

# 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](mailto:help@iSchool.utexas.edu)

Name	Location	Make/Model
INFO-MAIL-BW-5.526	UTA 5.526	Ricoh MP3555
INFO-SOUTH-BW-5.462	UTA 5.462	Ricoh MP3555
INFO-STAFF-Color-5.330	UTA 5.330	Ricoh C3500
INFO-FAC18-COLOR-MFP	FAC 18	Ricoh MP3555

## 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.

#### Overview

##### This information is for:

- [Students](#)
- [Faculty](#)
- [Staff](#)

##### Contents:

- [Informatics and Masters Students](#)
- [Faculty & Staff](#)
  - [Departmental Computers](#)
- [Part-time Faculty, PhD Students, Post-docs, and Academic Assistants](#)
  - [WebPrint](#)
  - [Print Station](#)

##### Related:

- [My Computer Is Not Printing, What Do I Do?](#)

