



Central Duplication and Mail Services Manual

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Introduction

This manual is intended to provide an overview of the services and processes of the Rhodes State College Central Duplication and Mail Services department. Should there be questions or if additional information is required, please contact the Central Duplication and Mail Services Manager at 419-995-8085.

Scott Bartlett

Supervisor

Email: Bartlett.s@rhodesstate.edu

Phone: 419-995-8085

Central Duplication Hours of Operation are 8:00am – 5:00pm Monday - Friday

Central Duplication is a cost shared department serving both Rhodes State College and OSU

Duplication and Printing Services Available

The Rhodes State College Duplication and Mail Services department is here to serve the campus community by offering a variety of services including those listed below. If we cannot meet your printing needs, we have a variety of local print companies we can collaborate with to help provide you with what you need at an affordable cost.

- One sided and two sided printing
- Black/white
- Color
- Lamination
- Folding
- Cutting
- Finishing: stapling, scoring, perforation or GBC bindery (see picture below)



Duplication and Printing Services Procedures

Duplication and Print Request

- All duplication and print request are to be accompanied by Central Duplication Order Form to include key information such as: department, budget/print code, name and delivery location, quantity, color or black and white, paper stock, size, single or double sided and if any additional bindery work (stapling, scoring, perforation or GBC bindery).
- [Click here](#) for the online form
- All Rhodes State College print request except tests or quizzes, are required to go to the Rhodes State Marketing and Public Relations department first to ensure proper use of branding guidelines.
- All files should be print ready, include all bleeds, printer marks and saved as a pdf. If you need assistance on the creative or putting it in the correct .pdf format, please contact Marketing and Public Relations at Marketing@RhodesState.edu or 567-242-5975 and they can assist for Rhodes State employees.
- All jobs should come to Central Dup in a print-ready pdf format; it should contain all printer marks for trimming and include a bleed for images that run off the page. This allows the job to be printed on a larger sheet of paper in multiples on the same sheet saving the department money.
- Standard quick print jobs can usually be turned around in 24 hours, for extremely large jobs or those requiring additional bindery, there is a 5-7 day turnaround.
- Please plan accordingly for the start of each semester as times may take longer due to the increase print request.
- Once the order is complete, Central Duplication will notify the person ordering and the person receiving the job via email.
- We reserve the right to reject the duplication of any materials with a copyright.
- At the end of the month, a report is generated showing the number of clicks for each account budget/print code. The report is sent to the Business Office and budgets will be charged accordingly.

Overall Mail Service Procedures

Typically, USPS arrives on campus around 12:30-1:30 pm, Fed Ex and UPS usually arrive around 10:00am. UPS is our preferred vendor for sending packages from campus because of the discounts given.

Campus mail is delivered once in the morning and once in the afternoon to designated mail areas in each building.

Campus Mail

- Campus Mail is to be used for College business related materials only. Employees should not send personal or non-College related correspondence through Campus Mail.
- Campus Mail is to be sent using inner-office envelopes (yellow/brown envelopes) that have been filled in with the following information: name, building, floor and department. Failure to do so, may result in mail not being picked up or lost.
- Library books are not to be sent through Campus Mail.
- **No personal USPS mail is to be sent through Campus Mail;** see USPS Mail instructions below regarding personal mail.
- All outgoing USPS items must be in the Mail Center by 3:30pm each day to ensure it is processed in time to go to the post office.

USPS Mail

- Any College business related out-going USPS Mail is to **have a department mail code clearly marked on all pieces being mailed.**
- **No personal mail is to be sent to the College.**
- No personal outgoing USPS Mail is to be sent via campus mail. If you have personal mail, you must walk it over to Central Duplication, Tech Lab 132, and place in the outgoing USPS mailbox located on the counter.
- At the end of the month, a report is generated showing the amount of postage used for each accounts budget/mail code. The report is sent to the Business Office and budgets will be charged accordingly.

UPS and FedEx

- Any College-related UPS or FedEx mail or packages must have a department mail code clearly marked on all pieces.
- No personal UPS or FedEx mail or packages are to be sent to the College.
- It is the responsibility of the shipper to have the mail or packages properly packaged and ready for shipment. Central Duplication and Mail Services does not package or prepare the package for shipment.
- For Rhodes: A copy of the shipping receipt and tracking number, along with the department mail code will be sent to the Business Office so that the appropriate budget can be charged.

Pre-Sort (Bulk) Mail

- We offer pre-sort mail services; the mail piece must all be the same and contain at least 250 pieces of mail. You must have an Excel spreadsheet of addresses properly sorted into cells: Name, Address, City, State and Zip.
- Timeframe – we request at least 2 weeks' notice for the printing, processing and mailing of bulk jobs.

Supplies Available

- We supply:
 - 8.5x11 20# paper (white and colored)
 - 8.5x14 20# paper
 - 11x17 20# white paper
 - 8.5x11 67# white cardstock
 - Rhodes State #10 Regular and Window envelopes
 - 9x12 Rhodes Envelopes
 - Toner for MFD Fleet printers.
- All supplies (paper, envelopes, letterhead) are to be ordered using a Central Duplication [Order Form](#) and needs to be filled out with the name of the person ordering, department, budget code and location the items being delivered.
- Student workers cannot place orders in their name.
- Orders cannot be charged to more than one budget code or to another department's budget.
- At the end of the month, a report is generated showing the items ordered and the costs for each budget. The report is sent to the Business Office and budgets will be charged accordingly.

BUSINESS REPLY ENVELOPES are available for use by all departments. Pre-printed envelopes may be used for all responses to surveys, contribution campaigns, or other return correspondence. The name of the department to which the Business Reply mail is to be directed should be placed on the return envelope. The departmental postage budget will be charged only for items actually returned.

Central Duplication Machines

On five-year lease replacement to assure most up-to-date technology

Konica Minolta Bizhub Press 1052

- High speed Black and White printer/copier with large capacity paper trays.
- Finishing capabilities of 3-hole punch, GBC punch and stapling.
- Usable by Central Duplication staff only.

Konica Minolta Bizhub Press C1070 with Fiery

- High speed Color printer/copier with large capacity paper trays.
- Finishing capabilities of 3-hole punch, GBC punch, stapling and booklet maker.
- Usable by Central Duplication staff only.

Konica Minolta Bizhub C364e

- Multi-Function Device, printer, scanner and copier.
- Finishing capabilities are stapling only.
- Usable as a walk up machine by anyone having authorized budget/print code.

Fleet Machines

On 5 year lease replacement to assure most up to date technology

Konica Minolta Bizhub C368

- Multi-Function Device, printer, scanner and copier.
- Finishing capabilities are stapling only.
- Usable as a walk up machine by anyone having authorized budget/print code.
- Follow me printing via PaperCut.
- Toner is housed and inventoried by Central Duplication. Order toner by filling out Central Duplication order form and providing color of toner and ID number of the machine. No extra toner should be inventoried at any other location.
- If service or repair is required, call the number located on the front of the machine and service technician will come to service or repair the machine.

Central Duplication Current Price Sheet

Duplication/Print Charges		
Black/White Prints	8.5x11 Sheet	5 cents per click
Black/White Prints	11 x 17 or Larger	10 cents per click
Color Prints	8.5 x 11 Sheet	10 cents per click
Color Prints	11 x 17 or Larger	20 cents per click
Paper Charges		
8.5 x 11 (500 sheets per ream)	20# White	\$3.73
8.5 x 11 (500 sheets per ream)	20# Color	\$4.14
8.5 x 11 (500 sheets per ream)	20# White 3 Hole	\$4.14
11 x 14 (500 sheets per ream)	20# White	\$4.14
11x 17 (500 sheets per ream)	20# White	\$7.46
8.5 x 11 (250 sheets per ream)	67# White Cardstock	\$9.60
8.5 x 11 (250 sheets per ream)	67# Color Cardstock	\$9.60
Rhodes State Letterhead (500)		\$68.65
Envelope Charges		
Rhodes Return 10# (500 per box)	Window or Non Window	\$26.13
#9 Business Reply Envelope (250 per box)		\$14.28
9 x 12 Rhodes Return Envelope (250 per box)		\$52.26

Reference

- Access to any past or current charges (along with cost) for any of the above services are available on the H: Drive
- H:_Monthly Dup Post
 - _Duplication
 - _Monthly Charge Backs
 - _Postage

Central Duplication Order Form

Go to <https://form.jotform.com/213015612059143>

Below is the Order form in hard-copy format. These forms are available at: Central Duplication, mailroom on the counter as you walk in the order, you may also request a supply of them and we will bring over to you on a mail run.

<h2 style="margin: 0;">CENTRAL DUPLICATING</h2> <p style="margin: 0; color: red; font-size: 1.2em;">06580</p>		<p>RUSH ORDER <input type="checkbox"/></p> <p>OSU _____ Rhodes State _____</p> <p>Department _____</p> <p>Print Code _____</p> <p>Ordered by _____</p> <p>Return to _____</p>
<p>Today's Date _____</p> <p>Date Needed _____ (one day notice required)</p> <p>Return Time: 8:30 Mail Run 1:30 Mail Run Pick-up in Central Dup: _____ Time: _____</p>		
<p>NOTE: DURING THE STARTUP OF NEW SEMESTERS, MIDTERMS AND FINAL EXAMS, THE ONE DAY TURNAROUND DOES NOT APPLY. ALL MATERIALS ARE HANDLED ON A FIRST COME, FIRST SERVED BASIS.</p>		<p>Save canary copy of this form for your reference.</p>
<p>Quantity</p> <p>* Circle those that apply</p> <p>1 side _____</p> <p>2 sided _____</p> <p>Stapled _____</p> <p>Collate _____</p> <p>Uncollated _____</p> <p>Other Instructions: _____</p> <p>_____</p> <p>_____</p> <p>_____</p>	<p>Paper Please circle if not on the same color.</p> <p>8 ½ x 11 - white / blue / green / pink / buff / yellow / ivory / grey / salmon / lilac</p> <p>8 ½ x 14 - white / blue / green / yellow</p> <p>11 x 17 - white / grey / yellow</p> <p>Letterhead _____</p> <hr/> <p>Cardstock Colors: 8 ½ x 11</p> <p>Blue / Pink / Grey / White / Yellow / Red / Lilac / Salmon / Green / Ivory</p>	<p>Special Services</p> <p>Spiral Bind _____</p> <p>Three Hole Punch _____</p> <p>Fold _____</p> <p>Cut Size _____</p> <p>Tab Insert Quantity _____</p> <hr/> <p>Envelopes</p> <p><input type="checkbox"/> Window</p> <p><input type="checkbox"/> No Window</p> <p><input type="checkbox"/> 9 x 12</p>
<p>Office Use Only</p> <p>U-54 Number of originals _____ Date of completion _____ Completed by _____ Approved by _____</p>		