Q&A for disc duplication in the CAT

Q. So, you duplicate discs, huh?
A. Yep, we sure do.

Q. With what?
A. A fancy new Epson machine we have dubbed “The Microwave”, pictured below

Q. What does that mean to me?
A. Nothing really, we just like showing it off. Suffice it to say it can handle any job you throw at us. It can duplicate and print right onto the disc, in full color.

Q. So I have some files I would like to get onto a CD/DVD…
A. That wasn’t a question.

Q. Sorry, how would I get my files to you to have them duplicated?
A. You can get them to us any number of ways. You can bring them on a flash drive, email them to us (its@regis.edu), or bring us the original on a CD/DVD. You can drop your files in any matter to room 23 Carroll Hall and we can take the baton from there.

Q. How long does it take?
A. We request 48 hours for jobs under 100 Discs, and 72 hours for jobs 100 and over.

Q. What information do you need from me?
A. Head on over to our service request form and fill it out. It will generate a ticket for us and we can go from there.
Q. And how would one go about accessing this form?
A. Sorry, navigate to: http://academic.regis.edu/cat/ then click request service

Q. How much do you charge for discs?
A. CAT is not in business to make money. Our charges are based on our cost of equipment and materials. Costs include the CD/DVD, the case, and printing of the label. CD’s are $3.00 per disc and DVD’s are $5.00.