New teacher copy room handout

TEMPLATE

WHERE AND WHEN

The copy room is in _____. It is staffed _____, and run by _____.

SENDING A REQUEST

Send every job through _____. Say how many copies, how it should print and the date and time you need it.

Allow _____ school days for most jobs and _____ for tests and large jobs.

WORDS THE COPY ROOM USES

Double-sided, long edge: pages turn like a book. Right for most handouts.

Double-sided, short edge: pages flip over the top. For landscape sheets and folded booklets.

Collated: each copy comes out as a full set, in page order.

Booklet: sheets folded in half and stapled on the fold.

COLLECTING YOUR COPIES

Finished copies go on _____. Tests are handed over in person.

WHO TO ASK

Questions about a request: _____. A broken copier: _____.

Free to copy, change and share.