Multiple services are available in room 203E at the Faculty of Education to provide support for teaching and administrative staff, as well as students.

In order to better serve Faculty members, the following service norms have been established, which allow requests to be processed in a more efficient and timely manner.

**Contact information for Mélanie Halderson at 203E**

To contact Mélanie, please use one of the following contacts:

- Email: educphys@uOttawa.ca
- Phone: 613.562.5800, ext. 2025
- Business hours: from 8 a.m. to 12 p.m. and from 1 p.m. to 4 p.m.

**Contact information for Alex Forest at 265**

To contact Alex, please use one of the following contacts:

- Email: educphys@uOttawa.ca
- Phone: 613.562.5800, ext. 4059
- Business hours: from 8:45 a.m. to 12 p.m. and from 1 p.m. to 5 p.m. (September to May)
  from 8:45 a.m. to 12 p.m. and from 1 p.m. to 4 p.m. (June to August)

**Photocopy room (LMX 322C)**

A photocopier/printer is available in the photocopy room for use by full-time teaching staff.

Material available in this room for full-time and part-time professors:
- Photocopier
- Envelopes for internal mail
- INTRA envelopes labelled FAX (blue) and REPRO (green)
- Fax forms
- Request for printing by docUcentre Services
- Office supplies forms

In order to add money to your existing photocopying account, professors must come to room 203E.
In order to create a new account, professors must come to room 203E. Such requests must include a four-digit password of your choice.

**docUcentre Services**

For large printing jobs, we encourage you to use the docUcentre Services, which will provide you with better quality, shorter waiting times, and reduced costs.

In order to use docUcentre Services, you have two options:
- Complete the form available at LMX 322C, then put it in an INTRA envelope labelled REPRO (green) and deposit it in the mailbox on the 3rd floor along with the documents to be copied.
- Send a request by email to [docUcentre@uOttawa.ca](mailto:docUcentre@uOttawa.ca).

In both cases, you must provide the following information:
- Indicate that you want the documents to be delivered to Lamoureux Hall, LMX 203E
- Indicate the number of originals
- Indicate the number of copies required
- Indicate the date you wish to receive them
- Include the course code (e.g.: PED or EDU 1111)
- Additional information (e.g.: stapled at the upper left, hole-punching, double-sided copy, colour copy, etc.)
- Indicate one of the financial codes below, or another (research fund):
  - 142001 – Formation à l’enseignement
  - 142901 – DLS / SLT
  - 143001 – Teacher Education
  - 144001 – Graduate studies
- Please sign the form.