

Ways to submit copy requests:

- ❖ **Send through IONS (Preferred method)-see attached IONS user guide**
- ❖ Send through inner school mail

** When an order is marked complete this means the order is done running in the copy center and ready for delivery.

Paper colors available are:

- Regular colored paper: Light Blue, Light Purple, Light Green, Goldenrod, Light Pink, Light Yellow
- Hyper colored paper: Emerald, Red, Hot Pink, Bright Orange, Lime, Lemon
- Card stock: White, Light Blue, Light Yellow, Light Green, Bright Pink
- New Booklet (11x17) paper: White

When submitting copy requests, please remember the following:

- Date your orders and include the date you need them returned –NOTE inner school mail is picked up around noon from the copy center. If your order is printed after the inner school mail has been picked up it will not be delivered until the next day.
- There is a two day turn around required on all copy requests! Weekends, Holidays and snow days are not included in the turn around.
- Binding jobs are **NOT** guaranteed with the 2 day turn around.
- We strongly encourage you to use the new booklet if under 100 pages (11x17 centerfold and staple). In IONS under the standard template please select booklet option or multiple teacher booklet if requesting for more than one teacher.
- Please have your order ready to copy
 - We **cannot** copy from books, workbooks or 3 ringed binders.
 - Send only full sheets 8.5x11, 8.5x14, 11x17
 - Originals CANNOT be glued, taped or stapled or in page protectors. The machines do not like white out or white out tape either.
 - 3-hole punch is available for any 8.5x11 requests
- We **DO NOT** cut paper

- The machine does tri-fold
- No more than 10 requested copy orders per teacher per day

➤ **Please Do Not** use your full email address when logging into Ions. Use the first letter of your first name and your last name. If you are having troubles Ron Behnke can help with that.

➤ Multi teacher orders in Ions – Total # of sets must equal the total for all the teachers combined. **This total should be at the bottom as well as the top,** listed under the teachers you are requesting for.

➤ **Collated vs Uncollated**

Uncollated is grouped copies set of 1-1-1-1, 2-2-2-2, 3-3-3-3

Collated copies will print out sets of pages in order 1-2-3-4, 1-2-3-4

**Attached is an instruction sheet on using IONS(electronic way of submitting orders)

Jessica Pettit is the switchboard/district office secretary and also handles all copy center requests. Please contact her through email whenever possible at: copycenter@isd200.org.