

Print Center FAQs

Q-Should I always use the Print Center when making copies?

A- Yes--as often as possible! This is the most cost-efficient and time-saving option for making copies available in the district. Building administrators will share additional information--but any request for ten or more copies is perfect for the Print Center.

Q-How do I submit a print request?

A- Go to the district website at www.usd465.com and select the "Staff" tab. From this tab, drop down to "Print Center." On the print center page choose "Electronic Request Form." The print request form will appear. Fill in the appropriate information, attach the file to be copied or printed... and submit. That's it!

Q- Wait--some of my documents are not in an electronic format, can I still send in a hard copy print request?

A- Yes, at this time. To submit a hard copy request, print the "Hard Copy Request Form," fill it out, and submit in a manila envelope. Please remember hard copy requests will have a longer turnaround time. All sites have in-house machines with the ability to scan hard copy documents and convert them to a digital format. Files may be emailed to the owner of the file. This will make it easier to submit electronic requests

Q-When does the Print Center open?

A- It's open now--and it's ready for use!

Q- What is the turnaround time for a print or copy job?

A- All jobs will strive for a 24 hour turnaround time.

Q- May I request copies on colored paper?

A- Yes, however, colored paper is more expensive than white paper and cost should be considered when making print requests. When a color is unavailable, white will be the default. Staff may also place notes for the Print Center in the Comments area for additional instructions.

Q- Is printing in color (colored ink) available?

A- Not at this time. Costs for color prints/copies are expensive.

Q- What if I need to follow up on a request?

A- You may communicate through email to the Print Center at printshopwinfield@twinriversdevelopmental.com.

Q- Must I have my print/copy requests approved by the building administrator before I send them to the Print Center?

A- No. When a print request is made, an email is sent to the building administrator or site supervisor. The request is not held for approval however administrators may wish to discuss the type or quantity of requests being made. The Print Center is designed to print and make copies for items necessary for classroom instruction--and for school business only.

Q-Who is responsible for following copyright regulations?

A- Each person making a print request assumes responsibility for adhering to copyright laws. Questions regarding copyright may be forwarded to the building librarian/media specialist for guidance.

Q- Will the Print Center staff be familiar with "the way we've always done it"?

A- No. This is a new process for all parties--with new staff--and it is important to be specific with requests. Hole punching, stapling and other special requests must be clearly identified on the print request.

Q- How are print requests from the two districts identified--won't that be confusing?

A- Print requests are sent to different addresses (one for each district)...and there are two machines, one to handle each district's requests. As a BIG bonus, if one machine goes down, the second machine will assume printing for both districts. (Special thanks to Technology and Twin Rivers for the behind-the-scenes magic that will allow this to happen!)

Q- Is the old print shop still available for print requests?

A- No. All print requests should be sent to the Print Center.