

MCCC Print Center

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Personal Printing

Monroe County Community College offers an on-campus Print Center that specializes in print production, duplicating, and document finishing. It is now available for personal use by faculty and staff.

- The Print Center is located in Building S between the Admissions office and the Business office. Duplicating Request forms are required when submitting personal jobs to the Print Center and should be completed in their entirety to ensure accuracy of job specific requirements. Duplicating Request forms can be found at monroeccc.edu, 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.*

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 (must provide envelopes)

All completed jobs will be available for pick up in the Print Center *after* a completion email has been sent by the Print Center.

Personal jobs will be billed through the Cashier's Office and payments for these services should be remitted there. The Print Center does not handle any financial exchanges. Please refer to the Personal Job Price List for pricing information.

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.
- An email alert is sent to the provided email address when a request has been completed.

