Printing

All printers have a label <foo> which indicates it 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 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.

Location	Printer Hostname	Make and Model	Color?
Crerar 214	tree2.cs.uchicago.edu	Canon iR-ADV C7570 III	No
Crerar 214	sassafras.cs.uchicago.edu	HP Color LaserJet M553dn	Yes
Crerar 235	basswood.cs.uchicago.edu	HP Color LaserJet M553dn	Yes
Crerar 235	willow.cs.uchicago.edu	Xerox WorkCentre 6515N	Yes
Crerar 314	persimmon.cs.uchicago.edu	HP Color LaserJet M553dn	Yes
Crerar 314	tree1.cs.uchicago.edu	Xerox WorkCentre 7845	Yes
Crerar 314	forest.cs.uchicago.edu	Canon imageRUNNER iR-ADV C5550	Yes
Crerar 362	chinkapin.cs.uchicago.edu	HP Color LaserJet M553dn	Yes
Crerar 362	timber.cs.uchicago.edu	Canon imageRUNNER iR-ADV C5540	Yes

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 on Big Sur)
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.

Scanning to Email

The CS department has two Xerox WorkCenter scanners. Each scanner has the ability to scan pages to email. The recipient will receive a PDF file. This is a quick and easy method of generating and transferring a scan to an individual. The instructions below are specific to the JCL214 scanner, use default configurations, and assume loose pages.

Place pages in intake tray.

1. Press silver "Service Home" button at top left of control panel.

1. Select the "Mail" option in the middle of the top row on the screen.

1. There are two methods of entering recipients:
2. Type address into text field. Enter each address and press "Add" to add another one. Once you have finished adding addresses, press "Close". You can select each address and select options from the pop-up menu. Among them are "Add to Cc:", "Add to Bcc:", and "Add to device directory". The last one will add the address to the device directory and will allow you to select rather than type it in the future.
3. Select "Device address directory" and select saved addresses from there.
4. Select "Subject" from the right hand options. This will allow you to set the subject line of the email. You should consider making it a filename because what you choose for the subject will be the default filename in the Filename object below. You should make it descriptive, unique, and it should have a ".pdf" extension. It is best not to use spaces in the filename.
5. You can change options from the "Output color", "2-sided", and "Original type" buttons at the bottom of the display.
6. Once completed, press large green "Start" button at the right of the control panel.

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

Permanent link:
https://howto.cs.uchicago.edu/techstaff:printer_locations?rev=1633974876

Last update: **2021/10/11 12:54**