

# Phelps Print/Copy machine instructions

## PC/Windows computers

Right click the Start button, choose Run, type the following **or** paste into Windows File Explorer address bar:

<\\tss-srv-print-2.ad.ufl.edu>

You'll get a list of printers.

Select/double-click printer

**ESSIE-PHL0104-PRT-c405-1\_BW  
and then**

**ESSIE-PHL0104-PRT-c405-1\_Color**

**They should now show up in your choices when printing from an application. Please remember to pick BW or make BW the default unless you need to print in color.**

## MAC

For Macs, contact IT personnel Randy for help connecting to the printer: [rswitt@ufl.edu](mailto:rswitt@ufl.edu). It's a more convoluted process, so he usually comes by to do it or can walk you through it over the phone.

## SCANNING

You can scan to email using either the "Scan to" or "Email" buttons.