

Monterey Print/Copy Process for Spring 2021 Semester

With the current COVID-19 mandates in the state of California, access to the MIIS campus will be extremely limited. While we encourage all students to use course resources and projects digitally as much as possible, we do realize that there will be rare times when hard copies will need to be made. In light of this, the following is the process for requesting essential print jobs during the Spring 2021 semester:

- Email the document that needs to be printed to officeservices@miis.edu.
- Indicate in the body of the e-mail:
 - How many copies need to be made.
 - The date that the copy is needed.
 - Any other special printing instructions. Note that all documents will be printed double-sided and in black-in-white unless specifically requested otherwise.
- There will be a minimum 24-hour turn-around for all print requests received.
- An e-mail will be sent when the print job is ready for pick-up. Once this e-mail has been received, you will need to email Barbara Burke at blburke@middlebury.edu with the day/time you will come to campus to pick up the print job, so that access to campus can be authorized.
- The print job will be available for no-contact pick-up from Office Services, located in Casa Fuente 439, between 9AM – 12PM Monday – Friday.