

Print & Copy Instructions

Location: HRH 2.114B

Main Printer:

Ricoh IMC6000, IP 128.83.77.49

(FRI-Main-HRH2114B-BW)

Other Printers:

HP LaserJet 4015, IP 128.83.77.82

HP LaserJet 2055dn, IP 128.83.77.48

For printer help, contact LAITS:

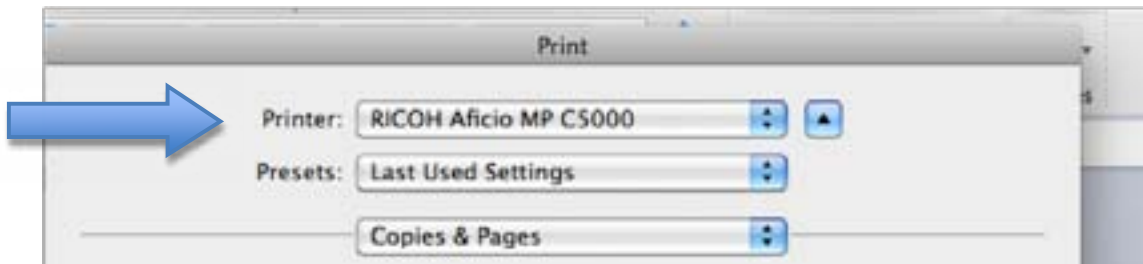
laits-help@utexas.edu

<https://liberalarts.utexas.edu/laits/>

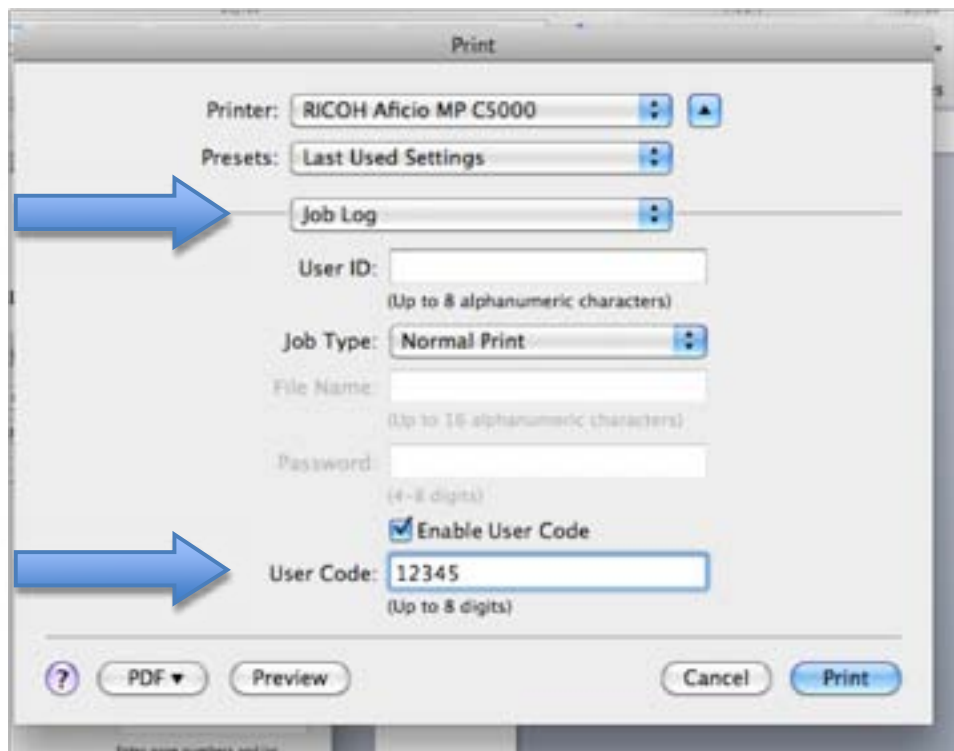
512-471-5000

Printing to the Ricoh printer...

1. Choose the Ricoh Printer-may be called a 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.

