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**.

<table>
<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.