

# Print and Document Services Webdesk

## Registration

1. Using your internet browser, go the Print and Document Services Webdesk at the website <https://printshop.kellogg.edu>.

**KCC Print and Document Services WebDesk** Contact Us Log In

### Important Information

**REMEMBER TO SELECT/CHECK THE DUE DATE BEFORE YOU SUBMIT YOUR ORDER**

*Have you registered?* Please allow up to 24 hours for us to verify your identity and activate your account.

*Getting started?* Use menu options at the top to place an order, check order history, or update your profile information.

*\*Quick Copy\** allows you to submit simple jobs on a condensed order form. This does not mean quick turnaround. Quick turnaround is determined by the due date you choose.

*\*Printing Order\** allows you to submit jobs that require multiple paper stocks, binding other than stapling or complex jobs that have many details.

*\*Store Orders\** is where you will find what is currently available in our central supply and Printed media items.

**STUDENTS** - At this time the system is only open for college employees or student employees who have been approved by their manager.

Our physical location on main campus: Lane-Thomas Bldg. 1st Floor, Room 105

**Hours of operation for Fall and Spring Semesters:**  
7:30 a.m. to 5:00 p.m. Monday - Thursday  
7:30 am to 4:00 pm. Friday  
Closed Saturday and Sunday

**Hours of operation for Summer Semester:**  
7:30 am to 4:00 p.m. Monday - Thursday  
7:30 am to 11:30 a.m. Friday  
Closed Saturday and Sunday

*Hours can vary depending upon staffing levels.  
We are closed for all holidays observed by the college and weather related closing on main campus.*

### What can we do for you?

We provide printing services for college faculty and staff and Campus/Nonprofit Organizations on the college campus. We print full color brochures, newsletters, posters and calendars, as well as invitations, notecards, programs, booklets, notepads, bookmarks, letters and much more.

#### Additional Services

- Business Cards - Created by Media Design
- Flyers, Table tents, Teasers, Programs, Envelopes, and Tickets
- PDF file creation,
- If we don't do it in-house we have a source to get it done for you.
- Folding - We can fold everything from note cards to multi-page newsletters in a variety of sizes.
- Drilling - We have the capability to drill from a single hole to three holes anywhere on your document.
- Cutting - we can cut from a minimum of 2" x 2" to 18" x 22".
- Bindery - We can wire, spiral bind, or saddle stitch your document.
- CD or DVD - We can burn multiple CDs or DVDs at one time and print images on the surface.
- Variable Data Printing - We can merge your database into a letter, postcard or other print document. Contact us for specific details.
- Management of the Campus MFD (Copier) Fleet (This does not include desktop inkjet or laser printers).
- Mail services - variable data standard mailings.
- Large format printing

### Recommended Links

[Home Page](#)

Once you click "log in" you should be redirected to this screen:

**KCC Print and Document Services WebDesk** Contact Us Log In

Please enter your "User Name" and "Password" and click the "Login" button to enter the site.

**Registered Users**

User Name  [Show Help](#)

Password  [Show Help](#)

Login

**Not a Registered User?**  
[Forgotten your password?](#)

Print Shop Pro Webdesk® ver 12.0.8

2. If you were a regular employee on or before October 1, 2013 you are pre-registered in the system. Use your Kellogg Community College username and password to **log in and update your contact information**. *Note: some adjuncts may have been pre-registered.*

3. If you are an adjunct or a regular employee added after October 1, 2013 once you have logged in with our KCC ID and password you will be taken to the contact information page where you will enter in your information.

The screenshot shows a web form titled "Contact Information". It contains the following fields and elements:

- First Name:** June
- Middle Initial:** M.
- Last Name:** Lewis
- Email Address:** lewisj@kellogg.edu (with a "Show Help" button)
- Phone Number:** 2379 (with a "Show Help" button)
- Site:** Print and Document Services (dropdown menu)
- Site Address:** Lane-Thomas 1st Floor Room 105 (with a "Show Help" button)
- Site City:** Battle Creek
- Site State:** Michigan (dropdown menu)
- Site Zip Code:** 49017

Below the contact information is a section titled "Available Budget Codes" with a link "View Budget Codes". At the bottom, there is a "Select an Action" section with two buttons: "Update" and "Back".

4. Fill in the registration form completely. "Site" is the department in which you work/teach in currently. For your "site address", use your building, floor and office room number (i.e., LT 1<sup>st</sup> Floor Room 105A). City, State, and zip code should correspond to location you wish to have your orders delivered (i.e., main campus – Battle Creek, Grahl – Coldwater, etc.). Press update (save) this will notify us that you have requested access to use our system.
5. After you submit your registration, you will receive a confirmation email. Once your registration has been processed (allow up to one *business* day), you will be notified by email and you can begin using the system.