Printing

Student Printing

How do I print on campus?

Printing on campus is managed by UT's Information Technology Services (ITS). To print on the UT campus from your personal computer, you must install the ITS printing software. Go to the UT-Print help page to learn how to install the print drivers and setup UT-Print.

How do I pay for printing? How much does it cost?

To pay for printing, you must have money in your BevoBucks account. If you have not set up your BevoBucks account before, it is a 3-step process: Join, Add Bucks, and Pay for Bucks. If you have to print for a class or midterm, don't wait till the last minute to join BevoBucks! Your payment must clear before you will be allowed to print.

Current printing prices:

- Laser printing - $0.05 per page
- Color laser printing - $0.40 per page

You will not be charged for the printing cover sheet that prints with your document. Printing prices are subject to change.

Get help with printing problems

If individual printers are malfunctioning or need more paper, contact the Millennium Lab staff in CBA 5.322. You can email the lab supervisors at **LabSupervisors@mccombs.utexas.edu**.

For help installing the printing software, please visit either:

- The SWAT Shop (Location and contact info)
- ITS Help Desk (Location and contact info) More information about ITS Print Services can be found at http://www.utexas.edu/its/printing/index.html.

Faculty/Staff Printing

Submit a support ticket at www.mccombs.utexas.edu/tech if you need help with your office printer.