

Guidelines for Job Submission to the Reproduction Center

To utilize college resources efficiently all faculty and staff are strongly urged to use the college's Reprographics Center. The Center was designed to fulfill your printed media needs, from simple duplication to producing sophisticated presentation material, quickly and accurately. The Center is expert at producing classroom printed material and is particularly suited to produce items such as handouts and exams. Work can be submitted either in person where it can be discussed with one of the Center's experts or by email (reprocenter@citytech.cuny.edu) from the convenience of your home, anytime day or night. To submit your work, please follow the simple guidelines below:

Carry in submissions: Work can be brought directly to the Center during normal working hours, 9 AM to 5 PM Monday to Friday. When work is brought in, you will be asked to fill out a Reprographics Center Work Order Form to give us the information we will need to produce your work. Submitting your job in person will enable you to discuss your requirements and the person accepting the job will be able to review and evaluate your material to ensure that we understand and will be able to complete your job exactly as you require.

Electronic Submission: Your work can also be submitted to the Center by GroupWise. You can submit directly through GroupWise while you are on campus or off campus by emailing your work to us at our reprocenter@citytech.cuny.edu GroupWise address. Electronically submitted work should always be sent in PDF format so that we can return the highest quality work possible to you. When you send your job we will need information about you and the job's requirements. Please be sure to include your name, department, room and phone numbers. Also let us know when you need the completed work and include technical information such as page size, number or originals, how many copies, how the job should be finished (tape or comb for example if the job will be a book), if it should be cut, folded, stapled, etc.

When you submit your work, please remember that we need your help to give you the quality job that you require. Please provide complete instructions and be sure to give us ample time to set up and produce your work. We generally ask for 4 days lead time so that we can schedule and prioritize your work. We understand that sometimes you may not be able to give us 4 days but we do need you to give us as much time as possible. If you have questions or need assistance of any kind, please contact us at x5331

We look forward to continue our partnership to help you meet all of your printed needs.