The following are help files for the Wallingford Public Schools

Print/Copy Submission System

You can access the Copy Center website two ways:

1. **There is a Copy Center icon on your desktop. It looks like a printer.**
2. **From the Wallingford Schools website, click on District Information, then Faculty & Staff, Copy Center**

Create New Request: Click on this header to fill out a digital request form.
Login: This is for administrator's ONLY.
Reports: Click on this header to track the status of your jobs or get your job #s.

Request Form Fields

Submitted By: Enter your name as your email name WITHOUT the "@wallingfordschools.org". For most staff this is first initial and last name. Please enter it the SAME each time for reporting purposes.

Date Due: Change the date to when you need to have this job. NOTE: There is a four (4) school day minimum. Please use accurate dates because the jobs are prioritized by due dates. Large jobs require 2-4 weeks.

Title of Document: Please enter the name of the job you are submitting to copy. This allows us to match the correct copy with your request. **DO NOT** use "copies or worksheets" for the description.

Paper/ Card Stock: Click "*Paper*" for text weight copy paper and "*Card Stock*" for heavier cover stock.

Select a Color: **"White"** is the default paper. Use the drop down box to select a different color, size or NCR if needed. If you want a color but don't care what color, please select "No preference" and we will use whatever we have excess of.

Number of Copies: Enter the quantity needed

Sided: Choose how you want your documents PRINTED, not how you are sending them.
Click "*1*"for printing on one side only or leave on "*2*" for printing on both sides of the sheet.
NOTE: 2-sided is now the default to save paper and staples!

Output Stacking: Click **Collate** for copying each page in collated sequential order. 1,2,3, etc.
Click **Group** for each page copied individually. 1,1,1 then 2,2,2, then 3,3,3 etc. like handouts
Collate does not include stapling. If staple or punch is needed, please check that also.

Cover Required: If you need a cover select "*Yes*" and select either "*Paper*" or "*Card Stock*" and use the drop down box to select a color.

Staple: This section has three options
"*None*": No staple will be used when this field is selected.
"*Booklet Style*": Two (2) staples will be used on the left hand edge of the piece.
"*Left-Hand Corner*": One (1) staple will be placed in the upper left corner of the sheet.

Pad: Padding is done with 50 sheets per pad unless noted in under "*Special Instructions*".

3 Hole Punch: Click if 3 hole punching is desired on the 11" edge of the sheet.

Fold: Click on one of the options.

> "***Letter***": For a conventional letter fold in thirds with both the top and bottom panel folding over the same side of the center panel; also used for brochures.
>
> "***Single***": Folding the 8-1/2" x 11" sheet in half to 5-1/2" x 5-1/2" with one fold.
>
> "***Tri-Fold***": Similar to a letter fold but with the top panel folding over the center panel and the bottom panel folding over the opposite side of the center panel so that when looking at the folded sheet from the side it looks like a letter "Z".

Sample: Tell us how your originals will be coming: Upload, email, scan or interoffice.

Special Instructions: A free form field for you to enter in any instructions for this copy job not covered in the standard fields. This field will only accept 130 characters. Email detailed instructions.

> ==When **color printing** is needed, write that. If you are sending color copy, it will be printed black unless specified.==
>
> When you want your copy **cut**, please specify that here. PLEASE check your margins so cuts are the same.
>
> When you want a **folded and stapled booklet**, please specify **and include a sample**.
>
> When you want 10 sets for each teacher, write **10 sets x 25 each** set.

Submit: Once the form is completely filled out click on this button to submit the form to the copy center. It will appear on your screen with the filled in form with **the job#** in the upper left corner. You can print a copy for your records by selecting File and print or by scrolling to the bottom of the page and bringing the cursor to the center of the screen. Select the print icon. If not printing, make note of the job #. ==After you submit, you can upload==.

To Upload: If you have a saved file copy to submit with this form click on the box "***Upload Sample to Copy/Print***" found above the form on the screen. This will give you a screen with the job# and an input box to attach a file from your computer. This is similar to attaching a file to an email. Click "*Browse*", select your file and click on "*Upload*". *(See below)* Note: You can now attach multiple files but you MUST explain how you want them copied; either all together as one packet **OR** each file separately.

To Scan: You can scan documents to your own computer.   You can also scan them directly to me using the "Copycenter" button on your copier.

Put document in the feeder in the copier and hit the "Services Home" button

Touch "Email"

Touch "Address book", choose Copy Center (and yourself if you want a copy), Close

Touch "Subject" to delete the auto text and type your name or job # in the box, Save

Push Start.

Keep track of your job numbers! You can only follow up with us with a job number. You can write them down, save them to a file once submitted or print out a copy. Once submitted you can track your job's status by clicking on the "Report" tab. Enter your name as submitted, date parameters and Enter to get a list of jobs and their completion dates.

We ONLY accept PDF uploads. If you upload Word, Excel, etc. your job will be canceled. PDF locks in the format so we print what you see. Other formats may change and reflow your material.

When you send your hard copy interoffice or scan, PLEASE include your name and Job #!