

EL CAMINO COLLEGE COPY CENTER FAQ

The Copy Center

copycenter@elcamino.edu

Located in Room 103 of the Student Services Center (south of admissions)

310-660-3593, Ext. 6521

Hours: Monday - Friday 7:30 a.m. - 4:30 p.m.

Closed Fridays during summer sessions

Sidney Smith, Production Coordinator: sosmith@elcamino.edu

What Services Are Provided?

What should be copied and what should be printed?

Offset printing usually calls for larger quantities, higher quality and has the option for specific PMS inks and a greater selection in paper and weights. Photocopying usually provides a very good gray scale reproduction with very fast turnaround, online collating/stapling and computer networking. Digital color copying provides professional four-color reproduction for posters, postcards, brochures and newsletters.

Pickup and Delivery

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

After-Hours Pick-up and Delivery

For orders picked up or dropped off after 4:30 p.m. there is a box provided near the north entrance to the Copy Center (next to the International Students Program office). Work may be picked up and dropped off between 4:30 and 7:00 p.m. Monday through Thursday, by entering the Admissions Office on the northwest side of the Student Services Center. All other doors are locked every day at 4:30 p.m.

How to Submit Work

Complete a Printing and 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)
- **E-mail:** copycenter@elcamino.edu

Or submit your order using the new *Copy Center Direct* online service. Please call or e-mail Sidney Smith at 310-660-3593, Ext. 6521, or sosmith@elcamino.edu for more information.

We do not accept copy/printing requests via fax. Nor do we accept the use of faxed materials as originals, since that would compromise 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.
- Microsoft Equation Editor – We can accept math equations created with this software.

Note: Publisher files are not accepted, neither are Corel Draw files.

Time Requirements

Our goal is one- to three-day turnaround. Turnaround times for all orders whether submitted by e-mail, hard copy or campus mail, begin upon receipt/acknowledgement by the Copy Center. Orders submitted by e-mail will receive either an auto-response or a typed message stating “order received.”

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 e-mail 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.