



How to Obtain a Copy Code:

FACULTY OR STUDENTS:

- Acquire proper internal account number and approval from your department administrator
- Submit that information with a formal request to Copy Center Clerk either in person or email the required information to:
jacksomr@sas.upenn.edu
- Remember, all copies must be done using the Copy Code in order to assure proper billing



McNeil Copy Center

203 McNeil Building
3718 Locust Walk
Philadelphia, PA 19107
Phone: 215.898.4637
Fax: 215.573.7488
[Http://www.ssc.upenn.edu/mcneilbas/copycenter](http://www.ssc.upenn.edu/mcneilbas/copycenter)

Or

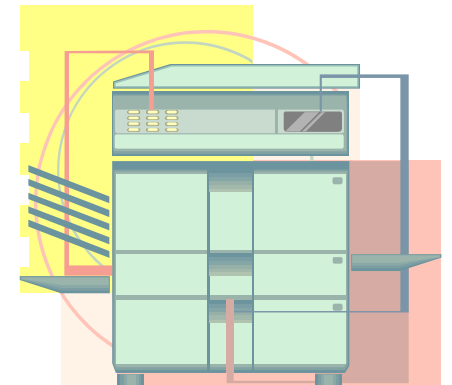
jacksomr@sas.upenn.edu

McNeil Copy Center

Product/Service Information

To Service Most of your Copy Needs

Sorry, no color copies



Copy Center Operating Hours

Monday – Friday

9:00 AM to 4:45 PM

The Door Will Close Promptly
At 4:45 PM

Copy Center Services:

The Copy Center has **Self Service & Drop- Off Service**

Self Service

- Copy Code required
- Codes issued by Copy Center clerk
- Approved and distributed by faculty or department Administrator

Drop Off Services

- Complete Copy Center Request Form, (which can be obtained from the copy center, or access them on-line the copy center link at http://www.ssc.upenn.edu/mc_neilbas or in most departments)
 - Fill out the request form completely – **include contact information**
 - Leave in the Drop off In-Bin, or ;
 - Email your copy jobs to jacksomr@sas.upenn.edu

Available Copiers:

RICHOH 2150 – This machine is good for handling smaller copier jobs. The RICHOH 2150 offers the same functions as any standard copier including:

- Transparencies
- Staple Positioning
- Hole Punch Positioning
- Combined Sides of Copies
- Preset Stamps and Stamp Positioning

RICHOH 2150 –

- **Copy**
- **Urgent**
- **Priority**
- **FYI**
- **FUIO**
- **Confidential**
- **Draft**
- **Preliminary**

Available Copiers:

CANNON IMAGE RUNNERS –

These machines are great for large copy jobs and quick services. The Canon's can perform the same functions as and standard copier and all the functions like the RICHOH 2150 **EXCEPT for Transparencies.**

These functions include:

- Cover Sheet Insertion
- Tab Paper Creation
- Booklets
- Mirror Imaging
- Adjust Sharpness
- Form Composition

