

# DETROIT PUBLIC SCHOOLS



Document Efficiency  
At Work.

# Copy Center

Support Service Complex  
1425 E. Warren (Frederick Street—H Door)  
Detroit, MI 48207

## ELECTRONIC PRINTING JOB SUBMISSION

We are pleased to offer **IKON TRAC** Solution, a web-based system that allows you to submit your job requests electronically and monitor their status from your desk. Follow these simple steps for new user sign up:

- <https://dpsprintshop.ikontrac.com>
- Enter your information into the new User Signup form, including name,
- Password and address. Your username should be the same as your DPS username.
- Click Signup then contact the **IKON** Service Center (313) 578-7482 to activate your username.
- Your Username will not be available until the **IKON** Service Center activates it.

If you have problems with the **IKON TRAC** Solution setup, contact the Service Center and someone will help you with the setup.

## WHAT WE CAN DO

### Black and White Copies

8.5 x 11

8.5 x 14

11 x 17

Alt. Sizes

One Sided

Two-Sided

Collate, Un-collated,  
Reduce, Enlarge  
And Much More....

- Letterhead, Business Cards, Tabs, Envelopes, Transparencies and Much, Much, More...

### For More Information Please Call:

James Jones— Site Manager—(313) 578-7482

Fonda Baker—Assistant Site Manager—(313) 578-7481

Linda Talbot—Program Supervisor —(313) 578-7309

Regina Sargent—Program Associate II—(313) 578-7310

Email: [printshop.express@detroitk12.org](mailto:printshop.express@detroitk12.org)

## Paper Stock

- Colors
- Pink, Blue, Yellow, Green, Ivory, Cherry, Orchid, Grey, Goldenrod and Buff
- Additional colors can be requested/along with heavier weight paper.

## BINDING SERVICES

- Stapling
- Booklet Staple
- Spiral Binding
- Comb Binding
- Shrink-wrap
- Lamination