

## WebCRD Duplicating Guidelines

Central Duplicating hours of operation: Monday-Friday 6am-6pm

- Orders are shipped out at 7:30am each morning. You can place your orders on hold by either selecting this option under shipping or leave us a quick note in the note section. Central's office hours are 7:30 to 4:30. When the office is closed, you will need to call duplicating to gain access into the building as doors will be locked.
- Due to the high volume of orders on Monday mornings, any orders submitted over the weekend will **NOT** be guaranteed to be on Monday's delivery truck. Please plan accordingly.

Double check orders, billing, and shipping info before submitting

Call Duplicating to cancel orders

- You are responsible for programming your orders. Duplicating does not have time to check each order before printing them.
- Department billing code must be selected
- Documents must be scanned in correctly for stapling and 3-hole punch to work
- Do not program different size paper to be stapled. This causes error codes with the printers
- Check documents for a blank page at the end
- 2-sided landscape docs: you must select 2-sided tumble otherwise back page prints wrong
- Only upload pages you want printed. We cannot select specific pages to be printed.
- No Perfect Bind orders through WebCRD. Our machines are not programmed for this.

Note section should **ONLY** be used for **AFTER** printing instructions such as special delivery/ pick up requests, special billing requests, cutting, gluing, etc.

- **NOT** to ask us to program your orders, print specific pages, trouble shooting, etc.
- **If you are ever unsure of an order, please contact duplicating. We love to help.**

Specialty paper choices:

- **CNP** or crack and peel is our sticker paper; **not cardstock**. All cardstock paper will have "cardstock" or "card" listed after it.
- 2 part NCR and 3 part NCR is our carbonless copy paper. Only single side printing
- If a paper choice is not listed, then we do not have it.

**Booklets** and other folding requests please select "**request a proof**". This flags your order and allows us to double check orders before printing them. These orders are often setup wrong and this helps us to correct them before printing.

WebCRD will not group documents into multiple sets. For example: If you submit a 1pg document for 100 copies and want them divided into 4 sets of 25, WebCRD will not do this. You must submit each set (25 copies) 4 times or send a hardcopy. Do not leave a note in the note section. We do not have time to hand count groups.

Using exceptions:

- Commands the printer to only print specific pages on different paper from the rest of the order. For example, if I am printing a 4pg document on white paper, but I only want page 2 to print on blue paper, then I would make 1 exception for only on page 2 to print on blue paper.