

Where to print to in ME

machine	type	location	notes
me116	Ricoh copier and printer (see note below)	ME 116 (aka TA copy room)	requires UCard & Enet permissions for door access
enet	HP	Enet (Room 12)	
enetcolor	HP COLOR printer	Enet (Room 12)	
me316	Xerox copier and printer (see note below)	ME 316 (aka Faculty copy room)	requires key or keypad password (Jennifer) for door access
me316color	HP COLOR printer	“	“
me316hp	HP	“	“
me2101color	Canon COLOR copier / printer / scanner / fax	ME 2101 suite	No password needed
me2101g	Xerox copier and printer (see note below)	ME 2101 room G	No password needed
me3101	HP	ME 3101 suite	No password needed

Notes:

- All machines print in black & white unless noted
- We try to keep all the printers behind closed doors to keep down student wear and tear. This also keeps supplies from wandering off (toner can be stupid expensive).
- Paper jams are likely during massive print jobs due to the fuser over-heating. This usually happens 10 minutes before your meeting/class/presentation begins. Print in small groups (10-25 copies) with breaks in-between. Make TAs copy for your classes.
- Report jams to any administrative person you can find. You're welcome to try and fix the jam yourself, but you'll save yourself frustration if you let us fix it for you.
- Remember to pick up your print jobs. Copies left for more than two days may be thrown out.

Xerox printers:

Require a password (your ID number). All the accounts you have permission to print to are listed under your ID number. All three are programmed identically. The machine permissions are handled by Purchasing. Troubleshooting - If you want to print copies related to one of your projects or classes, you need to ask purchasing to add the account # in order to use it. Otherwise your default is your startup monies.