



Alabama A. & M. University Copy/Mail Center



The Copy Center is charged with providing xerographic duplication of course materials, brochures, newsletters and other informational material for faculty and administration use.

Request accompanied by hard copy originals, or copy on disk may be sent to Printing Services. The department is also equipped to receive emailed copy at printshop@aamu.edu. The Printing Services Order Request Form must be hand delivered to Printing Services. Digital files that are accepted include PDF, EPS, JPEG and TIFF. When submitting files it is best to convert them to a PDF so that font substitution does not become an issue.

The Director of Printing Services serves as the liaison for the on-campus copier service. This service manages the copiers located in the various university departments. We work in partnership to install digital printers that may otherwise be unaffordable. We provide installation training printer supplies machine purchase and service calls.



Mail

Mail Service is open between 8:00 a.m. and 5:00 p.m. Monday through Friday. Mail Service provides campus mail pickup stops to designated departments. This includes pickup and delivery of USPS mail to and from the Post Office. Mail service has a Mail Management Systems, which is network through computer to keep records of the mail that is processed.

All mail for processing must be in the mail center by 2:00 p.m. each day. Mail received after this time will posted the following day. Please call us before 8:30 a.m. if you have an extremely large amount of mail so that we can facilitate the pickup.

