

ROYAL PRINTING

Questions? Please call 570.941.4198 for assistance

Where to find Us

1. There will be a link in My.Scranton in Administrative Links>Printing and Mailing Services

The screenshot displays the My.Scranton website interface. At the top, there is a dark blue navigation bar with the "My.Scranton" logo on the left and several icons (envelope, folder, document, pencil, person) on the right. Below the navigation bar is a horizontal menu with the following items: Home, News, Student, Employee, Banner ERP, Faculty, Library, ENS Registration, and GCES. The main content area is divided into three vertical columns. The left column is titled "Events and Facilities" and contains a list of links: Non-Instructional Events Submission, Classroom Reservation Form, CTLE Event Registration, CTLE Event Survey, Delivery Service Delivery Request, OIT Equipment Request Form, Royal Card Reader Loaner Request, Royal Card Visitor Card Request Form, Physical Plant Work Order Request Form, Physical Plant Sign Work Order, and Physical Plant Key Request Form. The middle column is titled "Financial Links" and contains a list of links: Accounts Payable Check Voucher, Wire Transfer Request, Bursar's Office Forms, Development Outside Fundraising Policy, Financial Aid Forms, Travel Policy, Travel Expense Report (Excel), Purchasing Card Site, Purchasing Card Policies & Procedures, Purchasing Card Request, and Purchasing Card - Cardholder Agreement Form. The right column is titled "Administrative Links" and contains a list of links: Annual Report System, Printing and Mailing Services (with a sub-link: Find links here to start a printing project, order stationery, organize a mailing or schedule a delivery.), Printing Services Print Requisition, and Printing Services Online Ordering Catalog. Below the "Administrative Links" section is another section titled "Employee Resources" which contains a link: Employee Resources Document by the Staff Senate.

2. We will also add a link to our Printing and Mailing Services homepage, Scranton.edu/printing

How to Create an Account

Use the Sign in via My.Scranton section at the top of the login screen. Use the R number and password that you use to access My.Scranton.

ROYAL PRINTING
Scranton/Physical EXHIBITION for students

Welcome Valarie Clark

Royal Printing

Sign In

Sign In via My.Scranton

Email

Password

Forgot your password?

Sign In

Remember me

New to our site?

Create your account

You will then see an account information screen. Please complete this information. It can be updated at any time.

Email * valarie.clark@scranton.edu (909326) [Send Password Reset Email](#)
[Change Password](#)

First Name * Valarie

Last Name * Clark

Organization * University of Scranton

Address

Department * Printing

Building * Floor/Suite * Printing Services First

Ship To Address * 315 Jefferson

Additional Contact Info

Cc Email

Phone * Fax 570-941-4071

Additional Info

Current Timezone Eastern Standard (US & Canada) -05:00 12/22/2016 12:11:37 PM
(recommended) Automatically adjust when Daylight Saving Time starts/ends

Site Information

Shared account (for PunchOut integration)
 Allow new job notifications to user

Initial Sign In 9/29/2016 10:26:57 AM

Order Page

This is the page where you will see all of the order forms. By clicking on the form, you will get to the screen that has more information.

ROYAL PRINTING

Questions? Please call 570.941.4198 for assistance

Welcome Valarie Clark

Home Order History My Profile Sign-Out Contact Us

Search

Order



Academic Calendar



Basic and Fast Copy Services



Contract Bulk Mail Requisition



Downloadable Media



Envelopes



Letterhead



Notecards



Posters (Wide Format)



Printing



SBDC Stationery



Staff Directory



The University of Scranton Business Cards

Academic Calendar and Employee Directory

To order the Academic Calendar or Staff Directory, simply fill out the laminated/not laminated, quantity and budget fields, then indicate how you want delivery. The cost will be auto calculated. Add to your cart.

ROYAL PRINTING

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Welcome Valarie Clark

Home Order History My Profile Sign-Out Contact Us

Order > Academic Calendar

Laminated?
 Yes (\$2.75 ea)

Quantity *
3

Customer *
Faculty/Staff/Department

Budget Number (Six Digits, no hyphen) *

Additional Fees (To be calculated by Copy Center)

Delivery Options

Delivery Method *
 Call for Pickup

Who do we call when this job is ready? (Name Only) *

Phone Number of Person To call: *

Total
\$8.25

Edit



Page 1

Refresh View PDF Proof

* By checking this box, you agree that all information within this order is accurate, including account numbers where this order is to be charged.

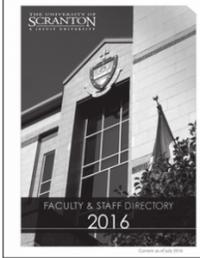
Add to Cart

THE UNIVERSITY OF
SCRANTON
A JESUIT UNIVERSITY

The University of Scranton, Printing and Mailing Services, 315 Jefferson Avenue, Scranton, PA
Tel: 570.941.4198 Send email to The University of Scranton

DocMart Prompt

Staff Directory [Edit]



History Price \$6.00 ea. Maximum Order 100

Order Quantity \$12.00

*

By checking this box, you agree that all information within this order is accurate, including account numbers where this order is to be charged.

Customer *

Budget Number (Six digits, no hyphen) *

Additional Fees (To be added by Copy Center)

Delivery Options

Delivery Method *

What Person or Department is receiving this order? *

Building or Room # *

Total

Basic and Fast Copies

Use this form for basic copying requests and fast copies. Simply complete the fields using the options provided. Costs will be automatically calculated. If at all possible, please attach the file **(PDF's are strongly encouraged)** to be copied. If you prefer to provide hard copies instead of attaching the electronic versions, that is fine, but the form with the information will still need to be completed. Add to your cart.

ROYAL PRINTING

Questions? Please call 570.941.4198 for assistance

Welcome Valarie Clark

Home

Order

History

My Profile

Order > Basic and Fast Copy Services

Contact Information

[Review or change your contact information](#)

Job Name *
Date Submitted (Please highlight today's date) *
Date Required (Please select specific date) *
 Fast Copy

Delivery Options

Delivery Method *
What Person or Department is receiving this order? *
Building or Room # *

Your Copy Request

How Many Copies? *
How Many Original Pages? *
Single Sided or Double Sided? *
Total Pages Needed
Customer *
Budget Number (Six digits, no hyphen) *
Paper Size *
Ink Color 8.5 x 11
Select Covers or Paper
8.5 x 11 Paper Type
20 lb Bond Colors

Additional Requirements

Job Notes

Folding Needed?
Collating Needed?
Collating
Stapling Needed?
Is Laminating Needed?
3-Hole Punch Needed?

Additional Fees (To be added by Copy Center)

Total

* By checking this box, you agree that all informants to be charged.

Select Your Files

No files Attach Files

Envelopes and Letterhead

Select the size and style of envelope, or the type of letterhead. Enter your department name, zip and other information as you want it to appear. No more waiting for design proofs! Envelopes 6" x 9" and larger have a field for a special message, if you would like one. Click on View PDF Proof and carefully review spelling and content. ***This is the only proof you will see before printing is completed.*** Choose a quantity, select your customer type, budget number and delivery choice. Costs will be automatically calculated for quantities up to 2,000. Add to your cart.

ROYAL PRINTING

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Welcome Valarie Clark

Home

Order

History

My Profile

Sign-Out

Contact Us

Order > Envelopes

Select Envelope Type *
#10 (Letter-size) Black ink

Quantity *
500

Customer *
Faculty/Staff/Department

Budget Number (Six digits, no hyphen) *
600600

Cost will be billed upon completion of job

Additional Fees (To be added by Copy Center)
[]

Delivery Options

Delivery Method *
Select One...

Total
\$40.00

Edit

Department
[]

Zip
[]

Billing Code
[]


proof

Page 1

Refresh View PDF Proof

* By checking this box, you agree that all information within this order is accurate, including account numbers where this order is to be charged.

Add to Cart

Edit

Department

Zip

Billing Code

Special Message (Optional)

AGaramondPro-Regular 12 B

ROYAL PRINTING

Questions? Please call 570.941.4198 for assistance

Welcome Valarie Clark

Order > Letterhead

Type of Letterhead *
General - 2 Color

Watermark or Regular Bond? *
Watermark

Quantity *
1000

Customer *
Faculty/Staff/Department

Budget Number (Six digits, no hyphen) *
600600

For Quantities greater than 2,000, please send an email to printing@scranton.edu. Thank you.

Additional Fees (To be added by Copy Center)
[]

Delivery Options

Delivery Method *
Select One...
Required

total
\$300.00

Edit

Department
[]

Department Line 2 (Optional)
[]

Zip w/Plus 4 (Example: 18510-4633)
18510-
[]

Phone
[]

Fax
[]

Page 1

Notecards

There are three different notecard templates, and two corresponding envelopes. Enter your information as you want it to appear. No more waiting for design proofs! Click on View PDF Proof and carefully review spelling and content. ***This is the only proof you will see before printing is completed.*** Choose a quantity, select your customer type, budget number and delivery choice. Costs will be automatically calculated. Add to your cart.

ROYAL PRINTING

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Welcome Valarie Clark

Order > Notecards

Select Notecard Type *
5x7 2-Color Card

Select Paper Stock *
Select One...

Quantity
Select One...

Customer *
Select One...

Additional Fees (To be added by Copy Center)
[]

Delivery Options

Delivery Method *
Select One...

Total
\$0.00

Edit

Name
Smanatha Smith

Title
Director

Address
800 Linden Street

Zip
18510

Phone
570-941-5555

Page 1

Refresh View PDF Proof

* By checking this box, you agree that all information within this order is accurate, including account numbers where this order is to be charged.

Add to Cart

Business Cards

After clicking on the main Business Card icon, you will get to a screen showing two options. “Departmental Business Cards” includes selections for Admissions, Alumni, Athletics, University Police and Appointment Cards. “University of Scranton General Business Cards” provides three slightly different layouts of our standard University business card.

Enter your information as you want it to appear. No more waiting for design proofs! Click on View PDF Proof and carefully review spelling and content. ***This is the only proof you will see before printing is completed.*** Choose a quantity, select your customer type, budget number and delivery choice. Costs will be automatically calculated. Add to your cart.

ROYAL PRINTING
Questions? Please call 570.941.4188 for assistance

Welcome Valarie Clark

Royal Printing

Search

Order > The University of Scranton Business Cards
> University of Scranton Business Cards

University of Scranton Business Cards



Departmental Business Cards



University of Scranton General Business Cards

Welcome Valarie Clark

Home Order History My Profile Sign-Out Contact Us

Order > The University of Scranton Business Cards > University of Scranton Business Cards > University of Scranton General Business Cards

Select Card Type *
Version 2

Quantity *
Select One...

Customer *
Select One...

Additional Fees (To be added by Copy Center)
[]

Delivery Options

Delivery Method *
Select One...

Total
\$0.00

Edit

Name
Name

Title
Title

Department
Department

College
College

College Address
[]

Email
Email@scranton.edu

Telephone
570.000.0000

Main Address
[]

City, State, Zip
Scranton, PA 18510-XXXX

Web
scranton.edu/faculty/name



Page 1

Refresh View PDF Proof

* By checking this box, you agree that all information within this order is accurate, including account

Posters (Wide Format)

Use this form only for posters larger than 13" x 19." We can print up to 44" in one direction and up to 10 feet in the other direction. There are numerous papers and substrates to choose from. If you aren't sure which paper you want, please contact Printing Services. We have a binder of samples, and can discuss options with you. Complete the fields in the form, including the size of the poster and whether or not you want mounting. Costs will be automatically calculated. Attach your files (PDF's are strongly encouraged) and add to cart.

Home Order History My Profile Sign

Order > Posters (Wide Format)

Contact Information Review or change your contact information

Job Name *

Date Submitted (Please highlight today's date) * 

Date Required (Please select specific date) * 

Delivery Options

Delivery Method * 

Your Copy Request

Please note: This form is to be used for posters larger than 13" x 19". Posters can be up to 44" in one dimension and up to 10 feet the other dimension.

Customer * 

How Many Originals? (Number) *

How Many Copies of Each Poster *

Total Number of Copies

Paper * 

Black / White or Color * 

Item Height (inches) *

Item Width (inches) *

Mounting? 

How Many Boards Need Mounting?

Mounting Total

Lawn Stakes Needed? 

Laminating? 

Additional Fees (To be added by Copy Center)

Total

Select Your Files

No files Attach Files No files will be attached.

Send Your Information

Printing Form

Use this form for all other jobs. This is more of a free-flowing form. Please complete as much information as you are able, and a staff member from Printing Services will get back to you to discuss further, if necessary. Attach your files (**PDF's are strongly encouraged**) and add to cart.

Order > Printing

Contact Information

[Review or change your contact information](#)

Job Name *

Date Submitted *

Date Required *

Delivery Options

Delivery Method *

Job Specifications

Customer *

Job Type *

Quantity *

1 or 2 Sided?

Stock (Please Select All That Apply)

 Text Cover

Text Stock Weight

Text Stock Ink Colors

Cover Stock Weight

Cover Stock Ink Colors

Paper Type

Varnish or Aqueous Coating (For externally printed jobs only)

Finished size of page or piece:

Number of Pages

Finishing - Please Select All That Apply

 Regular Stapling Saddle Stitch Perfect Bind Plastic Bind Coil Bind Fold Score Pe

Address Printing or Variable Printing

Please use Section 2 below to attach artwork or other files related to this job Do not attach mailing lists.

Additional Information About this Job

*

 By checking this box, you agree that all information within this order is accurate, including account num

Additional Fees (To be added by Copy Center)

Total

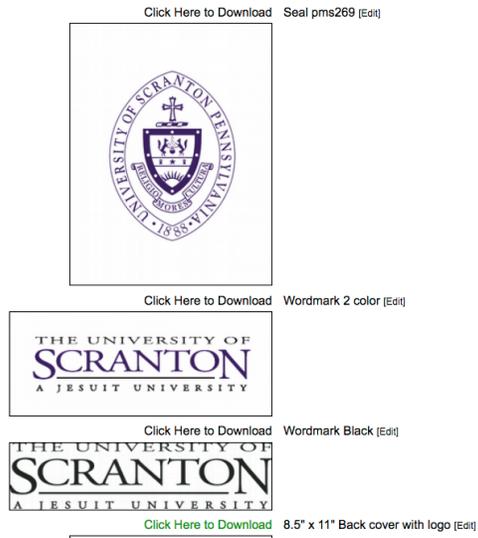
Select Your Files

No files Attach Files

No files will be attached.

Downloadable Media

Download pdf's of our Wordmark, Seal, S and Athletics Mark. There is also a copy of the Identity Standards Guidelines (describing usage of our seal, wordmark and "S") and artwork for a back cover of a booklet.



Contract Bulk Mail Form

Use this form only for large bulk mail (presort first class or non-profit) mail. This form should not be used for regular first class mail, which does not require the the completion of a form. Complete the required fields, including the Printing Job Number (the job number for the printed piece being mailed). **Do not send mailing lists (data files) through Royal Printing.** Choose from the other options, such as e-mail, Royal Drive, Flash Drive.

Once you have completed the form, please add to your cart.

Home Ord

Order > [Contract Bulk Mail Requisition](#)

Contact Information [Review or change your contact information](#)

Job Name *

Department *

Contact Valarie Clark

Date Submitted *

Desired Date to Post Office *

Number of Finished Pieces to be Mailed *

Customer *

Type Of Mailing

Select Mailing Type * Standard (Bulk) Presort First Class

Data files/mailling lists should not be submitted through this portal.

Data Files Provided Via: * E-Mail Royal Drive Flash Drive

Data Files Available On

Description of Mailing and Additional Notes (up to 1000 characters)

Mail Vending Cost (to be completed by Mailing Services)

Printing Job Number *

SBDC Stationery

There are separate forms for SBDC stationery. These work in the same way as University letterhead and envelopes.

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Welcome Valerie Clark

Home Order History My Profile Sign-Out Contact Us

Search

Order > SBDC Stationery

SBDC Stationery



SBDC Stationery

Checking Out

Once you have all of the items in your cart, it is important to check out! If you don't submit your job, it will not be received by Printing Services. Please note that you can enter multiple items in a cart, or have a separate cart for each item. It's up to you!

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Welcome Valerie Clark

Home Order History My Profile Sign-Out Contact Us

saved Carts > Cart #475909

Files/Proofs Logs

Valerie Clark's Cart (475909) - Dec 23 2016 2:11PM Rename ▲ Your Order Is Not Complete Until You "Check Out"

last Updated On 12/23/2016 2:11:00 PM. Auto Delete On 12/30/2016 2:11:00 PM.

Item	Project Name	Quantity	Price
 N/A Staff Directory (735710)		3	\$18.00

[Add to Your Order](#) [Return to Last Item](#) Subtotal: \$18.00

[Check Out](#)

ROYAL PRINTING

Questions? Please call 570.941.4198 for assistance

Welcome Valerie Clark

Home Order History My Profile Sign-Out Contact Us

Review Your Order

saved Carts > Valerie Clark's Cart (475909) - Dec 23 2016 2:11PM

▲ Your Order Is Not Complete Until You Click "Place Order" [Add to Your Order](#) [Place Order](#)

Cart	Item	Quantity	Price
1	 N/A Staff Directory (735710)	3	\$18.00
Subtotal			\$18.00
Order Total			\$18.00

[Add to Your Order](#) [Place Order](#)

ROYAL PRINTING

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Welcome Valarie Clark

Home

Order

History

My Profile

Sign Out

Order Complete

Thank you for ordering from Royal Printing.

Your **Job Number** is **5328368**

You will receive an email confirmation shortly. You may print this page for your records.

Your Items:	
N/A Staff Directory (735710)	\$18.00
Sub Total:	\$18.00
Order Total:	\$18.00

[Review Your Order](#)

[Print Order Receipt](#)

[Place New Order](#)



The University of Scranton, Printing and Mailing Services, 315 Jefferson Avenue, Scranton, PA
Tel: 570.941.4198 Send email to The University of Scranton

© Royal Printing

Reordering a Job

Simply hit the reorder button. The files associated with a job are retained for 6 months. They can be removed earlier if you wish.

Home Order History My Profile Sign-Out Contact Us

Jobs/Carts > Job #5328368

Files/Proofs Logs

Shop Job Control Center

Job is **Unlocked**. [» Lock job](#)

Job will be **auto-deleted** on 1/1/2027 12:30:00 AM [» Delete job now](#) Revert Inventory Quantities

Category is **Unspecified**

Printing 2 (Jackie) [Edit] to Job (ignore items) [Edit]

Notify Shop Notify Customer Display in Job Status

[» Export job ticket...](#)

Job Details

Job Name Valarie Clark's Cart (475909) - Dec 23 2016 2:11PM

Status

Item Name	Quantity	Total
N/A Staff Directory [735710] [Reorder] View item overrides...	3	\$18.00
<input checked="" type="checkbox"/> Notify customer on job updates. <input type="button" value="Update Job"/>		
Sub Total		\$18.00
Shipping		\$0.00
Order Total		\$18.00

Job History

From this screen, you can see your job history. Use the search tools to modify what you see.

ROYAL PRINTING

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Welcome Valarie Clark

Home Order History My Profile Sign-Out

Search or Job #

Mine 1.5 months Create Date ↓ Go Search Tools

All (all forms)
Any (all categories) [Edit] ⓘ
Organization Sender Project Name
Type
All Jobs Carts Has Files Locked/Unlocked
Unspecified Locked Unlocked
Display
Auto hide filters Display 25 items/page. Refresh page every (No Auto-Refresh) Special
External Order ID
Reset Apply

Select all jobs on this page 3 Items

Job 5328368

Valarie Clark's Cart (475909) - Dec 23 2016 2:11PM
Hide Items...
N/A Files N/A Proofs N/A APVL N/A Staff Directory TOTAL \$18.00 QUANTITY 3

Job 5327547

Valarie Clark's Cart (475669) - Dec 22 2016 11:23AM
Hide Items...
1 Files 1 Proofs N/A APVL N/A Notecards TOTAL \$48.50

Job 5327468

Valarie Clark's Cart (475638) - Dec 22 2016 10:24AM
Hide Items...
1 Files 1 Proofs N/A APVL N/A Notecards TOTAL \$48.50

Select all jobs on this page 3 Items

Customer Type and Budget Number

For jobs to be charged to a departmental budget, choose “Faculty/Staff/Department.” Then enter your budget number: 6 digits only and no hyphens.

Laminated?	Selected One...
Quantity *	<input type="text"/>
Customer *	Faculty/Staff/Department
Budget Number (Six Digits, no hyphen) *	500500
Additional Fees (To be calculated by Copy Center)	<input type="text"/>
Delivery Options	
Delivery Method *	Select One...
Total	\$0.00

For personal or student jobs, choose “Student/Personal.” The job can be paid for when it is picked up.

Laminated?	Selected One...
Quantity *	<input type="text"/>
Customer *	Faculty/Staff/Department
Budget Number (Six Digits, no hyphen) *	500500
Additional Fees (To be calculated by Copy Center)	<input type="text"/>
Delivery Options	
Delivery Method *	Select One...
Total	\$0.00

Personally Identifiable Information

Do not attach files containing Personally Identifiable Information (PII): mailing lists, tax forms, etc.). PII should be stored on Royal Drive or Banner. Use Royal Printing to submit the job only, and indicate that the files needed for the job are on Royal Drive or Banner, and where.