Printers, Copiers, Scanners

An overview of departmental printers, copiers, and scanners available at the iSchool.

Informatics and Masters Students

There is a UT Print copier in the UTA lobby outside of the Information Commons. Problems with this printer can be reported to the UT Service Desk at 512-475-9400.

Faculty & Staff

Departmental Computers

iSchool departmental computers should have the following 4 Ricoh Multifunction Printers (MFPs) appear automatically. If you're a Mac user and do not see these printers on your system, please refer to LAITS' guide on resetting your printers on a Mac (note: your LAITS Self-Service package is called Info Printers). If you don't see them on a Windows computer, please reach out to the IT team for support: help@ischool.utexas.edu

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<thead>
<tr>
<th>Name</th>
<th>Location</th>
<th>Make/Model</th>
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<tbody>
<tr>
<td>INFO-MAIL-BW-5.526</td>
<td>UTA 5.526</td>
<td>Ricoh MP3555</td>
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<tr>
<td>INFO-SOUTH-BW-5.462</td>
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<td>INFO-FAC18-COLOR-MFP</td>
<td>FAC 18</td>
<td>Ricoh MP3555</td>
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Part-time Faculty, PhD Students, Post-docs, and Academic Assistants

As a part of UT Austin's members, from faculty to PhD students/Post-docs, you can enjoy the privilege of effortlessly printing your necessary documents on campus. Please find below the details for the same

WebPrint

Introducing the convenient WebPrint functionality, a cutting-edge solution that allows you to print documents online directly from your personal devices. With this innovative WebPrint feature, you can effortlessly send your files to be printed at the iSchool copiers, eliminating the need for physical connections or transfers. Enjoy the freedom of seamless printing from anywhere, anytime, as you harness the power of web-based printing at its finest.

All the necessary information on "How-To" use this can be found here: [WebPrint](#)

Print Station

If you have not been issued a departmental computer, no worries! There is a print terminal computer setup in UTA 5.462.

You may login with your UT EID and password to print at any time.