



West Haven School District Copy Center Newsletter

August 2019

Welcome to Xerox copy center

Monday—Friday 8:00 am - 5:00 pm

Please feel free to contact us at :

(203) 931-1389

Karina Gutierrez

Lori Douillard

Shawn Baranowsky

If you have specific copy/print question
we will be happy to help.

PICK UP and DELIVERY

XEROX will perform 2 schedule
pick-up/deliveries:

Pick up in A.M.— 9:15 am — 12:00 pm

Pick up in P.M.— 2:30 pm — 5:00 pm

If you have an urgent job, please
ask your administrator to use your
convenience copiers at school.

ALL SUGGESTED DELIVERY TIME ON JOBS

Copy jobs: 48 business hours

(upon arrival in the copy center)

All Booklets: 2 business weeks

Copy jobs over 5,000: 2 business weeks

Ex: 4 sets x 25 = 100 copies x 50 originals = 5,000

ALL RUSH JOBS/COLOR PRINTING

Must be approved by your administrator

**If your job requires less than 48 hours turn around time please
contact your administrator to authorize rush approval.**

If color printing is not approved, it will be printed in black & white.



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Printing tips for all jobs:

- All jobs should be print ready including booklets
- Files supported: PDF, Microsoft word, Excel, PowerPoint
TIFF, JPEG only
- PDF is the preferred file type for all print jobs
- **Printing 2 sided on copy jobs to save paper**

Default settings on copy orders:

The default settings are:

- 1 to 2 sided
- Uncollated
- BW (if color is not approved)

Types of paper available at the Copy Center

8 1/2 x 11 standard paper= White, Blue, Green, Pink and Yellow

8 1/2 x 11 Cardstock = White, Blue, Green, Pink only

8 1/2 x 14 standard paper = White only

11 x 17 standard paper and Cardstock = White only

WHEN SUBMITTING JOBS

You can submit 20 jobs in one day but please stagger your due dates

few jobs per day will give us time to work on everyone
and not just one person. Always give yourself enough time.

We ask you to be specific when labeling your jobs

Ex: Job #1—Unit 1 Fox, Job #2—Unit 1 Trees, Job #3— Unit 1 Cars

Please fill out all areas on form completely.