

DUPLICATING SERVICES



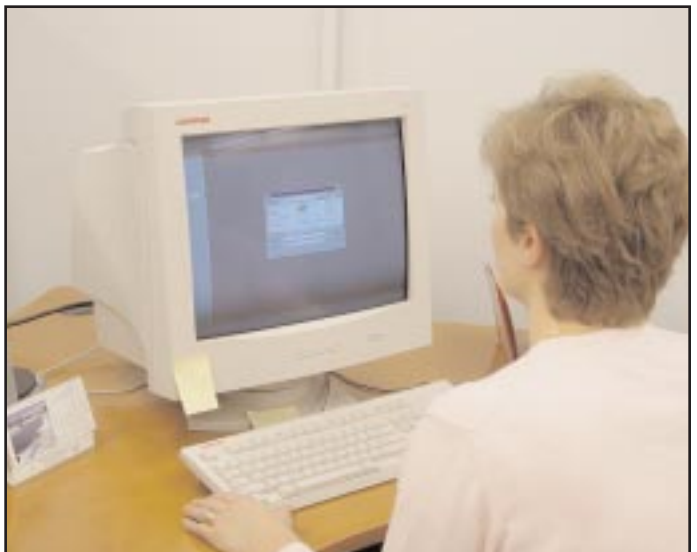
Location:

**Room 115
Center for Public Safety/General Services
274-3998
Hours of operation: 8:00 - 4:30**

The Ithaca College Duplicating Center provides services to the campus community. Copies requested may be placed on an account number (not on a while you wait basis) or they can be paid for in cash.

“Duplicating is the process of making exact copies of an original document. Your copies will only be as good as the original copies you provide.”

This may have been the case in the past but we now have machines capable of making jobs better than the original. We can take your document and scan it, clean up spots and delete or add information as needed. We can then save this document so you can add or delete information at a later date.



An on-line request is now available at:
<http://www.ithaca.edu/genadminserv/dup.htm>



We are also capable of reproducing documents from various files including PDF, jpeg, Adobe Pagemaker, Adobe Photoshop, Quark, Microsoft Publisher, Word, Excel, and PowerPoint, and more. You can call our office if you have a question about a program not mentioned.

These files can be sent via e-mail, zip disc, or CD depending on the file size.

For those of you who don't have electronic options, we are now able to scan your paper originals and provide the following choices:

- 8 1/2 x 11, single-sided copies
- 8 1/2 x 11, double-sided copies
- 8 1/2 x 11 booklets
- 11x17 booklets
- 4 up on 8 1/2 x 11 sheet
- Pagination
- Mail Merges
- Ticket numbering
- Full color copies

All these can be done on a varying supply of colors or specialty papers.

Booklets are now a one-step process from file to finish.



Originals are placed in the scanner.



Next they are brought to the workstation.



We then send them to our machine.



The machine copies, folds, staples and trims the job for output

Our bindery options include

- Folding
- Cutting
- Spiral Binding
- Glue Binding
- Shrink Wrapping
- 3-Hole Punching
- Stapling
- Padding



We offer pick-up and delivery of jobs to the following locations. Jobs picked up at these buildings will be sent back to the same location.

The morning pick-up is at 9:00 and afternoon pick-up and delivery is at 3:00 -4:30.

1. Egbert Hall
2. Roy H. Park School of Communication- 2nd floor
3. Roy H. Park School of Communication- 3rd floor
- 4 Job Hall
5. Smiddy Hall- 3rd Floor
6. Hill Center
7. James J. Whalen Center for Music
8. Towers Concourse
9. Alumni Hall
10. Dillingham
11. Williams Hall
12. Center for Natural Science
13. Smiddy Hall - 4th Floor
and Muller Center

A form titled "Shasta College Duplicating Requisition General Services" with various fields for request details and a summary section at the bottom.

Shasta College Duplicating Requisition
General Services

Date Requested _____ Date Needed _____
Requested By _____ Approved _____
Department _____ Priority _____

Pick Up/ Drop Off Location _____
Number of pages in document _____
Number of copies needed _____
 Start and new document Update to existing document

8 1/2 x 11 Single Sided Collate Blank Back
 8 1/2 x 14 Double Sided Staple Spiral Bind
 11 x 17 Book Wire Hole Laminates Full Color

Colored/Special Paper _____
Special Instructions _____

Date scanned: _____ Per General Services Use
Total Copies _____
Total Cost \$ _____

Account # _____