

Copier Policy and Procedures

Black & White Copier/Scanner

1. All tenants have physical access to the BW copier/scanner to make copies of hard copy documents. A code entry is required before using.
2. Tenants can scan documents from the BW copier and retrieve scanned documents from the Toshiba Share folder. Tenants are responsible for deleting files after retrieving from the Toshiba share folder.

Color Printer or BW Copier/Scanner

3. Tenants can request print jobs from electronic files completed using the color printer or BW copier/scanner by filling out a Printing Job Request Form (see below) located in appropriate mail box and submitting this request to Reiko or Vince. Reiko or Vince will complete print jobs and submit forms to Norma for billing purposes.

REQUEST FOR PRINT JOB

Date of Request: _____

Name: _____

Name of Document: _____

No. of Pages in Document: _____

Total # of Copies Made: _____

Black & White Color

Date of Completion: _____

Bill to: _____

Amount to Invoice: _____

Signature: _____