DOCUMENT SERVICES OPERATIONAL PROCEDURES

The Document Services department provides word processing, design, production, and printing services for materials that will be distributed to ICC students, ICC faculty and staff, and ICC-sponsored professional organizations.

To expedite your request, please use our convenient online web submission tool.

✓ The address for our new web submission tool is icc.webdeskprint.com.

✓ ICC TRAC USERS should already be registered to use WebDeskPrint
  o Go to icc.webdeskprint.com
  o Enter your User Name and Password
    ▪ Your user name is your first name, a period, and your last name. Ex: “john.doe” (all one word, all lower case)
    ▪ Your default password is “icc2014” (all one word, all lower case)
      NOTE: For your protection reset your password when you log in.
    • To do this, select “My Profile” from the left-hand side of your screen, scroll to the bottom of the page, enter your new password, and click “Update.”

✓ NEW USERS can request access by using the “Click here to register” link.
  o Go to icc.webdeskprint.com
  o Click “Click here to register” link.

✓ ALL USERS that’s it! You’re ready to go! Start by logging in then select “Printing Order” from the left-hand side of your screen and you will see all of the printing categories available. Most clients will use “Simple Copies,” but we offer many print and other services (see list below). Click on the appropriate category and follow the steps.

✓ If you have questions, or need help, don’t hesitate to call us at (309)694.5244.

✓ All jobs submitted using our online web submission tool receive an automated message from Document Services – WebDeskPrint. If you do not receive an email confirmation, please call 694-5244.

What can Doc. Services do for you?

print in color and black-and-white
WE LIVE IN A WARP SPEED ENVIRONMENT
formal classroom materials
OUR SOFTWARE SUPERHEROES CAN FIX ANYTHING
proofread your documents
OUR EAGLE EYES WILL CATCH THOSE TYPOS
type notes or meeting minutes
SAVE YOURSELF FROM CARPAL TUNNEL
provide graphic design
WE CAN MAKE ANYTHING PRETTY
create signs and posters
DUDE, WE KNOW HOW TO GRAB ATTENTION
produce vinyl cling
STICKS TO WALLS AND REMOVES LIKE MAGIC
lamin ate your documents
A CLEAR CUT WAY TO PROTECT THEM
tape bind and coil bind
KEEP YOUR PAGES SO HAPPY TOGETHER
data mail merge
LETTERS, POSTCARDS, AND INVITES, OH MY