

Copier Information for All College of Design Faculty and Programs

- **You are each assigned a copy code so the numbers of copies being made can be tracked. If you forget your assigned copy code, ask the Business Office staff for assistance.**
- **Absolutely no personal copies are to be made.**
- **The copiers in Design 158 are intended for small volume: single copies of letters, receipts, grade sheets, teaching articles, one master copy of syllabi, handout or exam to be sent out to Printing Services.**
- **All class materials, including those for field trips, should be sent to the students via email. Most students have laptops that they can take on field trips or access to printers for making their own copies. Faculty are asked to use email to send syllabi and assignments to students or consider using WebCT or Blackboard Learn.**
- **Any copy job over 50 sheets of paper should be sent to Printing Services. Complete a COPY REQUEST FORM in Design 156 and attach the item to be copied and submit it to Deb's IN BASKET. Allow 24 hours for items to be copied and returned to your mailbox.**
- **All EXAMS should be sent to Printing Services. Complete a COPY REQUEST FORM in Design 156 and allow 24 hours for the exam to be copied and returned to your mailbox.**
- **Your limit for the Design 158 copier/printer will be 500 copies per month. Once you have reached your monthly allotment, you will not be able to make any more copies for that month.**