

MCCC Print Center

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Monroe County Community College offers an on-campus Print Center that specializes in print production, duplicating, and document finishing.

- The Print Center is located in Building S between the Admissions office and the Business office. Duplication Request forms are required when submitting jobs to the Print Center and should be completed in their entirety to ensure accuracy of job specific requirements. Duplication Request forms can be found at [MCCC Duplicating Request Form Fillable \(monroeccc.edu\)](https://monroeccc.edu/forms/duplication-request-form) or located in the Print Center. Staff and faculty can visit the Center to complete a Request form, or send an email to printcenter@monroeccc.edu with a completed Request form and the desired file attached. *Please fill out the form completely and allow a minimum of three business days for completion.* If a request needs to be rushed (completed in one business day), please reach out to the Print Center directly in addition to submitting the job as noted above.

The Print Center now offers the following business services to staff and faculty:

- Black printing
- Color printing
- Spiral and tape binding
- Paper cutting
- Laminating
- Poster printing/mounting
- Paper pad gluing
- Scanning to pdf
- Folding
- Envelope stuffing

The Print Center uses a software that allows for document manipulation and editing. If there is a specific need regarding uncommon document design and/or manipulation, please reach out to the Print Center for accommodations.

Place tests needing duplication in the top, left-hand slot of the front podium in the Print Center. When tests are ready for pick-up, the originator will be alerted via email. *Please see Print Center staff for test pick-up procedure.*

Notes and helpful tips:

- Any document over 25 sheets, single-sided, should be booklet stapled instead of single stapled.
- Please print two-sided whenever possible- we all love trees!
- The colors cherry, tan, and buff are not available in standard paper.
- The colors cherry, salmon, and buff are not available in cardstock paper.
- Carbonless paper comes in 2-part, 3-part, or 4-part.
- An email alert is sent to the provided email address when a request has been completed.
- Envelopes are now available to order from the Print Center (limit three pages per stuffed envelope).

Extension: 4319 | Phone: (734) 384-4319 | Email: printcenter@monroeccc.edu | Operator: Jordan Asher-Hill