

Today is July 15, 2016

## New employee in CEPD

Continuing Education and Professional Development will welcome Tracy Davies on July 25. Her hours will be 11 a.m. – 4 p.m., Monday through Friday. She will split her time between Jean Hansen and Kendra Colbert.

## Award to an Alumna

Tomorrow, Drake alumna Arlene DeVries (MS Counseling, May 1985) will be honored with a Champion Award at the Supporting Emotional Needs of Gifted Students conference.

## Wellness screenings

HyVee is doing wellness screenings for Drake employees (save

## Special feature on new printers

### Date for new printers

Monday, July 25th from 1-4 pm is the date and time that new printers will be installed. Be here during that time to receive training if you want to know how to use them. Staff, please plan on being back from lunch by 1 pm so you can learn how to use the new printers and help others at a later date if they aren't here on Monday.

### Icon on your computer

On your work computer screen at the top right, you may see a little icon that looks like a leaf or a text bubble. Not to worry; it is for the new printer system.

### To use the new printers

If you have a Mac, go to your applications folder and look for an application called "Self Service." If it's not there, please contact Jonathan Dixon if you ever want to print again.

If you have a PC and plan on continuing to print, then please contact Jon to install your printer driver if you haven't already done so.

### Printer Quiz

Did you read the information above about new printers?

When will you learn how to use them?

What are you going to do if you are a PC user or a Mac User who doesn't have Self Service installed on your computer?

Why would anyone be a PC user?

Does printing less actually save trees?

When are staff going to be back from lunch on Monday and why?

\$300/year on your health insurance!) now through September 15.

Are we having fun yet?

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