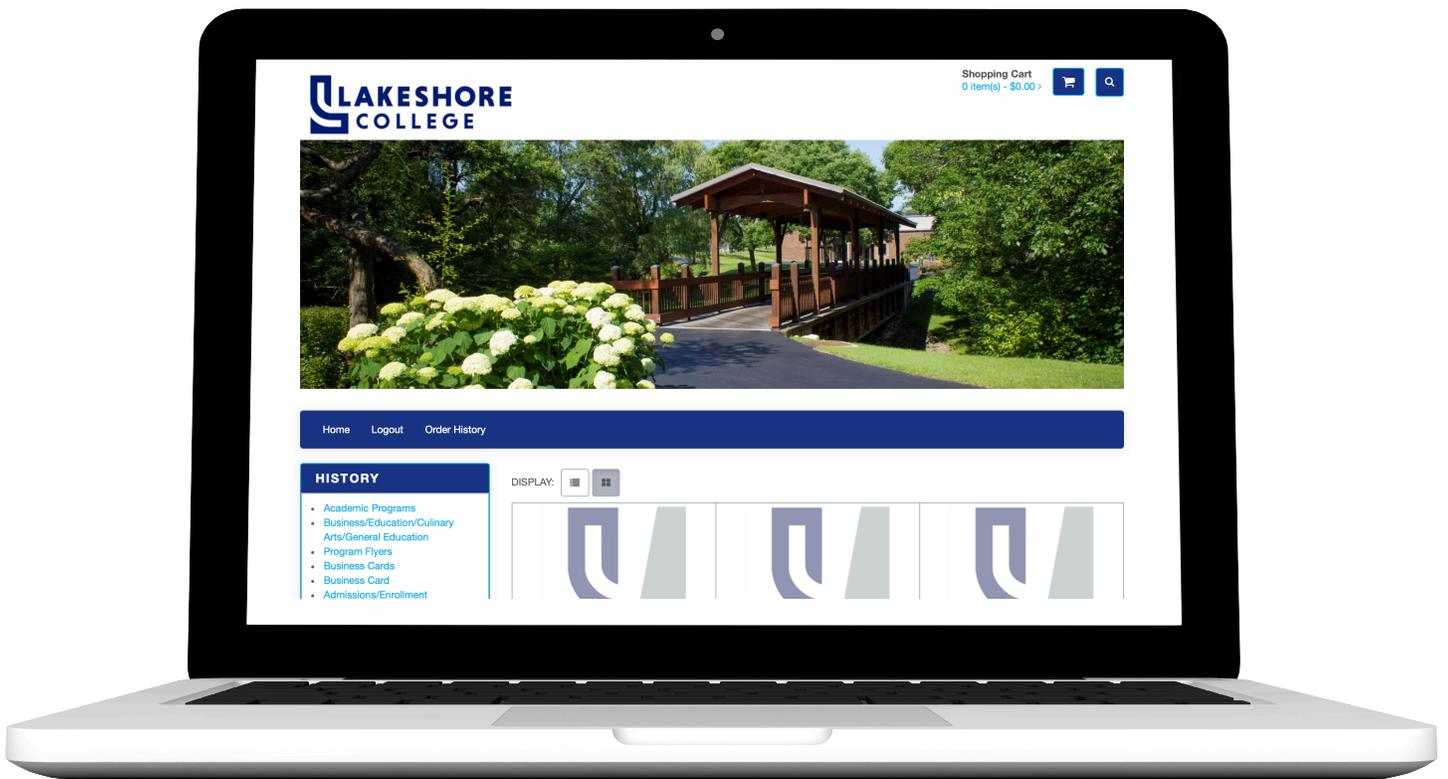




# LAKE SHORE COLLEGE



Online Ordering  
[lakeshore.dcopy.net](http://lakeshore.dcopy.net)

**DigiCOPY**<sup>®</sup>



**Login**

**Access to the Print Portal is available through Single Sign On (SSO)**

**Go to My Lakeshore**



**Click on DigiCOPY logo to enter the Print Portal**



DigiCOPY



### HISTORY

- [Academic Programs](#)
- [Business/Education/Culinary Arts/General Education](#)
- [Program Flyers](#)
- [Business Cards](#)
- [Business Card](#)
- [Admissions/Enrollment](#)

DISPLAY:  

 <p><b>Academic Programs</b></p> <p><a href="#">View Items</a></p>	 <p><b>Business Cards</b></p> <p><a href="#">View Items</a></p>	 <p><b>Admissions/Enrollment</b></p> <p><a href="#">View Items</a></p>
 <p><b>General Campus Materials</b></p> <p><a href="#">View Items</a></p>	 <p><b>Upload your print project</b></p> <p><a href="#">View Items</a></p>	

## Select Project Category

Select a category from the home page to submit a document to print.



# General Copies

**Quantity:** Enter the number of copies needed for your file. If ordering a piece that fits multiple-up, calculate the number of sheets to be printed.

**Originals:** Enter the number of pages in your original file.

**Sides:** Single Sided or Double Sided.

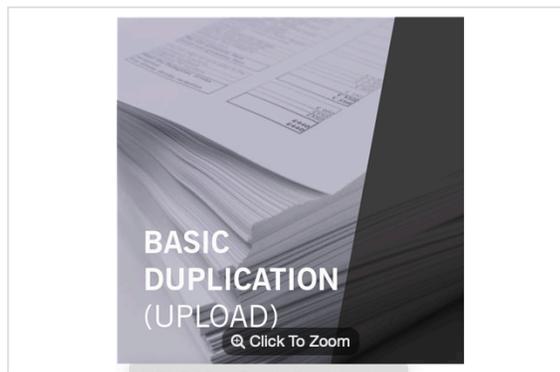
**Paper Type:** Various paper type choices to print on.

**Paper Size:** Size print.

**Finishing:** Various options including; stapling, drilling, cutting, folding, binding, padding, shrink wrapping, scoring, perforating and laminating.

**File Upload:** Select up to 3 files to upload for printing.

*If your document requires printing from hard copy, indicate that in special instructions.*



UPLOAD - Basic Duplication

-Print ready docu...

-Please allow 1 - 2 business days for quotes/proofs. (Production time may be delayed.)

[Download a larger version of the paper options shown: CLICK HERE](#)

**Bleed Options: Full Bleed is defined as any print or color that extends to the edge of the finished cut size. If your print is full bleed, we need at least 1/8" of extra artwork around the edge in your file. No Bleed is defined as no artwork or text extending to the edge of the finished cut size. See the examples below:**



## Extra Specifications

**Name Your Job:** The job name will show up in your Order History for tracking purposes.

**Additional Instructions:** Enter any special instructions regarding paper and finishing or other aspects of your job. If instructions are given that incur extra charges, DigiCOPY will adjust your order total after the order is placed.

## UPLOAD - Basic Duplication

Quantity

1

Number of pages in your document

1

Black ink or Full color ink

BW

Sides

Single Sided

Paper Stock

White Standard Text - 20# (BW Standard)

Paper Size

8.5 x 11

Staple

--

Bind

--

Drill

--

Fold

--

Laminate

--

Full Bleed (Does ink bleed off the paper edge? Visual reference to the left.)

No

Proof Needed

--

Quote Needed

--

Price

**\$0.03**

Each \$0.03

Print Estimate

## File Upload

At least one upload is Required

File 1

Choose File - no file selected

Name Your Job (optional)

Additional Instructions

Add to Cart

# Static Documents



## PROGRAM FLYERS

DISPLAY:   Default



**Accounting**  
View Details



**Accounting Assistant**  
View Details



**Administrative Professional**  
View Details

**Easy Ordering**  
Select quantity and add to cart



8.5 x 11 Flyer Printed Double-Sided

**Accounting**

Quantity:

Price: **\$4.20**

**Additional Instructions**



# Customized Documents



Shopping Cart  
1 item(s) - \$42.00 >



Home Logout Order History

Select your location to populate the address and then enter your contact information.

Full Screen

Page Preview Size

1 Large

Cancel

Save for Later

Finish Editing

All required items complete

Select a Campus

Please Select

Name \*

Paul Otero

Job Title \*

Manager

Campus \*

Cleveland

Address \*

1290 NORTH AVENUE

City \*

CLEVELAND



**Paul Otero**  
*Manager*

**LAKESHORE COLLEGE**  
**1290 NORTH AVENUE**  
**CLEVELAND WI 53015**  
**MAIN 920.693.1000**  
**otero@lakeshore.edu**

**lakeshore.edu**

Make updates and proof your document in real time.

## Shopping Cart

The Shopping Cart shows a summary of all requested items.

## Checkout 1



### Edit and Remove Items

You have the option to “Edit” or “Remove” items from your shopping cart.



Home Logout Order History

### Shopping Cart

Accounting  
100

Details ^

\$42.00

Subtotal \$42.00

[Checkout](#)

[Continue Shopping](#)

### Continue Shopping

You may add as many projects to the shopping cart as needed. Click Continue Shopping to order additional projects.



Home Logout Order History

### Shipping

Ship To

Lakeshore College, 1290 North Avenue, Cleveland, WI (Lakeshore College)

Lakeshore College 1290 North Avenue  
920.693.1000 Cleveland, WI US 53015

Weight: 0.800 lb

Shipping Method

Free Local Delivery \$0.00

Shopping Cart  
1 item(s) - \$42.00 >

Subtotal \$42.00

Shipping \$0.00

Tax \$0.00

**Total \$42.00**

[Continue](#)

### Shipping

All orders will be shipped to Mail Room.



# Checkout 2



Shopping Cart  
1 item(s) - \$42.00 >



[Home](#) [Logout](#) [Order History](#)

## Checkout

Please fill out the following information before completing your order.

Payment Method

Submit Order Here

Select an Account Code for this order. \*

Please select

Comments (optional)

Shipping

[Edit](#)



Accounting

\$42.00

Shipping To

Lakeshore College  
920.693.1000

1290 North Avenue  
Cleveland, WI US 53015

Subtotal	\$42.00
Shipping	\$0.00
Total Before Tax	\$42.00
Tax	\$0.00

**Total \$42.00**

**Complete Order**

### Enter Cost Code Number

Select the cost code from the pull down menu.

### Submit Order

When complete, select **Submit Order**.

# Order History & Reorder



## Viewing Orders

Select **Order History** in the top menu bar. This will display a history of orders you have placed through the online ordering system. Your orders, by default, will be sorted by Order #. You can sort by other specifications by clicking at the top of each column.

## Export Order Details

You have the option to export your order history to Excel or a PDF. Click the appropriate icon to create a report.

## Order History

 Pending

**Start Date** 12/5/2025  **End Date** 1/5/2026  **Order Status** All  **Approval Status** All 

**Ordered By** Just My Orders  **Billing To**  

 Expand All  

	Paid	Order Number	Order Date	Ordered By
▶ <a href="#">View</a>   <a href="#">Reorder</a>	✘	496834	12/26/2025 11:05 AM	Admin User
▶ <a href="#">View</a>   <a href="#">Reorder</a>	✘	495616	12/15/2025 6:32 PM	Admin User
▶ <a href="#">View</a>   <a href="#">Reorder</a>	✘	495350	12/12/2025 10:54 PM	Admin User
▶ <a href="#">View</a>   <a href="#">Reorder</a>	✘	495349	12/12/2025 10:53 PM	Admin User
▶ <a href="#">View</a>   <a href="#">Reorder</a>	✘	495348	12/12/2025 10:51 PM	Admin User

## Reordering

Reordering a project is as simple as a mouse click. You can edit your quantities and instructions at that time.



# Personal & Student Jobs

**lakeshore-retail.dcopy.net**

Welcome Visitor, Login | Create an account    History    My Account    Shopping Cart    Saved

**LAKESHORE COLLEGE**    Shopping Cart: 0 item(s) - \$0.00 >



Home    Login

DISPLAY: [List View] [Grid View]    Default

 <p><b>COURSE PACKETS</b></p> <p>Course Packets</p> <p><a href="#">View Items</a></p>	 <p><b>BLACK &amp; WHITE COPIES</b></p> <p>Black &amp; White Copies</p> <p><a href="#">View Details</a></p>	 <p><b>COLOR COPIES</b></p> <p>Color Copies</p> <p><a href="#">View Details</a></p>
 <p><b>OVERSIZE PRINTS</b></p> <p>Oversize Prints</p> <p><a href="#">View Details</a></p>		

The retail site is for personal projects and will require a Credit Card at the Checkout page for payment.

All orders will be delivered to the Mail Room for pickup.  
Call 920-857-2208 with any questions.



## Contact Information

Troy Bauer - District Sales and Operations Manager  
(P) 920-857-2208  
bauer@dcopy.net

Amanda TeStroete - Customer Service Representative  
(P) 920-857-2208  
testroete@dcopy.net

Paul Otero - Vice President of Corporate Sales  
(C) 414-550-3908  
otero@dcopy.net

Wayne Rice - Director of Online Solutions  
(C) 414-791-8017  
rice@dcopy.net

### **Onsite Contact (Mail Room)**

Katie McNichols  
(P) 920-693-1147  
Monday - Friday – 9am - 1pm

### **Main Production Facility**

DigiCOPY  
211 E Walnut St.  
Green Bay, WI 54301  
greenbay@dcopy.net  
(P) 920-857-2208

### **Hours of Operation**

Monday - Thursday – 7am - 7pm  
Friday – 7am - 5pm  
Saturday – 9am to 1pm