

## **Copy Center Services**

**Hours:** Monday through Friday, 8:00 a.m. to 4:30 p.m.

**Contact:** Lynn Dodge, x4091, [dodgel@franklinpierce.edu](mailto:dodgel@franklinpierce.edu)

### ***Copy Center capabilities include:***

#### **HP DesignJet Large Format Printer**

The full color printer is printed on the following paper:

- Bond Paper (like plain copy paper)
- Satin Photo Paper
- Vinyl Paper

The size options available for each type of paper are based on the following width limits, reasonable length is negotiated and billed by linear footage (*see last page for pricing*):

- Bond Paper is 36 inches wide
- Satin Photo Paper is 36 inches wide
- Vinyl Paper is 42 inches wide

Listed below are recommended sizes for output (*Custom sizes are available*):

- Posters:
  - 18" x 24"
  - 36" x 24"
  - 48" x 36"
- Banners:
  - X-Frame – 24" x 63"
  - Billboard – 36" x 93"

#### **Wide Format Extras:**

- Proofs are printed on bond paper at half the final size and the cost is by linear foot.
- Posters can be mounted on foam core and are an additional \$5.00 each.
- Grommets are added to the vinyl banners for easy hanging at no additional charge.

Contact Lynn with questions about custom sizes or to see current samples for the Canon printer by telephone at ext. 4091 or e-mail: [dodgel@franklinpierce.edu](mailto:dodgel@franklinpierce.edu)

When you have a **Rush Job**, call Lynn at ext. 4091 to make arrangements.

### Print Requests

*\* We have expanded our capabilities \**

All of the following options can be applied to **Color** and Black & White prints:

- One or two sided prints
- Sizes of paper from 5.5" x 8.5" to 13" x 19" (*maximum image area 12.70" x 18.90"*)
- Paper types on hand:
  - Bond (*like regular copy paper*)
  - Coated (*smooth texture*)
  - Matte or glossy (*like photo paper*)
  - Card stock (*thicker than copy paper*)
  - NCR carbonless form paper

**Note:** *Administrative Assistants and Marketing will have sample booklet to see the paper available for print requests.*

### Copying From Paper Originals:

Paper Originals should be:

- ✓ Pages all the same size.
- ✓ In page order.
- ✓ One or two-sided not both.
- ✓ Free of paper clips, staples, white out and tape.
- ✓ Your originals should be on white paper for optimum results, and your copy (*i.e. type and illustrations*) should be dark, preferably in black.

**NOTE:** *The copier cannot improve the quality of your original.*

### Print/Copy Job Requests

Requests can be sent to the Processing Center in the following ways:

- Fill out and submit a **Copy Center Request Form**, then:
  - forward it to Lynn Dodge at [dodgel@franklinpierce.edu](mailto:dodgel@franklinpierce.edu)OR
  - send it to Lynn Dodge at the Copy Center, via Inter-Office Mail
- **Faculty and Staff** can use our network share folder `\\PIERCE\FPUShares\Copy_Center` by following these instructions:
  1. Go to the bottom left of your screen and **right click** the Windows icon.
  2. Select **Run** on the pop up menu.
  3. In the dialog box type in the above path.
  4. The Copy Center folder on the FPUShares server will open.
  5. You can **create** a folder for your job or department  
OR **drag** your file into the window which will copy the file to the folder.
  6. **E-Mail** a **Copy Center Request Form** to [dodgel@franklinpierce.edu](mailto:dodgel@franklinpierce.edu)
- When you have a **Rush Job**, call Lynn at ext. 4091 to make arrangements.

Printing Prepared Electronic Files:

- ✓ Provide documents that are 'Ready to Print'.  
(***Proofread and spell check*** your documents thoroughly as this will help you to meet your deadlines, save you time, save on materials and cost.)
- ✓ Documents provided should be at least 300 dpi for proper resolution of the image.
- ✓ For the best output, the document should be setup with the finished size of the print (full format).
- ✓ Add crop/bleed marks in the document if the final print should bleed the color to the edge of the page. Also, include final size desired in the request.
- ✓ The preferred file format is PDF.

Finishing Jobs:

- 3 hole punch
- Paper Drilling
- Folding
- Cutting (*to size or to bleed*)
- Padding
- GBC Comb Binding
- Booklets (*saddle-stitch*)
- Stapling up to 65 pages  
(*13" x 19" paper cannot be stapled*)
- Laminating
- Collating

**Confidential Material**

Confidential originals (such as exams) should be sealed in a large envelope with a completed Copy Center Request Form. Your project will be individually packaged and labeled with the delivery destination written on the outside of the package.

**Turnaround Time**

Every effort is made to complete jobs within the time requested or as noted on the Copy Center Request Form or e-mail. Annual handbooks and other jobs requiring a large volume will require more time. Rush Jobs are determined when they are *requested* or the *deadline* is within 24 hours of receipt. Contact Lynn Dodge at ext. 4091 or e-mail: [dodgel@franklinpierce.edu](mailto:dodgel@franklinpierce.edu) in advance.

***It is suggested that jobs requiring a total of 35 copies or more should be copied at the copy center rather than on departmental copiers. Use of the copy center will give the faculty and staff more time to devote to other tasks.***

**Copying Restrictions:**

The federal copyright law prohibits the copying and distribution of copyrighted material unless the permission of the copyright owner is obtained or the copying is “*fair use*.” A work is protected by copyright if it carries a copyright notice. Although there are no precise criteria for what is considered “*fair use*” where the permission of the copyright owner is not required for copying, the copyright law provides that such factors as “*the purpose and character of the copying, the nature of the copyrighted work, the amount to be copied in relation to the size of the copyrighted work, and the effect of the copying upon the market for the copyrighted work*” should be considered in determining if the copying is “*fair use*.” Your submission of this request confirms that you understand copyright restrictions/fair use.

The copy center is not responsible for verifying your intent in copying this material.

### **Print/Copy Costs**

(Per Job Basis)

The cost to your department account is as follows and includes stapling, hole punching, folding, cutting etc.

#### **Black & White Print/Copies:**

8 ½" x 11" (one sided)	\$ .03
8 ½" x 11" (two sided)	\$ .06
11" x 17" (one sided)	\$ .06
11" x 17" (two sided)	\$ .12

#### **Color Print/Copies:**

8 ½" x 11" (one sided)	\$ .10
8 ½" x 11" (two sided)	\$ .20
11" x 17" (one sided)	\$ .20
11" x 17" (two sided)	\$ .40

#### **Wide Format Prints (by linear foot):**

Bond Paper (up to 36" wide)	\$4.00
Satin Photo Paper (up to 36" wide)	\$5.00
Vinyl Paper (up to 42" wide)	\$8.00

#### **Other Costs:**

Foam Core Mounting	\$7.00
GBC Comb Binding (each book up to 1")	\$2.00
GBC Comb Binding (each book over 1")	\$2.50
8 ½" x 11" Laminate (per sheet)	\$ .40
11" x 17" Laminate (per sheet)	\$ .70
Address Labels 1" x 2 5/8" (per sheet & add to print)	\$ .60
Shipping Labels 3" x 4" (per sheet & add to print)	\$ .60
Badge Labels 2" x 4" (per sheet & add to print)	\$ .50
FPU Letterhead per ream (500 sheets)	\$35.00
8 ½" x 11" Pastel Color Copy Paper per ream (500 sheets)	\$14.00*
8 ½" x 11" Brite Hue Color Copy Paper per ream (500 sheets)	\$14.00*

*\*Free when printed in copy center*

### **Services for Students**

*Cash Only*

Refer to the chart above for Print/Copy Costs