

## PRINTING

Students can print documents on any computer cluster network printer.

Faculty and staff can print documents on any network printer within their department or to any lab printer. Printing to a network printer requires installing the printer drivers. Color laser printing is available on the first floor of the Christopher Center along glass wall by the Help Desk. The queue for the color printer is CLR-3700-01. Pages will be charged against the quota at the rate of 20 black and white sides for one color side. Faculty need to make arrangements to pay for their color printing.

### **Printer Repair / Maintenance**

Problems with university printers should be reported to the IT Help Desk for repair / maintenance. Please include the printer, location, VU Tag#, description of the problem, error messages, programs that were unable to print, computer(s) unable to print, and any other information regarding the issue to help facilitate a quick response to the problem.

Questions related to department printer purchases / upgrades should be directed to [Paul Lapsansky](#)

## **Office of Information Technology**

1410 Chapel Drive Valparaiso, Indiana 46383 Phone: (219) 464-6763 Fax: (219) 464-5056 Email: [it@valpo.edu](mailto:it@valpo.edu)