



## Welcome to the Copy Center

Using the Copy Center saves Discount Tire money by producing copies at a lower cost and saving you time. The Copy Center is here to help you. We can help you achieve your vision whether your needs call for full or self-service.

**Full Service:** We will gladly produce your copy job and update you as soon as it is completed. When it is finished, we will happily deliver it to you or hold it for pick up.

**Self Service:** Our equipment is here for you in the case of highly confidential or complex low quantity printing that you prefer to do on your own. There are always people available to help answer questions or assist you as needed. Our intention is to make your job easier, so we will be on standby to demonstrate how to use our equipment or to lend a helping hand.

## Copier Services

### Booklet/Pamphlet Making

Stapled along its folded edge, this is used most commonly with newsletters or pamphlets.

### Color & B/W Copying

Our copiers produce color and black and white copies at 65 documents per minute. Copies are printed directly from an email attachment or via the network.

### Duplexing

Copies can be made back to back from single originals or made to single pages from back to back originals.

### Enlargements

Our copiers can enlarge up to 12" x 18".

### Hole Punching

We can automatically three-hole punch your copies.

### Large Scale/Plotter Printing

The plotter is a printer/scanner that can produce black and white copies a maximum of 36" wide. Please email or call us if you need something this large printed, and we will share your print options with you.

### Stapling

Your copies can be automatically collated and stapled by the copier. Just let us know.



## Finishing Services

### Coil Binding

Coil binding allows a book to lay flat for easy reading. Printed tabs can be used with this method of binding. Coil-bound books can be reopened to add documents as needed.

### Cutting

Your copies can be cut to a custom size. Just let us know how you would like it done.

### Laminating

Protect and preserve documents with laminating. We can laminate in various sizes up to 12 inches wide.

### Tabs

Our copiers make tabs, and we have a supply of five, eight, and twelve cut tabs on hand\*.

*\*Specialty supplies for jobs may need to be ordered.*

## Additional Services

### CD & DVD Burning

The Copy Center can burn CDs & DVDs for you. Each department has a folder on the network. ie. \\Dtc\_files\\Corporate\\DTC\_DocumentControl\\**YOUR DEPARTMENT NAME**\\Copy Center

Drop your document in the designated folder for your department and send us an email with quantities, finishing instructions, and delivery method. We will burn your CD or DVD for you. Email instructions to [CopyCenter@discounttireco.com](mailto:CopyCenter@discounttireco.com).

### Folding & Inserting

Do you have a job that will require folding or inserting? Let us know. We partner with the Distribution team for you. Their equipment can perform half-folds, tri-folds and z-folds as well as insertion into an envelope. It's possible to stuff approximately 3,500 documents per hour. After your printing is done, we forward it on to Distribution for completion.

### Mail Merges

This is an easy way to have labels, tent cards, name badges, certificates, form letters, and other various types of documents printed quickly. Contact the Copy Center for further details and instructions.

### Network Printing

Contact the Help Desk to discuss directly linking your computer to the Copy Center copiers. This will make it possible to use our copiers directly from your desk. (Don't forget to ask about our private print feature.) Large reports or manuals that you would normally print on a departmental, shared printer can be easily run on one of our high capacity printers quickly and easily.



### **Personal Printing\***

Limited amounts of personal printing may be done over the lunch hour for a contribution to the Bruce T. Halle Assistance Fund. Contact the Copy Center at ext. 66116 for additional information.

\*Excessive numbers of copies and jobs requiring large amounts of labor will not be permitted for personal copy jobs as they interrupt DT's business needs.

### **PowerPoint**

PowerPoint presentations require a large amount of toner. When possible, consider printing in the notes format or printing two slides per page. Keeping this suggestion in mind will significantly reduce the amount of toner and paper required as well as the time it takes to print each packet.

### **Scanning**

Color and black and white scans can be made and sent directly to the email address of your choice in JPG, PDF or TIF formats.

### **Scanning/Document Conversion**

It is possible to transform a hard copy or PDF document into a Word or Excel document. We can also create searchable PDFs.

### **Shredding**

If you would like our assistance with shredding, simply place your documents in an inter-company envelope or have your boxes of shredding delivered to the attention of the Copy Center including a note with your instructions.

### **Specialty Print Jobs**

Department banners, booklets, name tags, tent cards, labels, and certificates are all things we can help you with in the Copy Center.

The Copy Center is here to help you. Please contact us with any questions that you may have. We are idea people and look forward to assisting you with your copying and printing needs.

### **Contact Info**

**Phone – X66116   Email - Copy Center/Discount Tire/US**