

PRINTING OPTIONS FOR FALL 2020

COMPUTER LABS ON CAMPUS

Open ITC (Computer Labs) with printers can be found here:

<https://hawktools.uiowa.edu/study-spaces>

SENDING FILES TO THE COPY CENTER FOR PRINTING

Students can print to the Copy Centers on campus and charge to their U-Bills. This takes a couple of days as the copies are sent through campus mail.

Link to Job-submission form:

https://printing.uiowa.edu/webprint/orders/departmental/fileform_docutech135.asp

Copy Center Print Order Form

Tue Aug 25 2020 09:45:18 GMT-0500 (Central Daylight Time)

Phone Numbers:

Copycenter 2 at MBSB:	Phone 335-2699	Fax 384-3707
Copy Center 10 at BLB :	Phone 335- 9138	Fax 335-9984
Copy Center 3 at PBB:	Phone 335-0861	Fax 353-2733

Copy Center Location

Which location would you like to send your order to? * Required

Billing Information

Name Job Number
Department Deliver to * Required
Telephone #
Account (M)#

Please note: If you do not have an "M Number" established and did not supply an "M Number" above, then a requisition MUST be sent to Copy Center prior to job printing.

Fill out the form at the link above.

DISREGARD the Account (M)#.

Job Information

Job Title
Filename No file chosen
-You must select file to be uploaded by clicking Browse
-Multiple Files should be zipped (PC) or stuffed (Mac) for upload
-Microsoft Word 2007 *.DOCX files need to be submitted as PDFs
You can do this from Microsoft Word 2007 without the need for Adobe Acrobat. To do so, please download the "Save as PDF" Microsoft Office Add-in from Microsoft.
Date Needed
Number of Pages (how many pages in original document?)
No. of copies Sides
Paper Size (in inches) Paper Color
Finishing Instructions
Other Instructions (billing, special job requests, etc.)
Please specify if B&W or Color Copies

In the "Other Instructions" box below, you should write – Charge to Ubill and include your Student ID#

Email Confirmation

Send me a copy of this order at (university email address) :

If the form above is correct, click on Submit below or click Reset to clear the form.