

The Paper Jam

BROUGHT TO YOU BY THE
MAILROOM & PRINT SHOP

The Print Shop Facts & Tricks

- We have a wide format printer which can produce a variety of products. Contact us if you are interested in learning more!
- Students are more than welcome to print their projects/presentations with us for a discounted rate.
- All printer moves/relocations must go through Ricoh. To request a move, contact us at ricohsupport@saintleo.edu
- We have a folding machine in our office that can fold paper to create different final products such as tri-folds/brochures, invitations, etc. Contact us to find out more!
- Did you know that you can save money by printing on the larger copiers (Multi-function Devices) in your department vs. desktop printers?
- Did you know large color print jobs (over 250 pages) are cheaper to have produced in the Print Shop than in your office?

To place an order, email us at printshop@saintleo.edu or call us at (352) 588-8202



April is a busy month for us,
so please make sure you give
us some extra time to
complete your job request.



The Mailroom Facts & Tricks

- Do you have a package or piece of mail that you need to send intercampus to another department, but want to ensure it is tracked? Ask us how we can help.
- Need help finding out a MC # (Mail Code) for someone or a specific department? If so, just contact us to find out what it is!
- **Attention Residential Students:** The end of the semester is rapidly approaching. If you are not planning to be a summer resident, please be sure to turn in your mailroom key before April 25th.

If you have any questions about letters, packages or general inquiries, please give us a call at (352) 588-8396.