

# COPY CENTER



Providing you with Copying and Finishing Services



**Copy Job?** Contact Us via Email at **Copy Center/Discount Tire/US**

**Photos?** Contact Us via Email at **Archive/Discount Tire/US**

**Contact Our Team?** Email **DTC\_Document Control** or call **X66116**



## Welcome to the Copy Center

Contacting the Copy Center is as simple as emailing CopyCenter or calling X66116.

Did you know that producing copies in the Copy Center saves Discount Tire money? Using the high-speed copiers in the Copy Center saves you time and produces copies at a lower cost than using older copiers or desktop printers.

### Copying

The Copy Center's intention is to be full and semi-self service. There are always people available to help answer questions or assist you when needed. However, if you have highly confidential or low quantity printing or if you prefer to do your own copying and you do not require any special services such as binding or laminating, you may help yourself! Our intention is to make your job easier.

### Color & B/W Copying

Our copiers make it easy to take advantage of the power of color. Copies can be printed directly from an email attachment or via the network. Simply contact **CopyCenter** or **X66116** for assistance. Our state of the art copiers produce color and black and white copies at 65 documents per minute!

### CD & DVD Burning

The Copy Center can burn CD's & DVD's for you. Each department has a folder on the network. ie.\Dtc\_files\Corporate\DTCT\_DocumentControl\YOUR DEPARTMENT NAME\Copy Center

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

# COPY CENTER



## Services

### Booklet/Pamphlet Making

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

### Comb Binding

Comb Binding allows a book to lay flat for easy reading. Printed tabs can be used with this method of binding. Comb bound books can be reopened to add documents as needed. When information is obsolete, the combs can be removed and reused.

### 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. When information is obsolete, the coils can be removed and reused.

### Cutting

Based on quantity, we can cut your copies. Just let us know how you would like it done.

### 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.

### 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 for binders.

### Laminating

Protect and preserve documents with laminating. We can laminate in various sizes up to 11 inches wide.

### Mail Merge

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 request copies directly from your desk. With Fiery printing, multiple copies are more efficiently done as a single print, proofread and then a request made for your additional copies. This eliminates waste due to errors and the lengthy

# COPY CENTER



spooling of large print requests. 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. Try using the Copy Center and you won't tie up your departments printer and we'll have Distribution deliver your job on their next mail run.

## **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.

## **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.

## **Special Jobs**

Banners, name tags, tent cards, labels, certificates and mail merges are all things we can help you with in the Copy Center.

## **Stapling**

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

## **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.*

*(Examples of specialty supplies are: specialty paper, binders, CD's, cases, labels etc.)*

# COPY CENTER



## Copy Center Partners

### Distribution

#### Folding

Do you have documents that require folding \*? The Distribution Department offers machine folding in half-folds, tri-folds and z-folds.

#### Inserting

Do you have documents that require inserting\*? The Distribution Department's high speed folding machine also does inserting. It is possible to stuff approximately 2,400 - 2,600 documents per hour. When your job is completed, we will deliver it to Distribution for the folding/inserting process.

*\*Please see the form on the Knowledge Center for folding or inserting jobs done by our Distribution Department.*

### Media

#### Envelopes & Letterhead

If your project requires printed envelopes or letter head, contact Nona Gardner of the Creative & Marketing Department X65913. Nona also manages contacts with local printers and can get very competitive rates for very large and specialty print jobs.

### Construction

#### 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 produce your job on their equipment for you.

### **What's the DT Archive?**

The DT Archive is the home for photos of DT events taken throughout the years. If you have photos of departmental celebrations or just pictures of the entire crew, they can be scanned and added to the archive. If you have electronic photos, send them via email to Archive/Discount Tire/US and provide us with some information about the photos and they will be added to the DT Archive.

**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!**