

Printers and Copier/Scanner

This page is outdated for now. Please take a look at the Galician version until this page is updated. Sorry for any inconvenience.

Printers can only be accessed through the cabled network. If you are connected to any of the WiFi networks you won't be able to use the printers unless you use the VPN service.

Printer list

Name	Model	IP	Location
ctprints1	HP LaserJet p4015x	192.168.196.148	Basement hall
ctprint01	HP LaserJet p4015x	192.168.196.149	Ground floor hall
ctprint03	HP Color LaserJet CP5225	192.168.196.153	Secretary
ctprint11	HP LaserJet p4015x	192.168.196.151	First floor hall
ctprint21	HP LaserJet p4015x	192.168.196.152	Second floor hall

Printers restricted to Secretary and Management

Name	Model	Old IP	New IP ¹⁾	Location
ctprint04	HP LaserJet M2727nf	172.16.243.166	192.168.196.154	Secretary

Color printer

The only color printer is **ctprint03**. Print jobs have to be collected during the secretary's opening hours.

Trays and paper



HP LaserJet p4015x

HP LaserJet p4015x

Tray configuration:

- Tray 1 (manual): any (choose paper type when printing)
- Tray 2: White paper
- Tray 3: Recycled paper

The default tray is number 3. There are paper packets in the cabinet under the printer. If paper runs out, more can be requested to the concierge.

Ricoh Aficio MP C2051

Tray configuration:

- Tray 1 (manual): any (choose paper type when printing)
- Tray 2 (upper tray): white paper, A4 size
- Tray 3 (lower tray): white paper, A3 size



HP Color LaserJet CP5225

HP Color LaserJet CP5225

Tray configuration:

- Tray 1 (manual): Calquera tipo any (choose paper type when printing)
- Tray 2 (): white paper, A4 size
- Tray 3 (): white paper, A3 size

Toner replacement

Printers start to warn about toner replacement when they have around 200 printable pages left. The toner cartridge is replaced when the printer start to print low quality pages, and no when the warning appears.

To have the toner cartridge replaced get in touch with the IT Infraestructure Management Unit using [formulario de incidencias](#).

Copier/Scanner Instructions

fotocopiadora_en.pdf

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