Copying Services/Supplies

Updated September 2014

The Mail & Print Services (MAPS) office located in the basement of Seton Center is a full service print solution. The office is open from 7:30-5:00, Monday-Friday. The Center must be locked up when staff are not available because of the USPS mail equipment on site there. For the majority of print jobs, with a minimum of one day lead time MAPS can complete and deliver print/copy requests to your office.

To be used in conjunction with MAPS, there are 21 MFD printers located throughout campus with functionality to print and copy at a speed of up to 60-65 pages per minute. The locations of these machines are listed below. Those with a * will require faculty & staff to log in using their network username and password. All others require your assigned copy code. MAPS will be responsible for delivering paper (when notified) to these printers and the ISS Help Desk is available for troubleshooting and other support. The pricing for copies and prints will be the same for both MAPS and the MFDs. Campus departments are responsible for ordering their own paper for copying needs in their departments. These purchases can be made through the University's contracted office supplies vendor.

The locations of the MFDs by building are as follows:

- Administration Building
    - *Admin. Lobby / Gallery
    - Admin. 2nd floor
    - Conlan Center
    - Fiscal Operations
    - Humanities
- Aquinas Hall
    - Marketing
- Art Building
    - Art – 1st floor
    - *Art – 2nd floor
- Athletics Building
    - Athletics Dept.
- Classroom Building
    - Education
- Harrington Student Center
    - Athletic Training
    - Wellness Center
- Library Building
    - *Library
- Science Building
    - Project Excel – Ground floor
    - Chemistry – 1st floor
    - Biology – 2nd floor
    - Business – 3rd floor
- Seton Center

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V-Copying-1

- o Health Sciences
  - o *Open Lab
  - o Student Affairs (in hallway)
- Sports Complex
  - o Sports Complex
- Welcome Center
  - o Admission

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V-Copying-2