



Duplicating Guidelines

The Duplicating Center is located in room 3103, Ext. 7-1493

NOTE: Items which may require cutting, folding, padding or tabbing with total copies in excess of 5000 and/or total originals in excess of 50, turnaround time is to be determined by the Duplicating Supervisor following review of job requirements.

All copies will be made on standard 20lb. 8 1/2"x11" white and/or colored copy paper only. Special paper stock (i.e. letterheads and special colored paper) may be submitted with the job; however, standard paper size and weight still apply. (Please consult with the Duplicating Supervisor before purchasing special stock). The Duplicating Department has several colors available for your selection, (please call in advance for color selection information).

Please note that there is a 48-hour turn around for any Duplicating requests submitted not including Saturdays and Sundays.

Register using the link: <https://quickcopy.mdc.edu/open/login> to send the request, (the request will be sent directly to the Duplicating Center).

Convert document to PDF file to upload. For assistance contact IT at 305-237-8282.
Page you should see when registering below:



PLEASE NOTE: PRIORITY WILL BE GIVEN TO ALL IINSTRUCTIONALS MATERIALS, (SYLLABI, CLASS HANDOUTS, EXAMS, ETC).

DUPLICATING SERVICE GUIDELINES

- All jobs will be made double sided, (front and back), unless otherwise stated.
- Reference manuals, guidebooks, textbooks, workbooks and related materials may not be duplicated in the Duplicating Center. See copyright material section.
- **When submitting test materials, place originals in a sealed envelope and attach the work request form with a paper clip outside. Any departmental employee submitting an exam on behalf of a professor must bring the exam in a sealed envelope inside the locked departmental test bag. Otherwise, it will not be accepted.**
- All flyers, brochures, invitations, programs, class schedules or any other type of material related to promotion or advertisement must be approved by the Campus President for the Sr. Director of Campus Administration.

COPYRIGHT MATERIAL

The requester is responsible for compliance with current federal copyright laws. The requester has to provide a permission letter from the publisher of material.

Copyright material will be screened by Duplicating personnel. All federal, local and MDC copyright rules will be followed explicitly. If the answer to the question “Does any part of the attached materials contain copyright?” on the front of the request form is “Yes,” the “Authorization to reproduce copyrighted material” section on the form must have the name (printed) and signature of the requester, and must be dated. The Duplicating Department will not accept any request not properly executed.

For more information please contact:

Octavia Anderson,
Supervisor

Email: oanders1@mdc.edu

Room 3103

Telephone: 305-237-1493

Print Options

*As you are moving down through your selections, if you go up to make a change to a previous selection, it may erase your other selections, so you need to check that they are all correct before submitting your order.

1 – Click Print Options

Duplex – double-sided

Simplex – one-sided

Booklets – the default is set to none or you can select from the options if needed.

Output

The default is set to B/W or you can select color if this is needed.

Paper

The default is set to the standard copy paper – 8 1/2 x 11 20 lb white You only need to make a selection if you are changing the color or size.

Scaling

The default is set to Scale Down only. **If you don't need to scale, click on no scaling.** (Example of when you need to scale: original document is legal size and you want to Print it on 8 1/2 x 11 paper).

Plex

Choose between one-sided or two-sided. If two-sided, choose long edge or short edge flip.

Covers

Skip this if you don't have a cover.

Binding

The default is set to none or you can select from the option if collating/stapling is needed.

Folding and Punching

The default is set to none or you can select from the options if needed.

Other

If you need cutting, enter the details here.

- Check to make sure that your selections are correct
- At the bottom of the page, **click on done with print options**, (it's a blue rectangular box).
- You will be sent back to the Cart screen.
- Go all the way to the bottom and **click on place order**, (it's a red rectangular box.)