

## Chemistry Print, Copy & Scan Code

The Chemistry & Biochemistry Department has two network printer/copier/scanners located in CHEM 241 and CHEM 254.

Printing is for Departmental use only, not personal use. If printing personal documents is reported, this privilege will be revoked.

### Graduate Student Access

- CHEM 254
  - Print
  - Copy
  - Scan, Public Folder

### Faculty and Staff Access

- CHEM 241 & CHEM 254
  - Print
  - Copy
  - Scan, Public & Private Folders

Your print, copy & scan code is a six-digit code from your Campus ID card and will be the six digits after the 991.

Example 991 -----.

The Scan folders for the copiers can be accessed at:

S:\Scans\CHEM241a-Private

S:\Scans\CHEM241a-Public

S:\Scans\CHEM254a-Privatec

S:\Scans\CHEM254a-Public

### **Copy**

To use the copier, you will need to login and list your copy code, nothing is required in the PIN section (leave it blank).

### **Print Code**

You will need to add in your six-digit print code to each computer you want to print from.

### **How to Add a University Network Printer**

- <https://kb.uwm.edu/42102> Windows 10
- <https://kb.uwm.edu/74526> macOS

Any questions or issues getting set up please contact the Department Administrator, Kevin Blackburn.

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Author: Kevin Blackburn