

JOHN A. LOGAN COLLEGE: CAMPUS SUPPORT SERVICES

WHAT WE OFFER:

- USPS and Campus Mail Processing/Delivery
- Full-Service Copying/Printing <https://www.jalc.edu/campus-support-services/>
Copying, Scanning, Bindery, Laminating, Adhesive, and Mount to Foam Core
- Online Print Request Support
- Print Design
- Homework Drop-off Services
- Desktop/Ricoh Printer Cartridge Orders
- Paper Orders/Delivery

WHERE TO FIND US:

Room C115, John A. Logan College, Carterville Campus (between General Store and Library)

HOURS OF OPERATION:

Monday – Friday: 8:00am – 4:30pm (Closed Summer Fridays)

CONTACTS:

Department Email Address: print@jalc.edu

Amy Bafford, Manager, Ext. 8280

Patrick Cox, Ext. 8384

Julie Boles, Ext. 8381

Campus Support Services Student Workers (2)

WHAT WE DO: STUDENTS

Printing: Student Print Ticket at:

<https://www.jalc.edu/campus-support-services/> (log into MYJALC first!)

After Hours Pick Up Tray is to the left of the Student Pick Up Window

*For pick up before 8AM, submit by 4PM the day before

*For pick up after 4:30PM, submit by 4PM the same day

Copying: Walk up and wait OR drop off and pick up Later

Scanning to Email: Free PDF Scans in Color or Black and White, emailed to you

Bindery: Stapling, 3-Hole Punching

HOMEWORK SUBMISSION SERVICES: STUDENTS

Should your Instructor direct you to submit Homework in their absence, we can process and place in their mailbox. Visit the Student Pickup Window in C115 to submit your Homework ONLY if directed by your Instructor.

RELATED SERVICES: STUDENTS

Self-Serve Printing, Copying, (black and white) and Scanning in the JALC Library (Room C123)

One copier/printer/scanner is available in the Library for students and the public at no charge. It is available on a first come, first serve basis only. We recommend you use the Student Print Ticket at: <https://www.jalc.edu/campus-support-services/> first, as you may have to wait during busy times.

FAXING ON CAMPUS (ROOM C201): STUDENTS

Should you need to send a fax pertaining to your JALC class or degree, a fax machine is available in the Admissions office. For faxing personal or non-degree related info, visit the Fax Zero website (www.faxzero.com). Free up to 3 pages, over 3 pages at a cost. Faxing is also available at Carbondale Staples (at a cost).

WHAT WE DO: FACULTY & STAFF

UNITED STATES POSTAL SERVICE MAIL ROOM AND CAMPUS MAIL ROOM

Should you need a campus mailbox, a key will be assigned to you.

Return your mailbox key to CSS if you're not returning to JALC.

Mailings over 200 pieces could receive discount pricing, email print@jalc.edu for details!

The college's address should be used for JALC related mail only.

FULL SERVICE PRINTING (BLACK & WHITE AND COLOR): FACULTY & STAFF

Printing: Faculty/Staff Print Ticket at:

<https://www.jalc.edu/campus-support-services/> (log into MYJALC first!)

Copying: Walk up and wait OR drop off and pick up Later

Scanning to Email: Free PDF Scans in Color or Black and White, emailed to you

Bindery/Finishing: Stapling, 3-Hole Punching, Cutting, Folding, Booklets, Scoring, Comb Binding, Laminating, Mount to Foam Board with adhesive

LAMINATING/ADHESIVE/MOUNT TO FOAM CORE: FACULTY & STAFF

Lamination (hot lamination on documents up to 26" tall). Mount to foam board with adhesive for 8.5x11 or 11x17.

GRAPHIC DESIGN FOR PRINT: FACULTY & STAFF

Fill out a design request here: <https://www.jalc.edu/campus-support-services/> (log into MYJALC first!)

DESKTOP & RICOH PRINTER CARTRIDGES: FACULTY & STAFF

All Desktop Printer cartridges **must** be ordered through our office.

Orders are placed twice a month for Desktop Printer Cartridges.

Fill out the "Paper Delivery/Desktop Cartridge Request" on the CSS web page:

<https://www.jalc.edu/campus-support-services/>

All Konica Minolta Toners for contract copiers are available in our office at no charge. Visit the C115 counter to get a Konica toner.

COPIER/PRINTER PAPER: FACULTY & STAFF

Fill out the "Paper Delivery/Desktop Cartridge Request" on the CSS web page:

<https://www.jalc.edu/campus-support-services/>

To purchase paper by the ream, visit the C115 counter.

INSTRUCTIONAL & DIGITAL DOCUMENTS: FACULTY & STAFF

“How To” Documents, JALC Letterhead & Memo digital files, and other helpful information
On CSS Home Page on Sharepoint:

<https://jalcollege.sharepoint.com/auxiliaryservicescenter/SitePages/Home.aspx>

AFTER/BEFORE HOURS COPYING & PRINTING: FACULTY & STAFF

In the C115 Lobby a printer is available for copying, scanning to email, printing from USB and scanning to USB.

RELATED SERVICES: FACULTY & STAFF

Learning Resource Center (Room C230)

Self-serve copying (C230) is available to full-time faculty.

Library (Room C123)

Self-Serve Copying, Printing, (black and white only) and Scanning (color) to USB or email is available to **students and the public** in the Library at no charge.

Faxing for Faculty/Staff

Faxing is available in select offices only. Visit jalc.edu and click on the “contact us” tab. On the department listing, you will see which offices have a fax number available. Please ask permission before using an office’s fax number.

FedEx or UPS services

Visit the Receiving Department in E102 for FedEx or UPS Services.

Website Postings:

Phillip Lane, <https://www.jalc.edu/event-promotion-request/>

Please don’t hesitate to email Campus Support Services!

print@jalc.edu

We are happy to assist you!

Revised 9/19/2024