



OPERATING PROCEDURES — SECTION 500

NUMBER: 556A

SUBJECT: COPY & PRINT CENTER PROCEDURES

LAST REVIEWED: 6/14/2017; 6/20/2019 No CHANGES

EXECUTIVE COMMITTEE APPROVAL: 6/19/2017

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556A.1 – PROCEDURE FOR THE MTECH COPY & PRINT CENTER

1. All copy and print orders MUST be placed through the Copy Center via Avid. Please do NOT use an outside source for printing/copies.
2. The order form can be found on any networked device by going to the S: (Public) Drive > Forms > MTECH Copy Center Order Request Form. Please save a copy to your desktop or personal drive for easy access.
3. Only the completed order form should be submitted to Avid. Documents for copying and printing should be delivered in person, via inter-campus mail, or through email. (copycenter@mtec.edu)
4. All digital files MUST be in PDF format. If the Copy Center receives digital files in any other format (.docx, .xlsx, .psd, etc) they will be converted to PDF before printing. These files are saved by the Copy Center for future print orders. Please inform the Copy Center of any file changes as soon as possible.
5. The Copy Center cannot start production on an order until it has been submitted to AVID and approved by managers/directors if necessary.
6. The Copy Center may not be able to produce some orders (posters, binding types, certain types of color prints). All orders still must be placed with the Copy Center and will be taken to an outside business if necessary.
7. All physical originals must be organized and prepped for immediate copying when they are delivered to the Copy Center.
8. Clients should double-check their document before placing an order. The Copy Center is not responsible for proofreading or spellchecking. The Copy Center will charge for all unusable orders created due to client error and the client will need to resubmit their order.
9. Orders may take between 2-14 business days for completion depending on the size of the order and time of year. This does not include any time in the Avid system for client's supervisor approval or any changes that may need to be made.

10. If for any reason the Copy Center is not able to complete an order within 2-14 business days, the Copy Center will IMMEDIATELY contact client to inform them of the delay and the new timeframe for completion.

This document can be found on any networked device by going to the S: (Public) Drive > Forms > MTECH Copy Center Procedures 2019 or on the website. Please direct any questions or concerns to copycenter@mtec.edu.