reviewed your job. Click on I agree, and your job will be added to your cart.

Add to Cart

I have carefully reviewed and approve this job. The producer of this job will not be held responsible for design or spelling errors.

☒ I Agree

For how to complete the order process, see the checkout process section towards the end of this guide.

If at any time you have questions regarding your order, please email copies@lafayette.edu.

Thank you.

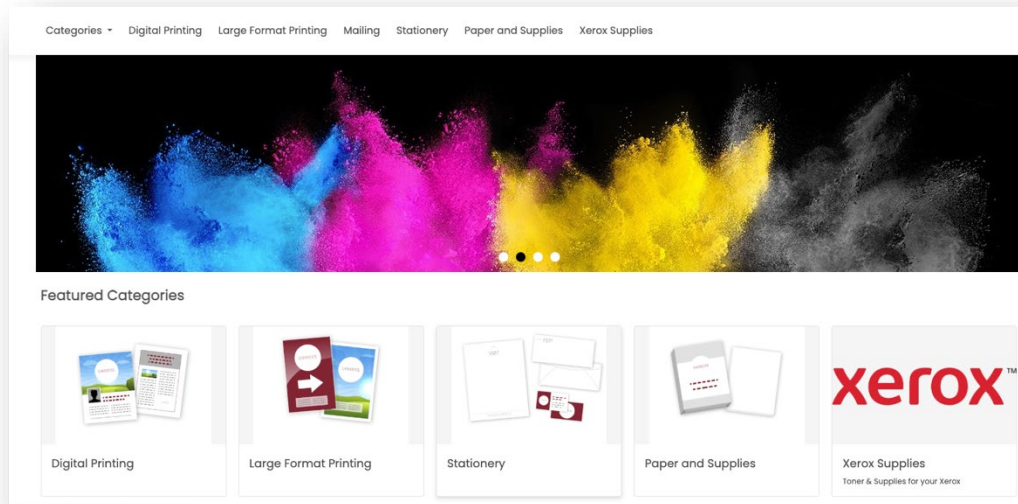
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How to Order a Customizable Product

1

Navigate to the corresponding URL: <https://lafayette.myprintdesk.net/> or click the Lafayette logo to be brought back to the home page.

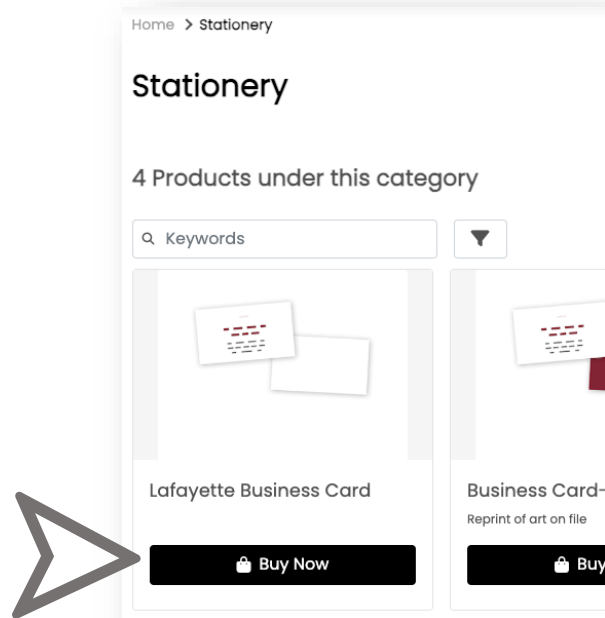
From here, click on the Stationery category.



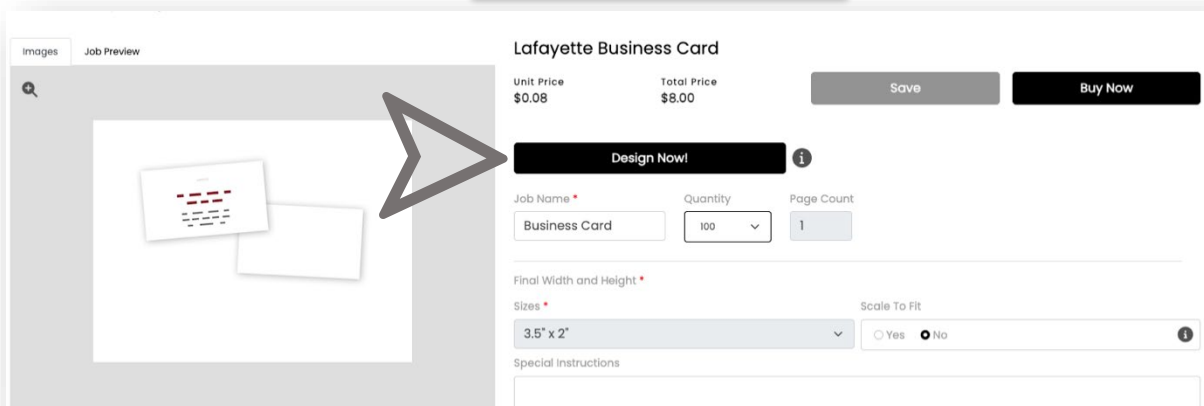
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2

Once in the Stationery category, click Buy Now on the Lafayette Business Card product.



Click on "Design Now"



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3

You will be brought to the Design Page. This is where you will enter information, or select options for, updating the field within the form.

Lafayette Business Card

Input

First Name *

First Name

Middle Name

Last Name *

Last Name

Title *

Title Here

Department

Additional Department Information

Address 1

Address 2

Telephone *

6100000000

Phone 2 Label

Phone 2

Email *

Email

Website *

www.lafayette.edu

1 / 1 260 %

Cancel Finish

4

Once you have filled in all applicable form fields, click “Finish” in the lower right corner to be brought to the preview page.

On the final preview page, you can edit your Job Name and quantity, before clicking “Buy Now”.

Images Job Preview

Lafayette Business Card

Unit Price \$0.08 Total Price \$8.00

Save Buy Now

Edit Design

Job Name * Quantity Page Count

Business Card 100 1

Final Width and Height *

Sizes * 3.5" x 2" Scale To Fit

Special Instructions

LAFAYETTE

5

Clicking “I Agree” will complete the product and add it to your cart. Please continue to order more products or checkout.



Add to Cart



I have carefully reviewed and approve this job. The producer of this job will not be held responsible for design or spelling errors.

Cancel

I Agree



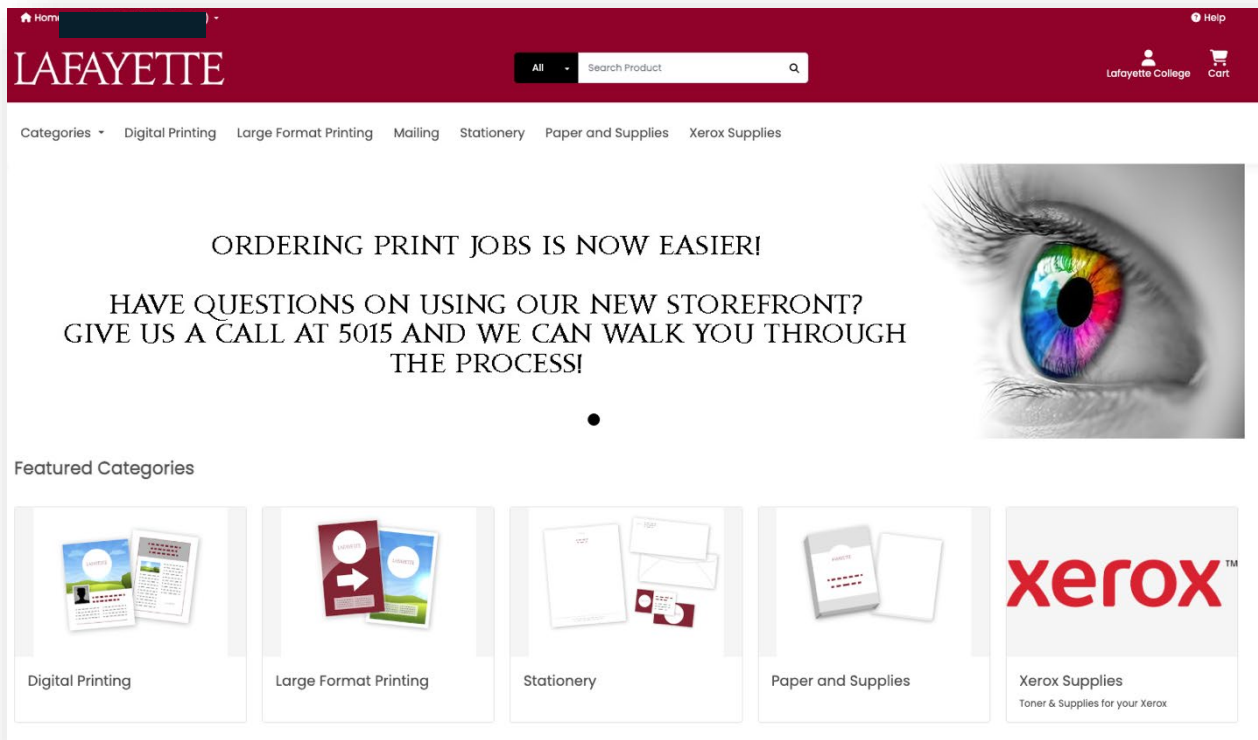
For how to complete the order process, see the checkout process section towards the end of this guide.

How to Checkout

1

Navigate to the corresponding URL: <https://lafayette.myprintdesk.net/> or click the Lafayette logo to go back to the home page.

You will be directed to sign in through your Single Sign On credentials.

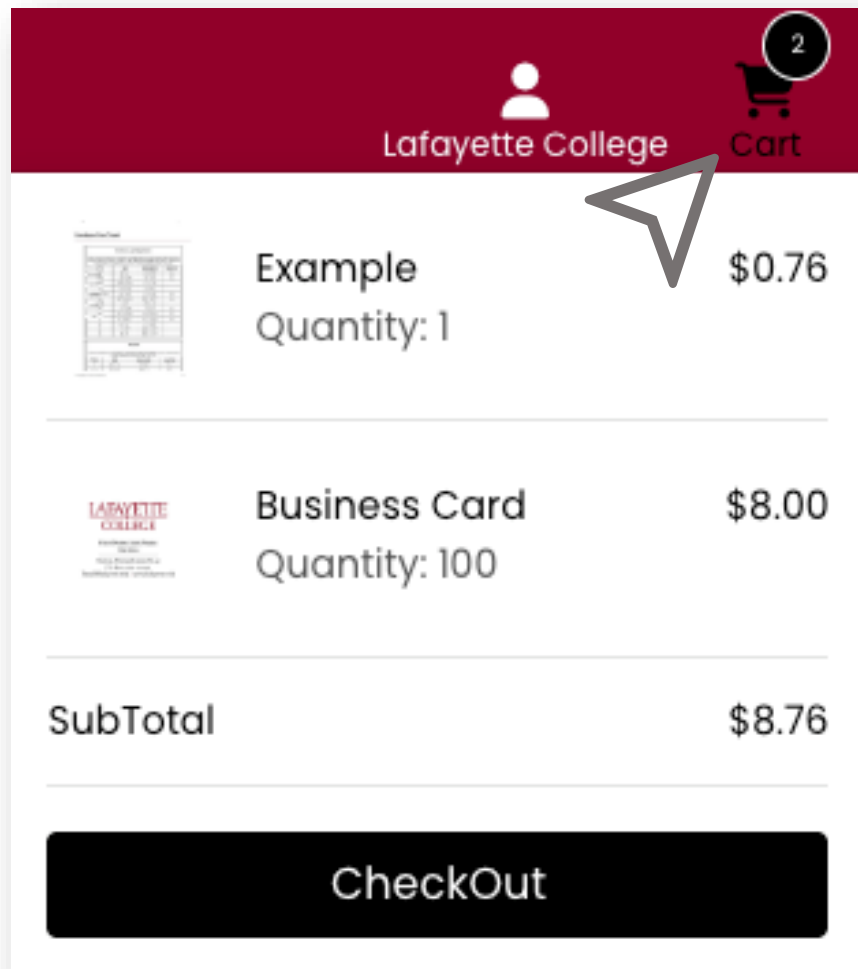


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2

After you have added all products to your cart you will want to navigate to the shopping cart to begin the checkout process. The cart button is in the top right side of the screen.

You can also hover over the Cart Icon to see the items you have in your cart. The checkout button in the hover over will also bring you to your cart and begin the checkout process.



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3

The next screen will summarize your items. Please ensure the items and quantities are correct.

The screenshot shows the Lafayette College online store cart page. The header is maroon with the Lafayette College logo and a search bar. Below the header, the page is titled "CART". On the left, under "PURCHASE PRODUCTS (2)", there is a table with two items: "Example" (Item Name: Color Printing - 8.5" x 11") and "Business Card" (Item Name: Lafayette Business Card). The table has columns for "PRODUCTS", "QUANTITY", "UNIT PRICE", and "TOTAL". The "Example" item has a quantity of 1, a unit price of \$0.76, and a total of \$0.76. The "Business Card" item has a quantity of 100, a unit price of \$0.08, and a total of \$8.00. Below the table are buttons for "Continue Shopping" and "Clear Cart". On the right, there is a "Cart Total (2)" section showing "SUBTOTAL: \$8.76", "TAXES: \$0.00", and "TOTAL: \$8.76". Below this is a "PROCEED TO CHECKOUT" button with a right arrow.

PRODUCTS	QUANTITY	UNIT PRICE	TOTAL
Example Item Name: Color Printing - 8.5" x 11"	1	\$0.76	\$0.76
Business Card Item Name: Lafayette Business Card	100	\$0.08	\$8.00

Cart Total (2)

SUBTOTAL: \$8.76
TAXES: \$0.00
TOTAL: \$8.76

PROCEED TO CHECKOUT →

4

After reviewing your items and due date, click on the Proceed to Checkout button in the bottom right corner.

The screenshot shows a "Choose a Requested Due Date & Time" dialog box. It features a calendar for August 2025. The date August 22 is selected, and the time is set to 11:30AM. Below the calendar, there is a note: "20% will be added to this job as Rush Fee". The date "Fri August 22 2025" is displayed, and the time "11:30AM" is shown in a dropdown menu. At the bottom, there are "Cancel" and "Save" buttons. A "Print Shop Time Zone: (GMT-05:00) Eastern Time (US & Canada)" is also indicated.

Choose a Requested Due Date & Time

August 2025

Mon Tue Wed Thu Fri Sat Sun

1 2 3
4 5 6 7 8 9 10
11 12 13 14 15 16 17
18 19 20 21 22 23 24
25 26 27 28 29 30 31

20% will be added to this job as Rush Fee

Fri August 22 2025

11:30AM

Print Shop Time Zone: (GMT-05:00) Eastern Time (US & Canada)

Cancel Save

PROCEED TO CHECKOUT →

LAFAYETTE

5

The next screen will confirm the shipment method you want to use. You can choose between Campus Mail or Customer Pick-Up.

The screenshot shows the 'CHECKOUT' stage of the Lafayette College online store. The 'SHIPPING OPTIONS' section is expanded, showing 'SHIPMENT 1' with the shipping address: LAFAYETTE COLLEGE, 30 Farinon College Center, 111 Quad Drive, Print and Mail, giorgio.dellaiera@gmail.com. Below this, the 'Verify Or Change Shipment Type' section has two options: 'Campus Mail' (selected) and 'Customer Pick-Up'. A large grey arrow points to the 'Campus Mail' button. The 'Delivery Instructions' section has a text area for entering text. The 'View/Modify Items (2)' section shows two items: 'Example' (Color Printing - 8.5" x 11") and 'Business Card' (Lafayette Business Card). The 'Cart Total' section on the right shows a subtotal of \$8.76, shipping of \$0.00, taxes of \$0.00, and a total of \$8.76. The 'Products (2)' section shows the items and their prices.

If selecting Campus Mail, please click "Edit" to ensure your department and building are saved in your address information.

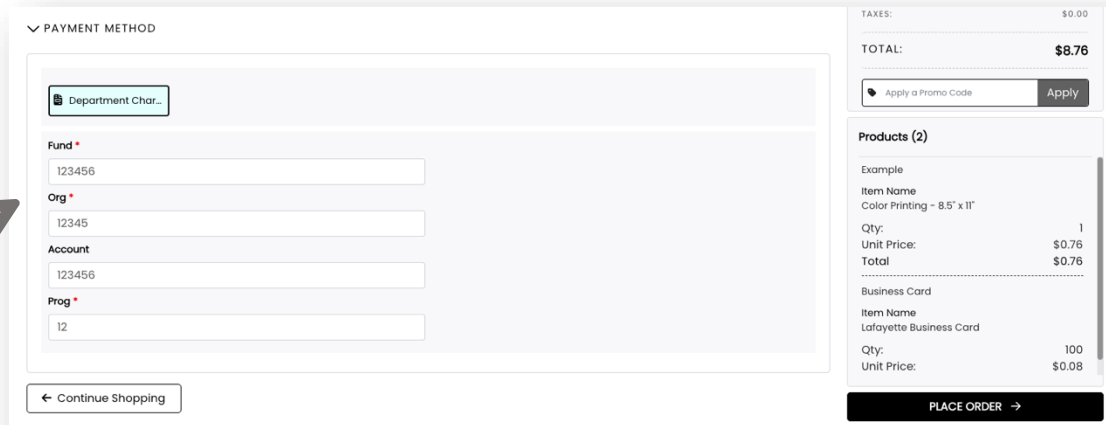
Fill out all the required information for the additional recipient. Repeat this process for any other additional recipients.

The screenshot shows the 'SHIPPING OPTIONS' section with 'SHIPMENT 1' expanded. The 'Edit Address' form is visible, with fields for First Name, Last Name, Address Line 1, Address Line 2, Department, Phone Number 1, and Email. The 'Fill From Address Book' link is also present. The 'Delivery Instructions' section is at the bottom. The 'Save to My Address Book' and 'Set Address as Default' checkboxes are at the bottom left. The 'Cancel' and 'Save and Continue' buttons are at the bottom right.

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6

You will now be directed to the payment screen. You will enter your Fund, Organization, Account and Program Numbers for your Department Chargeback.



The screenshot shows a payment screen with a 'PAYMENT METHOD' section on the left and a summary section on the right. A large grey arrow points to the 'Department Char...' button in the payment method section.

PAYMENT METHOD

Department Char...

Fund *
123456

Org *
12345

Account
123456

Prog *
12

← Continue Shopping

TAXES: \$0.00

TOTAL: \$8.76

Apply a Promo Code Apply

Products (2)

Example

Item Name	
Color Printing - 8.5" x 11"	
Qty:	1
Unit Price:	\$0.76
Total	\$0.76

Business Card

Item Name	
Lafayette Business Card	
Qty:	100
Unit Price:	\$0.08

PLACE ORDER →

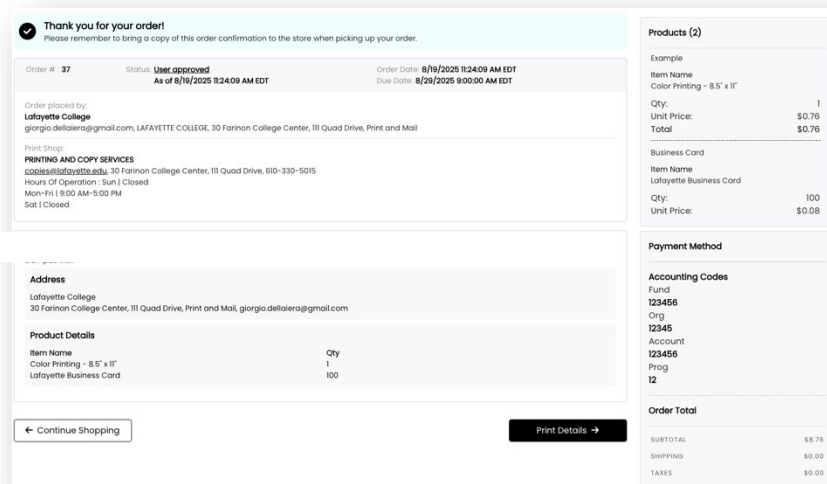
Once you have filled out all required fields, click on Place Order.

PLACE ORDER →

7

After placing your order, you will receive an order confirmation email.

You will see details about your order such order status, due date, order number, and order summary.



The screenshot shows an order confirmation email with a 'Thank you for your order!' header. It includes order details, product information, and a summary. A large grey arrow points to the 'Print Details' button at the bottom.

✓ Thank you for your order!
Please remember to bring a copy of this order confirmation to the store when picking up your order.

Order #: 37 Status: **Order approved** As of 8/19/2025 11:24:09 AM EDT Order Date: 8/19/2025 11:24:09 AM EDT Due Date: 8/29/2025 9:00:00 AM EDT

Order placed by:
Lafayette College
giorgio.dellaiera@gmail.com, LAFAYETTE COLLEGE, 30 Farinon College Center, III Quad Drive, Print and Mail

Print Shop:
PRINTING AND COPY SERVICES
copes@lafayette.edu, 30 Farinon College Center, III Quad Drive, 610-330-5015
Hours Of Operation : Sun | Closed
Mon-Fri | 9:00 AM-5:00 PM
Sat | Closed

Address
Lafayette College
30 Farinon College Center, III Quad Drive, Print and Mail, giorgio.dellaiera@gmail.com

Product Details

Item Name	Qty
Color Printing - 8.5" x 11"	1
Lafayette Business Card	100

← Continue Shopping

Print Details →

Products (2)

Example

Item Name	
Color Printing - 8.5" x 11"	
Qty:	1
Unit Price:	\$0.76
Total	\$0.76

Business Card

Item Name	
Lafayette Business Card	
Qty:	100
Unit Price:	\$0.08

Payment Method

Accounting Codes

Fund	123456
Org	12345
Account	123456
Prog	12

Order Total

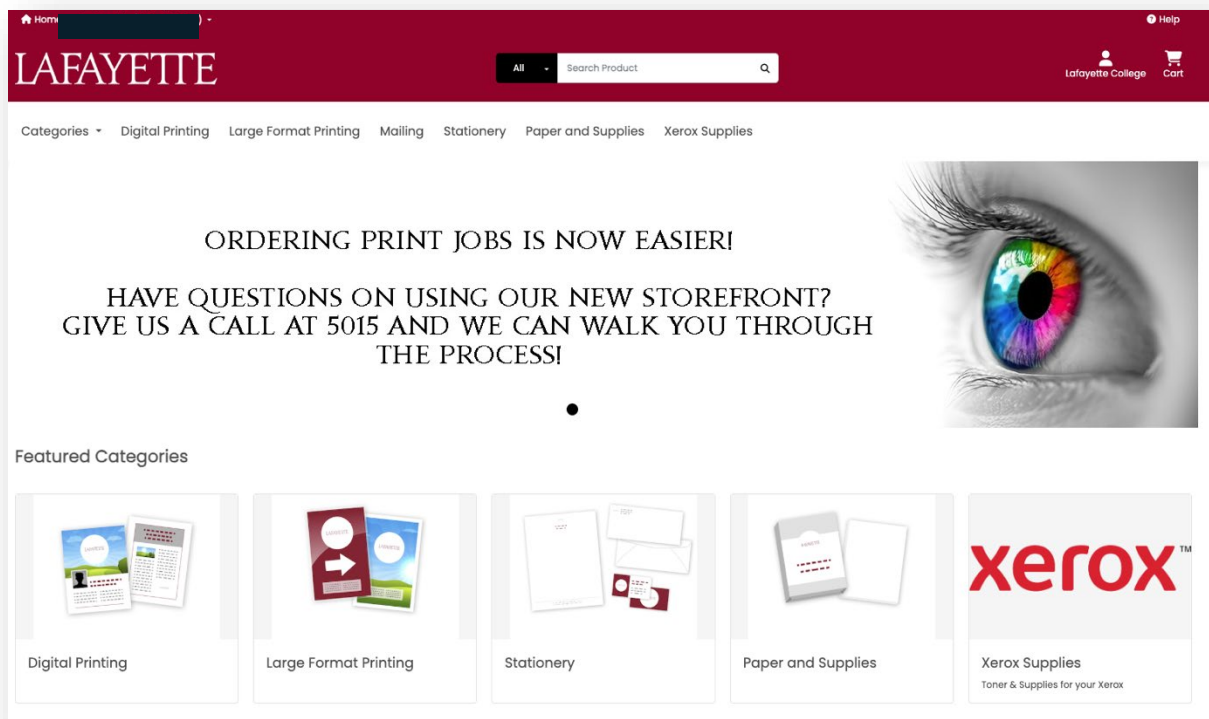
SUBTOTAL	\$8.76
SHIPPING	\$0.00
TAXES	\$0.00

Order History and Status and Re-Ordering

1

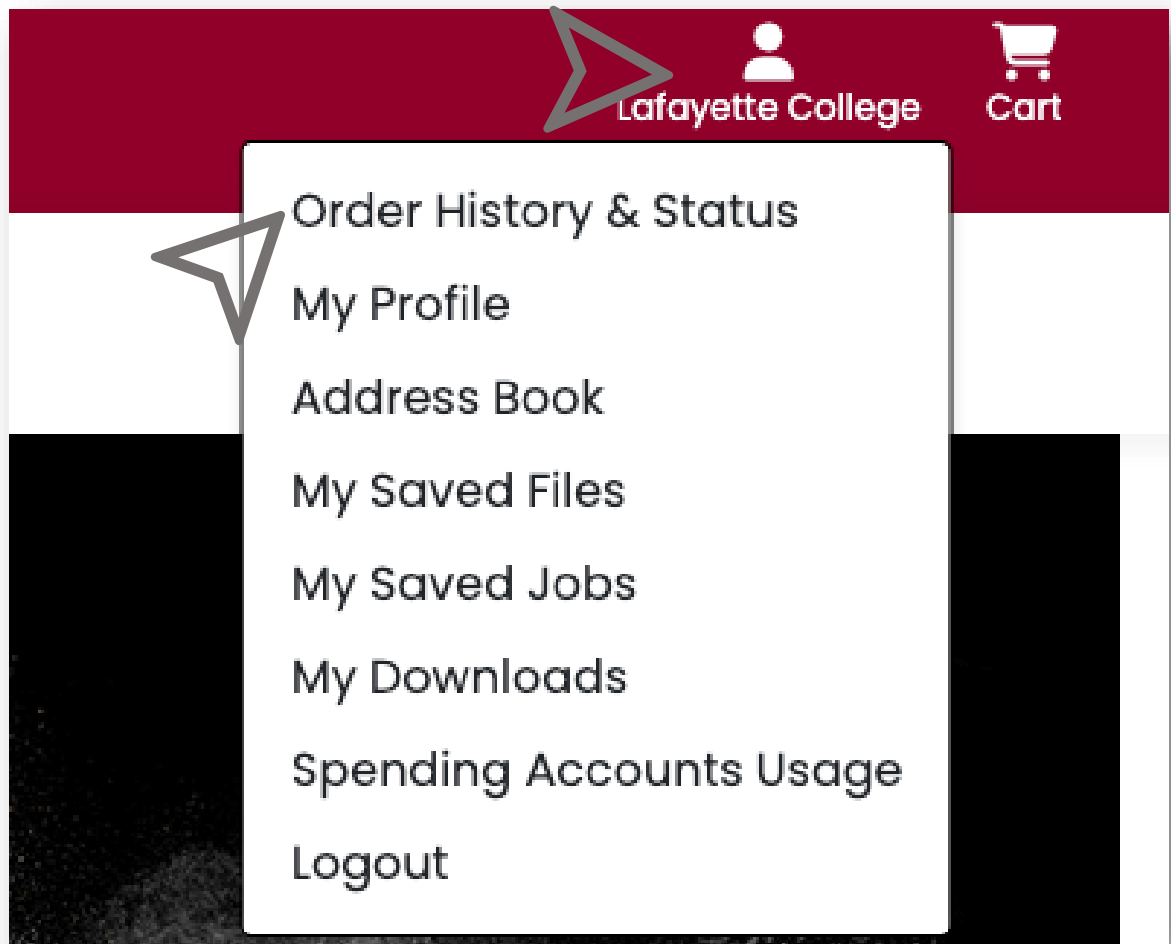
Navigate to the corresponding URL: <https://lafayette.myprintdesk.net/>

You will be directed to sign in through your Single Sign On credentials.



2

After you log in, click on the User icon in the upper right-hand corner and then click on Order History and Status.



3

On this screen you will see all your previous orders you have placed.

In the second column, you will see the status of your order. If it has been approved, completed, shipped, or canceled.

Re-Ordering

In the third column, on any completed orders you have, you will have a reorder link available. By clicking on the reorder link (available only after your previous order has been completed or canceled) will place the job back into your shopping cart.

g Large Format Printing Mailing Stationery Paper and Supplies Xerox Supplies

Order History & Status

Time period

All Orders

Show status

All

Order #

Search by Order ID

PO Number

Search By PO Numbe

Sort By

Order Date

Order# : 37

Order Date : 8/19/2025 11:24:09 AM
Due Date : 8/29/2025 9:00:00 AM

User approved
Example
Business ...

Note: You can use the dropdowns at the top of the screen to filter through the print jobs you have submitted.

If at any time you have questions regarding your order, please email: copies@lafayette.edu.

Thank you.