

We are Here for You!

The Document Center is your source for printing. We are here to provide you with our Best Service. We will take the time to advise you on your documents and your print request. If your request is larger than what the Document Center can handle, we will suggest a vendor who will "get the job done".

The Document Center Staff

Diana R. Jones
Manager

Susan E. Martin
Xerox Account Support Representative

Duane Newkirk
Manager, United Health Group/
Account Support Representative

For more information please contact:
The Document Center at (336) 517-2275
copycenter@bennett.edu



I think it is ready
for submission.

BENNETT COLLEGE FOR WOMEN

The Document Center... At a Glance



Bennett College
900 East Washington St.
Greensboro, North Carolina

The Document Center is located in

Black Hall

Lower Level

336-517-2275

At A Glance...



Email your request to
save time away from

The Document Center is located in Black Hall, Lower Level, south-side. The Document Center is operated by Xerox Corporation and managed by Client Associate, Diana R. Jones. The hours of operation are Monday-

Friday, 8am—5pm with an hour lunch break. The Document Center is responsible for all operations in the Center and all Xerox fleet copiers located on campus. We ask that all documents are PRINT READY and submitted in a timely manner to adequately service your needs. A budget number, the date and time of your request is required. If you do not submit a request date and time, your document will be printed in the order it was received. We can scan your document and send it to you as a PDF. We do not save scanned documents to our system.



The motto of
The Document Center is:
"We don't have to have a million
to look like a million"

Daily Activities

Walk-in: Complete a copy request form. Allow at least 4 hours for the Document Center to complete your order. (complex requests will take longer)

Telephone Request: If you leave a telephone request message requesting a reprint, we will contact you if there is a conflict with your request time and date. When leaving a message, include all information about the document and we will complete the form for you. Please leave your office extension.

E-mail Request: All email request should include the basic information that is required on the copy request form. It is very important that you include the # of originals, # of sets, 1-2 sided, (f=front, f/b=front/back, b/w=black/white ink, C= color ink; staple, booklet format or fast-back binding)

Scan Request: All scanning request documents that are not suitable to feed through the machine, the Document Center will make the necessary copies and then scan. There will be charge to your budget for the copies and the scanning. All scanned documents are saved as a PDF and emailed to the requestor, or saved to the device of your choice (ex. flash drive/CD).

Service Calls: Call the Document Center when the fleet copier is inoperable. The Document Center will provide the toner, the xerographic modules, the drums, the toner waste bottle and the staples (if applicable). If the Document Center can not repair the problem, we will contact a Xerox Technician. If you do not know how to clear a jam and return the copier back to operational status, please don't hesitate to contact us. It will save you some "down time". The Document Center is NOT responsible for your printer.

Paper Products: The Document Center does not provide paper. We stock paper based on the copy needs of the entire campus. We stock a minimum amount of paper that includes: 24# white, 24# color xpressions, 32# color xpressions, 20# pastels (ivory, pink, green, blue, yellow, lavender) 24# solar color green, orange, red, yellow, blue and green. 90#, 110# card stock, 10PT semi-glossy, 2-part NCR, 3-part NCR, 4-part NCR. We do not carry folders or envelopes.

Cut to Size: The Document Center has a high powered cutter which eliminates your need to go to Kinko's for cutting. When submitting your request for printing and cutting, allow additional time for cutting.

Folding: The Document Center has a folding machine that can tri-fold, half fold and fold your stapled documents of 2 or more sheets. When submitting your request for printing and folding, allow additional time for folding.

Fastback Binding: The fastback binding is available in three sizes, Narrow (20-120 pages), Medium (121-225 pages) and Wide (226-320 pages) including a front and back cover. The binding strips are available in three basic colors—white, blue and black. Keep in mind this finishing process can require days of completion depending on the number of pages and books to bind. Upon submission of your request, we will discuss and agree on a timeline.

Perfect Bind: This is a new feature to the Document Center. This machine can be useful for presentations, proposals, specialty books, and a campus yearbook.

Completed Request: All completed request with the exception of student exams and confidential documents are left outside of the Document Center. This will enable you to pick up your documents freely. There are times when the Center is closed to respond to a service call, attend a meeting, or closed for lunch.

Is it Ready to Print?: The Document Center will review your documents for the following consistency: alignment, college logo and seal and color (see below), the preferred photo of our President, photo clarity, etc. This information is confirmed with Ms. Wanda Mobley, Director of Public Relations and Publications.

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