Sending Documents to the Copy Center

1. Go to https://printing.uiowa.edu

2. Look for “Send to a Copy Center”. Click on “Departmental Order”.

3. COPY CENTER LOCATION: from the drop-down menu, pick Copy Center 3 at PBB as the location to complete your job.

4. BILLING INFORMATION: scroll down and fill out your name, job number (should you desire to use one), department, the location to where you would like it delivered, and your telephone #.

5. Where it says M #, please refer to the following codes for the different departments:

   - American Sign Language: M 8367
   - Asian Lang. & Lit.: M 7680
   - French & Italian: M 6222
   - German: M 4956
   - Russian: M 7701
   - Spanish & Portuguese: M 7311
   - Spanish GEP: M 8994

6. JOB INFORMATION: scroll down and fill in a job title to reduce the chance of mix-ups, click on browse to find the file on your computer to upload and it will appear in the filename box to the left.

7. Specify the date your material is needed, the number of original pages you need copied, and the number of copies you would like.

8. Choose whether you would like single- or double-sided copies, what size paper, and the color of paper you would like.

9. Make sure to include any finishing instructions, such as collating, stapling, three-hole-punching, etc.

10. If you have other instructions, please also include them.

11. EMAIL CONFIRMATION: you can include your email address to receive a copy of your order.

12. If everything is correct, then simply click upload and send.