

## **Inmate Handbook Copies**

A copy of the inmate handbook is provided to each inmate at their booking.

These are stored on a table in the room where inmate clothing is kept.

You will have to ask a CC to unlock the door for you to see how many there are.

Will need to make copies if low.

- Take mastercopy of handbook to printer in mailroom.
- Login to the jail;s account (98789) and select **“Copy”**
- Click **“1 sided to 1 sided”** and switch to **“2 sided to 2 sided”**
- Select the **“Staple/Punch”** tab and switch to **“1 Staple Top Left”**
- Make 50 copies or so and bring back to jail.