

Submitting Printing Requests Electronically via [Kcc.eprintnow.com](http://kcc.eprintnow.com)

ePrint allows you to submit a printing request from anywhere you have access to the Web.
Media's policies for turnaround times still apply to printing requests that are submitted electronically.

Media Department policy on turnaround times for printing requests:

- Tests – 24 Hrs.*
- Handouts – 48 Hrs. *
- Bound books or other large jobs – approx.. 2 weeks

**Excluding weekends and holidays*

At peak times – beginning of semester, mid-term, and finals – turnaround times may be longer, due to the volume of requests.

Employees making print requests are responsible for any violation of copyright law.
Visit: www.kcc.edu/faculty/resources/copyright/index.asp for KCC's copyright policy.

If you have any questions or comments, please contact:

- Stephen Dockemeyer at 815-802-8281 or SDockemeyer@kcc.edu
- Tyler Wheeler at 815-802-8284 or Twheeler@kcc.edu

If you forget your password, or have trouble logging on, please contact:

- ITS Help Desk at 815-802-8900 or helpdesk@kcc.edu

Some things to keep in mind when using ePrint:

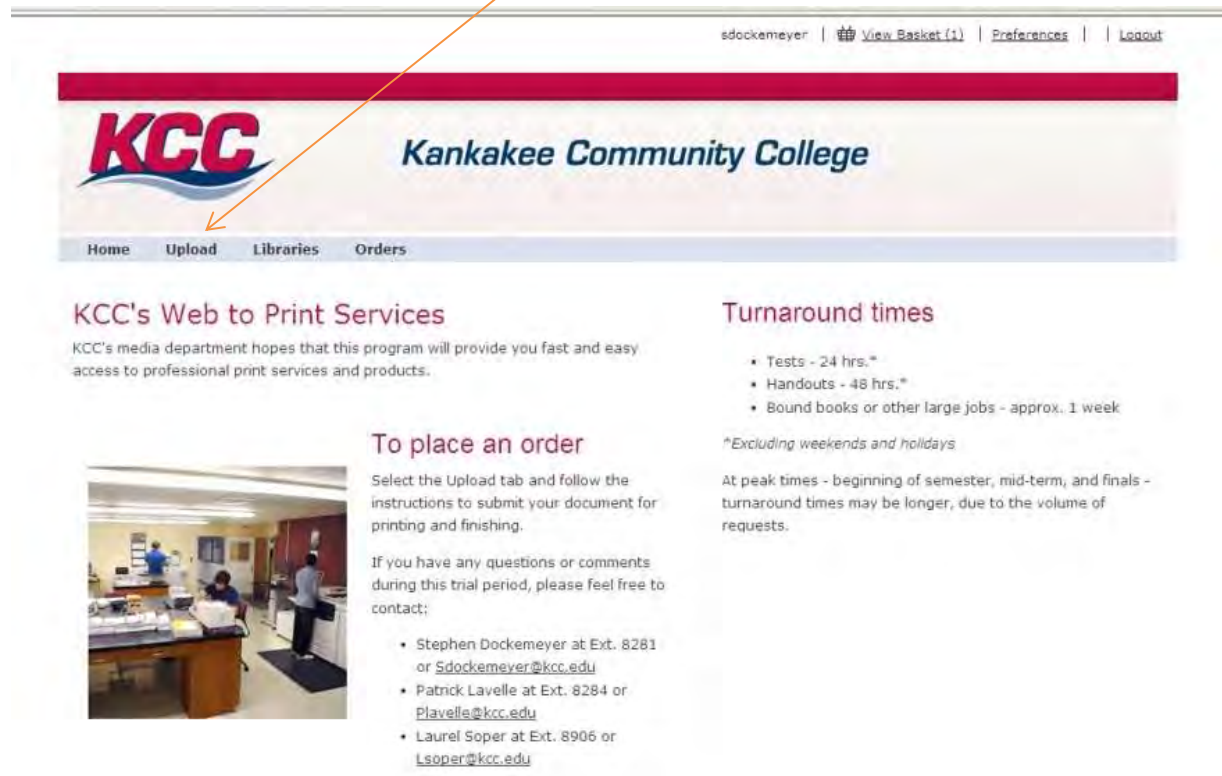
- Once a document is “uploaded”, you cannot make any changes to that document. All changes must be made to the original document on your computer. The uploaded document is only a copy.
- Also, Media cannot edit a document once we receive it. Please do not submit blank pages or any pages you do not want printed (i.e. answer keys for tests, homework, etc...).
- Once you send a file you cannot retract the request. You will need to contact the Media department and ask them to delete a request by referencing the order ID number assigned to that request.
- You can change your password at any time. Simply select the “Preferences” tab in the upper right corner of the home page. Click “Change Password”. Then you will need to type in your current password, your new password, and then confirm your new password by typing it in again.
- If you are **uploading a Power Point document** to be printed electronically, **please reference the last two pages of this document for instructions**. There are a few steps you will need to take before “uploading” your document to allow eprint to correctly convert a PowerPoint document.

Begin by logging in:

- Go to <http://kcc.eprintnow.com>
- Type in user name: same as your network log in name ex: sdockemeyer.
- Type in password: The last 7 digits of your coleage ID# (include any 0's).
- Check the "Remember me next time" box to skip this step in the future if you are on a non-shared computer, i.e. home computer. **DO NOT** check this box if this computer is used by multiple people.



You are now logged into KCC's ePrint Home page (as shown below). To submit a printing request you must first upload or select an already uploaded document from your library. Click on the "Upload" tab on the blue menu bar to begin the uploading process.



sdockemeyer | [View Basket \(1\)](#) | [Preferences](#) | [Logout](#)

KCC's Web to Print Services

KCC's media department hopes that this program will provide you fast and easy access to professional print services and products.

Turnaround times

- Tests - 24 hrs.*
- Handouts - 48 hrs.*
- Bound books or other large jobs - approx. 1 week

**Excluding weekends and holidays*


At peak times - beginning of semester, mid-term, and finals - turnaround times may be longer, due to the volume of requests.

To place an order

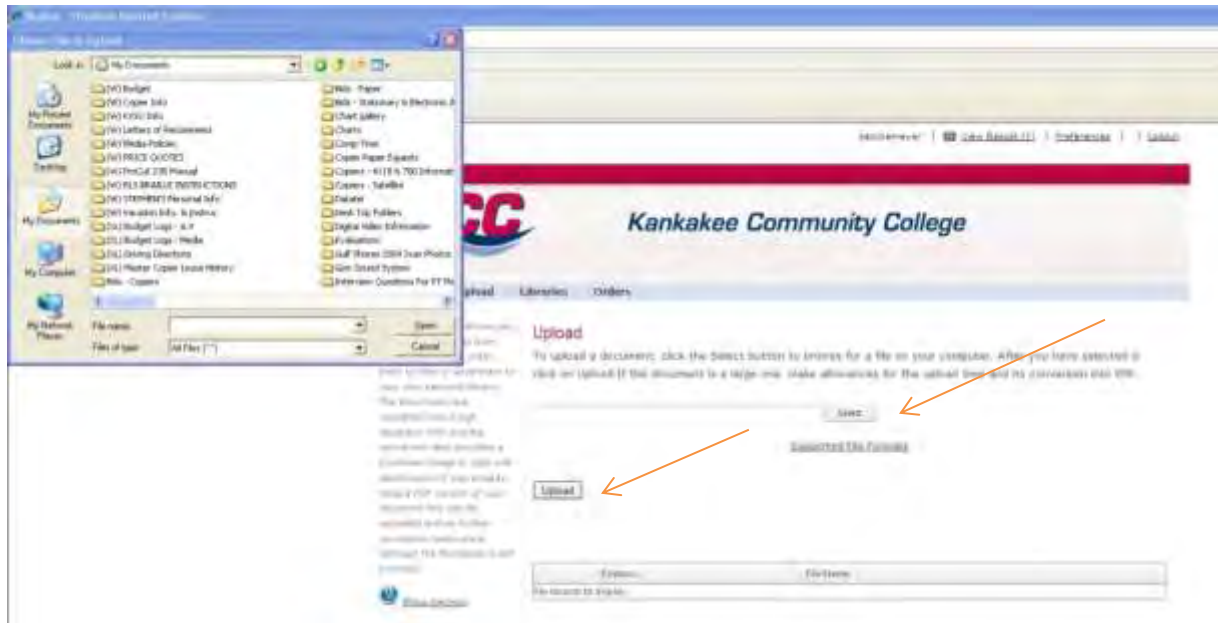
Select the Upload tab and follow the instructions to submit your document for printing and finishing.

If you have any questions or comments during this trial period, please feel free to contact:

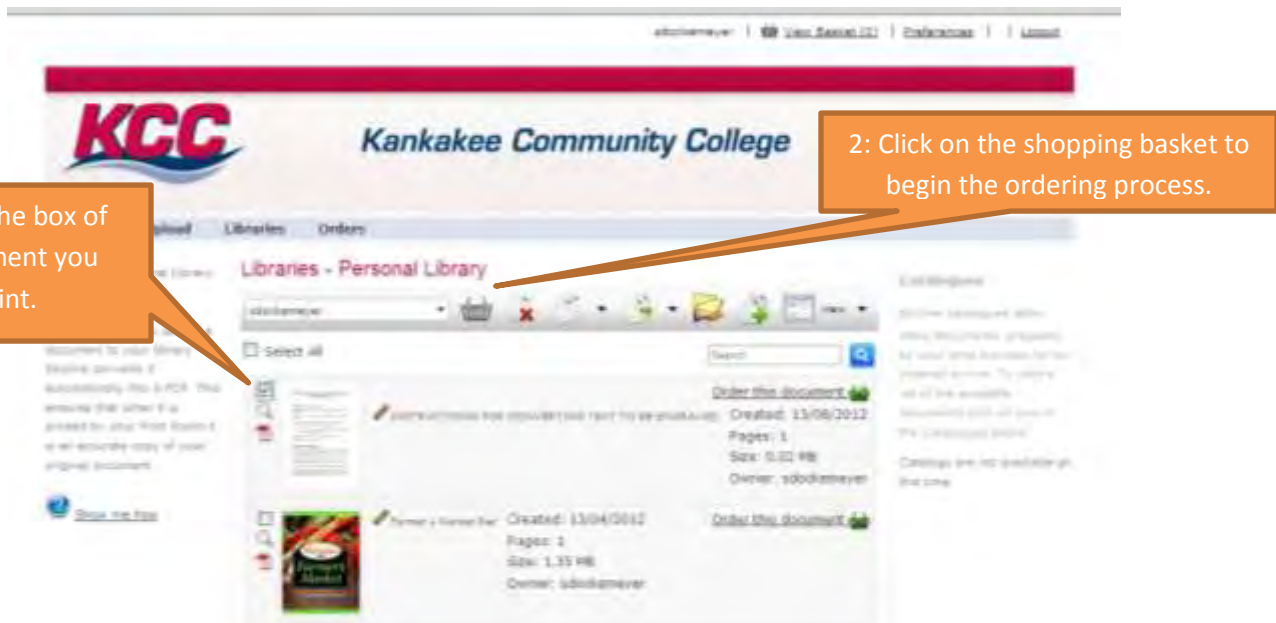
- Stephen Dockemeyer at Ext. 8281 or Sdockemeyer@kcc.edu
- Patrick Lavelle at Ext. 8284 or Plavelle@kcc.edu
- Laurel Soper at Ext. 8906 or Lsoper@kcc.edu



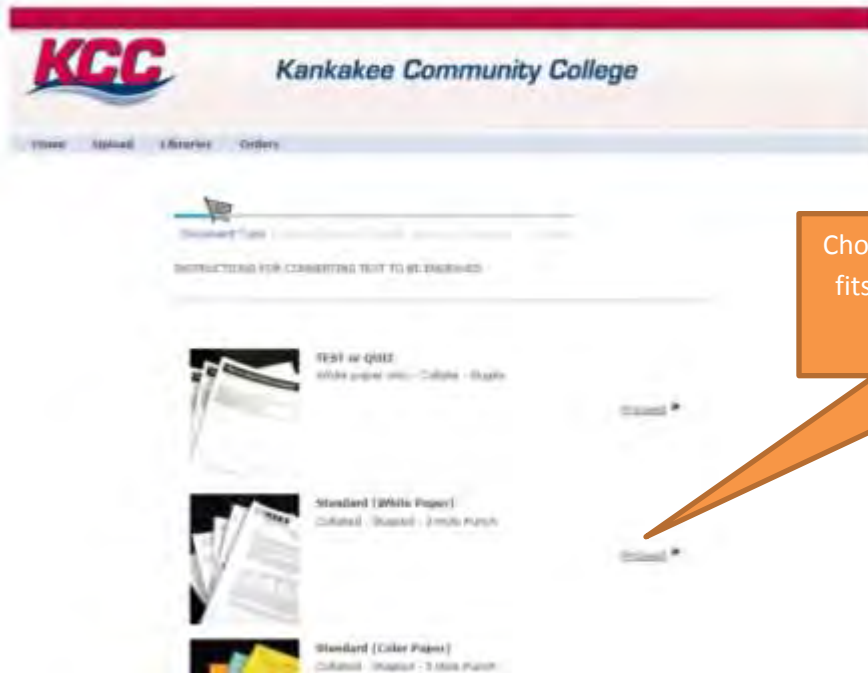
Next: Click on the “Select” button to access documents stored on the computer you are working from. Double click the document you wish to upload. You can upload one or multiple documents at this time. Once you have selected the document(s) you wish to have printed, hit the “upload” button and the process will begin.



STEP 1: You are now on the “Library” page where you actually begin to submit a printing request.

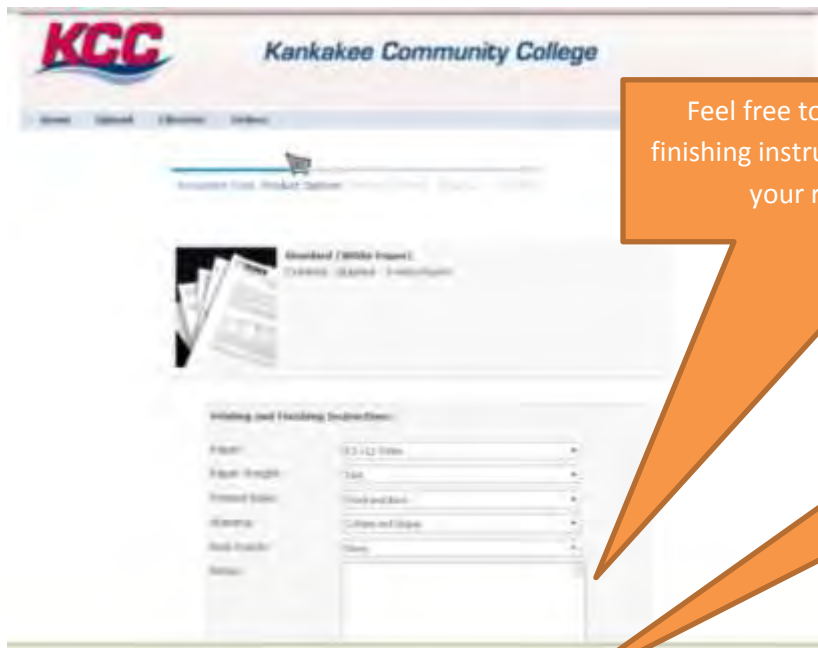


STEP 2: On this page you will select the “Document Type” . You have six to choose from. “Standard (White Paper)” and “Test or Quiz” will be the two most common types of documents used. Each “document type” has its own specific list of options related to that type of document.



Choose the “Document Type” that fits your printing needs and click on “proceed”.

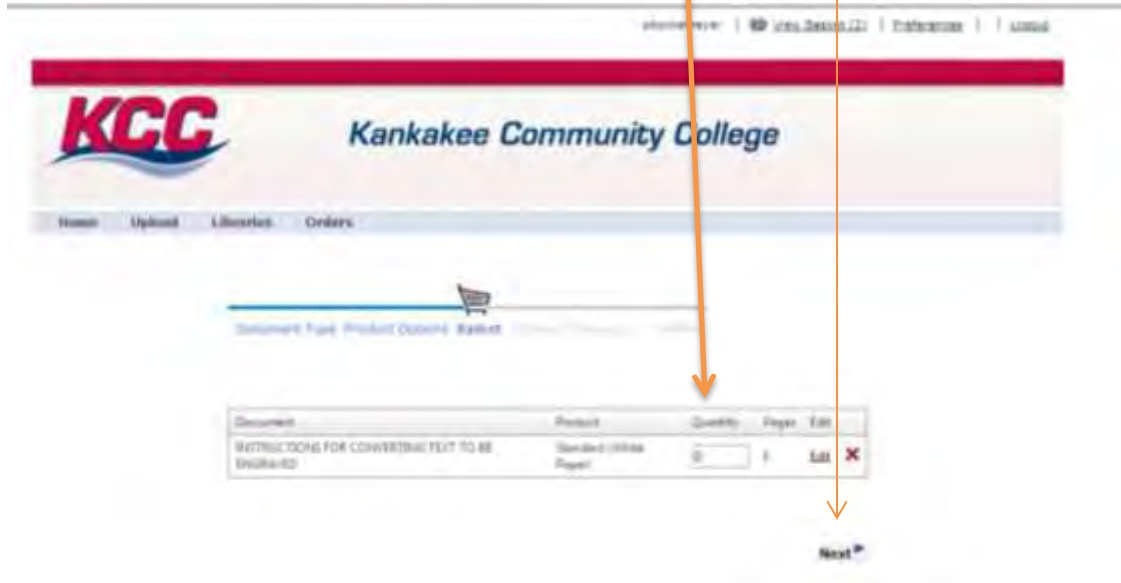
STEP 3: You are now in the “Product Options” page. All fields are defaulted to the most common options for this “Document Type”. If you need to change any settings, click on the drop down arrows and select available options.



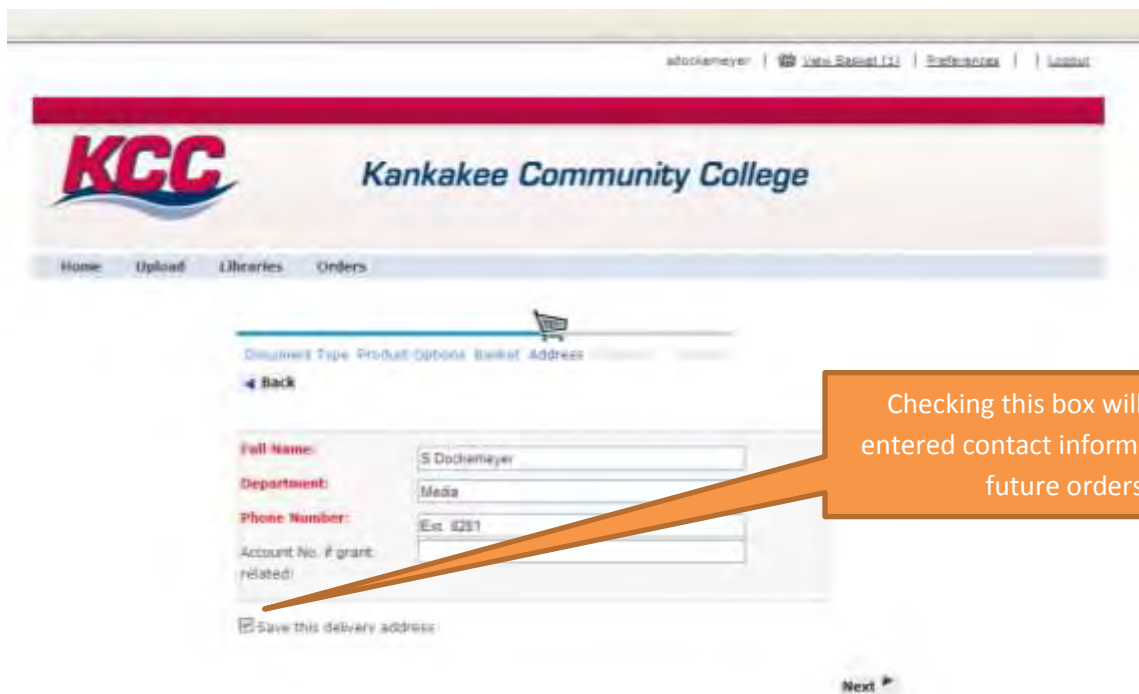
Feel free to include any additional printing or finishing instructions that will help media complete your request to match your needs.

Once you have selected all the appropriate options, click the “next” button found below the “notes” box.
(Not shown here)

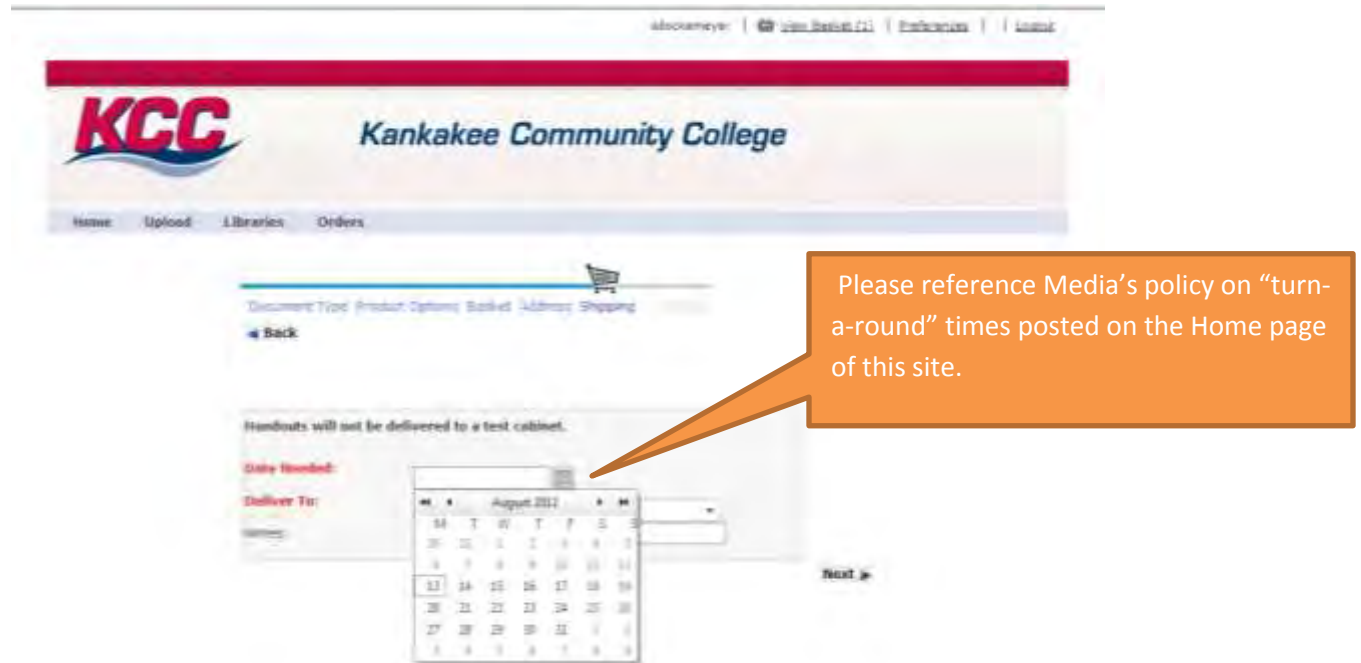
STEP 4: On the “Basket” Page, you will enter the number of printed copies you require. PLEASE NOTE after you enter a number in the quantity box, click anywhere on the page, you will see a spinning icon. This means the computer is changing the field from 0 to the number you entered. You will then have to hit the “next” button to continue.



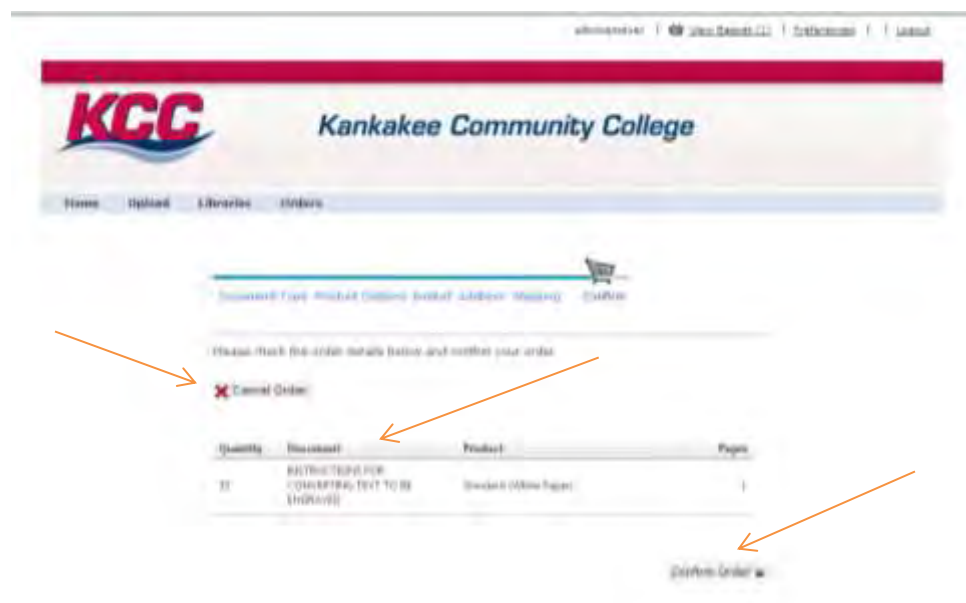
STEP 5: On the “Address” page, you will enter your contact information. All fields highlighted in red are mandatory and require data. The “Account #” field only pertains to departments funded by grant programs. Hit “Next” to continue.



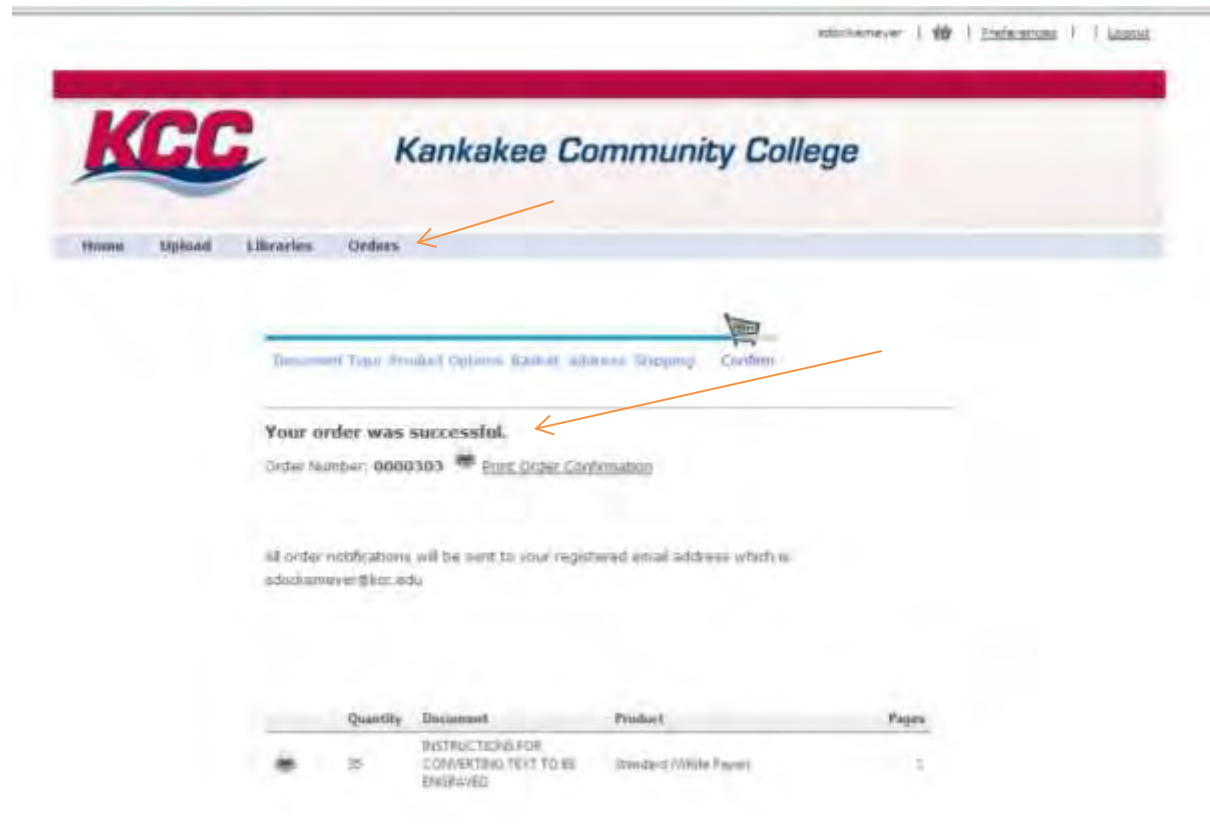
STEP 6: On the “Shipping” page you need to enter the “Date Needed”. Click on the calendar icon, then click on the date you need the printed materials. Click on the drop down arrow in the “Deliver To” field and select the location you would like Media to deliver the completed materials for you to pick up. Feel free to enter any additional instructions in the “Notes” field. Hit “Next” to continue.



STEP 7: The “Confirm” page will show you a brief summary of the order you are placing. Review the information and verify if it is correct. If so, hit “confirm order”. If you find an error or want to make changes, hit the “Cancel Order” button and start over.



If you successfully submitted your printing request, you will see this page appear. This page confirms that your printing request was properly sent to Media. You will see a message which states “Your order was successful”. Your request will also be assigned an “Order Number” at this point. Please reference this number if you need to contact the Media department for any reason regarding this request.



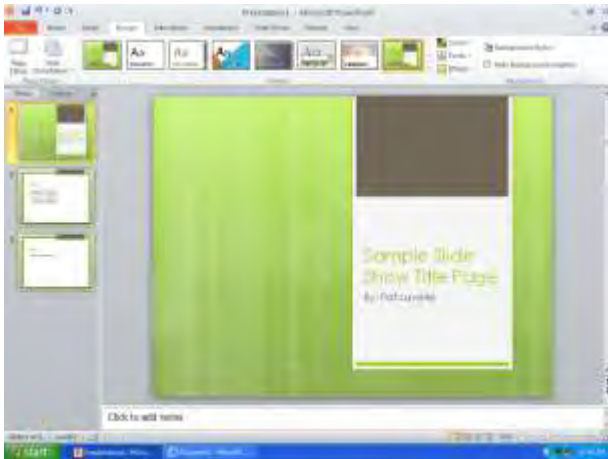
The screenshot shows the Kankakee Community College (KCC) website interface. At the top right, there are links for 'edockanmeyer', 'Preferences', and 'Logout'. The main header features the KCC logo and the text 'Kankakee Community College'. Below the header is a blue navigation bar with links for 'Home', 'Upload', 'Libraries', and 'Orders'. An orange arrow points to the 'Orders' link. Below the navigation bar, there is a shopping cart icon and a 'Confirm' button. The main content area displays the message 'Your order was successful.' with an orange arrow pointing to it. Below this message, the order number '0000303' is shown, along with a 'Print Order Confirmation' link. A note states: 'All order notifications will be sent to your registered email address which is edockanmeyer@kcc.edu'. At the bottom, there is a table with the following data:

Quantity	Document	Product	Pages
25	INSTRUCTIONS FOR CONVERTING TEXT TO BE ENGRAVED	Standard (Wide Paper)	1

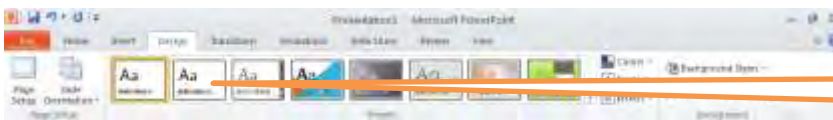
You can access this information at any time from the “Orders” tab located on the main blue menu bar. Once Media prints and sends out your materials according to your request, we will delete this job from the system, and it will no longer show up on your orders list.

Submitting Power Point Slides via kcc.eprintnow.com

1). Open the PowerPoint file that you are submitting.

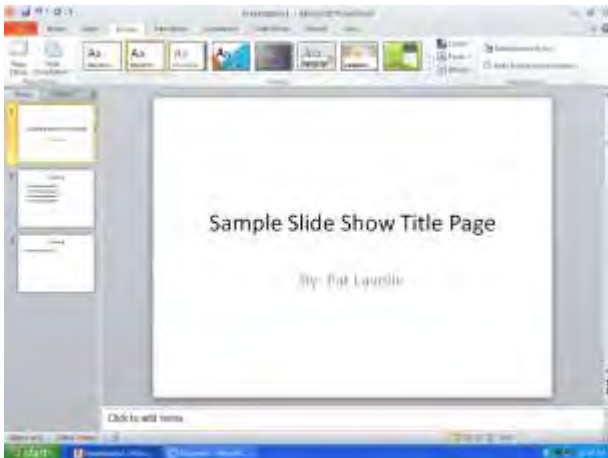


2). Select the "Design" tab and click on the "office theme" (Black and White) theme box to convert slides to a printable black and white version as pictured below. (You will still have your full color Slide Presentation by selecting "Save As" in step three.)

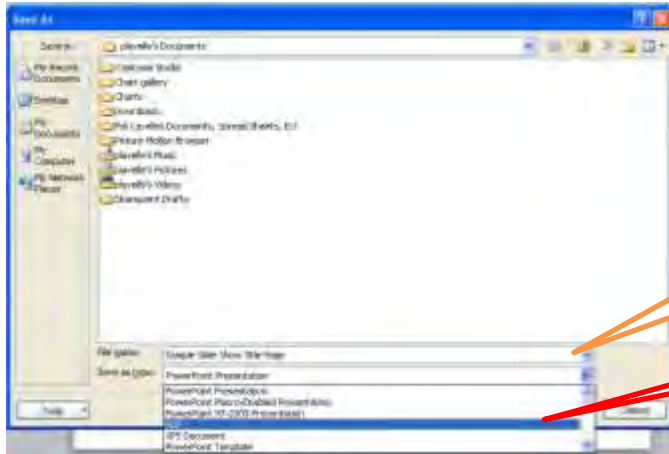


The Office Theme box looks like this

This step allows us to print out more legible documents and use less toner.



3). Go to "File" "Save As", rename the document, and then click the "Save as type:" drop down arrow and select PDF.



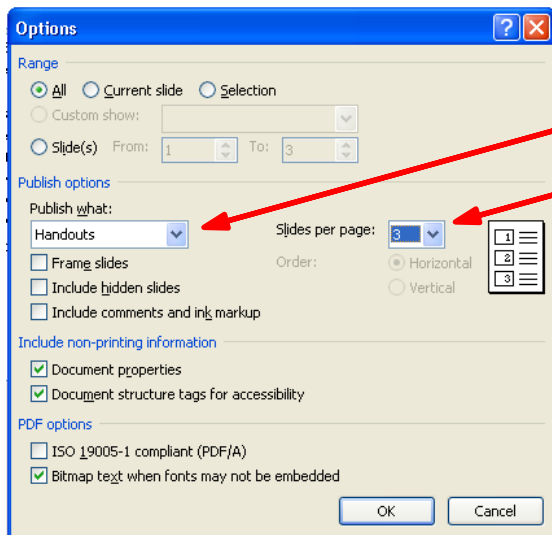
Rename your document i.e. add “print version” to the existing file name.

Select PDF from “Save as type:” drop down

Once PDF is selected, additional boxes will appear. Click on the options button.



4). In the options window, under the Publish options section, select “Handouts” in the Publish what: drop down box. If you would like to have “notes” next to each slide, select 3 Slides per page or less in the Slides per page: drop down box. If you do not require notes, then select however many slides per page you desire and click the OK button.



5). Click “Save” and submit your print version via kcc.eprintnow.com