

Printing

All printers have a label <foo> which indicates its subdomain. E.g. foo.cs.uchicago.edu. Please use the domain name indicated by the label when adding a printer.

Which printers are available for PhD student use?

There should be a printer in the office you are assigned. Please use it. Rooms 235 and 362 are available for larger jobs or if your printer is out of toner.

Rooms 214 and 314 are not for student use.

Printer List

The list below will not necessarily reflect any recent changes. All printers listed below are color printers and support duplexing.

Location	Printer Hostname	Make and Model
Crerar 214	tree2.cs.uchicago.edu	Canon imageRUNNER iR-ADV C7570 III
Crerar 214	sassafras.cs.uchicago.edu	Brother HL-L8260CDW
Crerar 282	basswood.cs.uchicago.edu	HP Color LaserJet M553dn
Crerar 282	willow.cs.uchicago.edu	Xerox WorkCentre 6515N
Crerar 314	persimmon.cs.uchicago.edu	HP Color LaserJet M553dn
Crerar 314	forest.cs.uchicago.edu	Canon imageRUNNER iR-ADV C5550
Crerar 362	timber.cs.uchicago.edu	Canon imageRUNNER iR-ADV C5540
Crerar 362	chinkapin.cs.uchicago.edu	HP Color LaserJet Pro 4201dn

Finding the Printers

The list above has the building and room location for the printers. You can consult [The Building Maps](#) to learn their locations.

MacOS

You should be able to add printers via IPP while connected to the uchicago-secure network (VPN counts).

Adding a printer

1. Open System Preferences
2. Click Printers & Scanners

3. Click the "+" button
4. Move to the IP tab (Globe icon)
5. Add the printer by typing in its FQDN (e.g. sassafras.cs.uchicago.edu. Printers are labeled with their name)
6. select "Internet Printing Protocol - IPP" (or AirPrint if on Big Sur)
7. Click "Add" to add the printer to your printer list. The mac may download and install the proper drivers for the printer at this point.

Printer Stapling

1. Timber and Tree 2 have the ability to staple as a finish
2. Download the [Canon drivers](#)
3. Re-add the printer using the steps under "Adding a Printer" and implement the following steps
 1. Under "Use" select "Select Software"
 2. Find correct printer driver and select
4. Set Staple Settings
 1. Select the printer in the Mac settings
 2. Go to "Options & Supplies" in printer
 3. Select the "Options" menu
 4. Pick "Staple Finisher" in "Output Options"
5. When Printing
 1. Scroll to Finishing
 2. Click the "i" icon
 3. Turn on Staple

From:
<https://howto.cs.uchicago.edu/> - **How do I?**

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Last update: **2026/03/03 16:26**

