



EL CAMINO COLLEGE COPY CENTER FAQ

Located in Room 128 of the Bookstore Building, southwest corner, first floor
310-660-3593, ext. 6521

Hours: Monday - Thursday 7:30 a.m. - 6:30 p.m.; Fridays 7:30 a.m. – 4:30 p.m.
Closed Fridays during summer sessions

Sidney Smith, Production Coordinator: sosmith@elcamino.edu

What Services Are Provided?

The Copy Center provides high-quality grayscale photocopies at no charge to faculty, and most programs and departments at El Camino College (Torrance campus). Finishing options include: collation, stapling, folding and cut-to-size. We also offer color copying for posters, post-cards, brochures and newsletters for a price.

Pickup and Delivery

- Materials may be picked up from the Copy Center between 7:30 a.m. - 6:30 p.m. Monday – Thursday; and 7:30 a.m. – 4:30 p.m. on Fridays.
- Materials may be mailed to your division office. Allow an additional day for each direction when using the campus mail system

How to Submit Work

Complete a Copy Center Work Order Request Form (available at the Copy Center)

- **In-person** at the Copy Center
 - Camera-ready (ready to copy) originals
 - Electronic files on CD or Flash Drive
- **Campus Mail** (see time requirements)
- **Online**, using the new [Copy Center Direct](#) online service

We do not accept copy/printing requests via fax. Nor do we accept the use of faxed materials as originals, since that compromises the quality of the output of your job.

The quality of the originals turned in greatly impacts the outcome of the order. Wrinkled, previously stapled, and whited-out items can and will affect the appearance of your print job.

File types accepted when submitted electronically:

- PDFs are preferred.
- Word, Excel and Power Point files are acceptable.
- Publisher files are not accepted, neither are Corel Draw files.
- We can accept math equations that have been created using Microsoft Equation Editor.

Time Requirements

Our goal is one- to three-day turnaround. Turnaround times for all orders whether submitted by hard copy, campus mail, or online, begin upon receipt/acknowledgement by the Copy Center. Orders submitted online will receive an auto-response noting that the order has been successfully uploaded – *please note, this does not mean that your job is being processed.*

Orders sent after-hours or on weekends will be acknowledged on the following business day. Hard copy requests (whether handed in as originals or via CD or flash drive) are stamped with the time received. The Copy Center stamp serves as the official time an order is submitted/received. Allow additional time for acknowledgement when using the campus mailing system.

Monday online submission: order requests submitted on a Monday are processed after the after-hours and weekend jobs have been received. During busier times, an order submitted on a Monday might not be acknowledged until the following day.

Copyright Information

We WILL NOT violate copyright restrictions. If you have copyrighted material that exceeds academic guidelines, please provide reprint permission with your order. If you are unfamiliar with copyright guidelines, please ask the Production Coordinator for more information.