Print & Copy Instructions

2nd Floor Printer
Model: HP LaserJet 4015
Location: HRH 2.114A (main office)
IP Address: 128.83.77.82

Ricoh Printer
Model: RICOH MPC5000
Location: HRH 2.114C
IP Address: 128.83.77.49

Notes & instructions:

Print jobs-
You can always submit a print or copy request to FRIT staff. Please submit a Work Request Form and include the following information:

- Your name
- Class (if applicable)
- Single-sided copies or two-sided copies
- Stapled or not stapled
- Color or black and white
- Number of copies
- Due date

Please allow a minimum of THREE business days as notice before any copy job. Exam copies will be placed on the shelves between 2.114A and 2.120 (pantry), unless otherwise instructed.

TAs & AIs -
AI/TAs should use the copy machine for print jobs.

Contacts -
Contact the office assistants for copy/print jobs, event flyers, copy codes, and to change or add an email address. Catherine Jaroschy catherine@austin.utexas.edu
(512) 471-5531

To set up a printer or for printing help, call LAITS at (512) 471-5000.
Printing to the Ricoh printer...

1. Choose the Ricoh Printer—may be called 2.116 on your machine or another name associated with the 2nd floor.

2. Choose the Job Log option on the 3rd pull-down menu. Click the box for Enable User Code, then enter your copy code in the user code field.

NOTE—if you own your own computer and want to set the printer so that you do not have to enter your copy code every time you want to print to the copy machine choose the Last Used Settings in the Presets pull-down menu. You cannot use this feature on AI or TA computers as they are reset every night for security purposes.