


GREAT NECK PUBLIC SCHOOLS
INTEROFFICE COMMUNICATION

TO: ALL STAFF

FROM: John T. Powell 

DATE: September 3, 2019

SUBJECT: CENTRAL PRINT SHOP

With a new school year and the tremendous workload of the Central Print Shop, please remember to adhere to the following guidelines for **all print jobs greater than 50 copies**. Use one of the following options to submit your print request to the Print Shop:

1. EMAIL

Email your print job requests to **printshop@greatneck.k12.ny.us**. You will receive an acknowledgement upon receipt of your email. You must **still complete a printing request form** and place it on top as page 1 with your email.

2. SCANNING

There is a 'PRINT SHOP' tab on the scan menu of your Konica-Minolta copier. By using this feature, your job will scan directly to the Print Shop. You will receive an acknowledgement email upon receipt of your scan. You must **still complete a printing request form** and place it on top as page 1 with your scan job.

3. INTEROFFICE

Submit your print job via interoffice mail to the Phipps Print Shop. Please make sure staples are removed from all originals.

Please note:

- A separate printing request form is required for each and every print job.
- All print job requests must have a building principal or administrator's signature.
- If a job must be rushed, please alert the Print Shop (x4095). There is no guarantee depending on the operator's workload, but he/she will do his/her best to accommodate your request.
- All color copies are billable to your school or department.
- If you intend to submit a booklet or magazine, please inquire beforehand about binding options and formatting requirements.

As a general rule, 5-7 days lead time applies to all printing requests with the **following exceptions**:

- a. If a **holiday** falls within the 5-7 days timeframe, please **allow more time**.
- b. **Programs and special projects** require three **(3) weeks** lead time.
- c. For **pads** please allow four **(4) weeks** lead time.
- d. If the number of print jobs is **10 or more** from one location please allow two **(2) weeks or longer** for job completion.

If you have a special project that requires special paper, please alert the Print Shop in advance to confirm the paper is in stock. Paper deliveries can take one to three weeks to deliver.

Thank you for your cooperation.

JTP/af