


Printing for Faculty and Staff

For instructions on how to add a specific departmental printer, select the printer from the list below.

Most departmental printers are supplied as part of a campus-wide printing contract with Canon. Please use the phone number on the printer to order toner cartridges and repair services from Canon.

 Select a printer or search by department or building.

Title	Department	Location	Printer Model	Queue Name
adm-parrish2nd Printer	Admissions	Parrish 2nd floor Commons	Canon iR-ADV 4225 /4235 PS	adm-parrish2nd
adm2-parrishc383 Printer	Admissions	Parrish C383	Canon iR3235/iR3245 PS	adm2-parrishc383
adm1-parrishc383 Printer	Admissions	Parrish C383	Canon iR-ADV 6255 /6265 PS	adm1-parrishc383
adv-chester417-color Printer	Advancement Operations	Chester 101 Room 417	Canon iR-ADV C5535 /5540 PS	adv-chester417-color
adv-chester400-1-color Printer	Advancement Operations	Chester 101 Room 400	Canon iR-ADV C250/350 PS	adv-chester400-1-color
adv-chester300-15 Printer	Advancement Operations	Chester 101 Room 300	HP LJ 300-400 color M351-M451	adv-chester300-15
adv-chester300-14 Printer	Advancement Operations	Chester 101 Room 300	HP LaserJet M1522 MFP Series	adv-chester300-14
adv-chester300-13-color Printer	Advancement Operations	Chester 101 Room 300	HP OfficeJet 6500 E709n Series	adv-chester300-13-color
adv-chester300-5-color Printer	Advancement Operations	Chester 101 Room 300	Canon iR-ADV C5535 /5540 PS	adv-chester300-5-color
alum-chester300-14 Printer	Alumni Development	Chester 101 Room 300	HP LaserJet 4050 Series	alum-chester300-14
adv-chester300-6 Printer	Alumni Records	Chester 101 Room 300	Canon iR1435 PS	adv-chester300-6
alum-chester309 Printer	Alumni Relations	Chester 101 Room 309	HP LaserJet 4100 Series	alum-chester309
adv-chester308 Printer	Alumni Relations	Chester 101 Room 308	Canon iR-ADV 4225 /4235 PS	adv-chester308
anngive-chester410 Printer	Annual Giving	Chester 101 Room 410	HP LaserJet 4050 Series	anngive-chester410
anngive-chester400-7 Printer	Annual Giving	Chester 101 Room 400	HP LaserJet P4010 Series	anngive-chester400-7
arabic-kohlberg117c Printer	Arabic Studies	Kohlberg 117C	Generic PCL Printer	arabic-kohlberg117c
art-oldtarble-color Printer	Art	Old Tarble Lab	Epson SC-P800 Series	art-oldtarble-color
art-oldtarble-largeformat Printer	Art	Old Tarble Lab	Epson SC-P600 Series	art-oldtarble-largeformat

art-oldtarbleL05 Printer	Art	Old Tarble L05	HP LaserJet 4050 Series	art-oldtarbleL05
art-beardsley215 Printer	Art	Beardsley 215	Canon iR-ADV C5535 /5540 PS	art-beardsley215
ath-matchbox Printer	Athletics	Matchbox	Canon iR1435 PS	ath-matchbox
ath-fieldhouse161 Printer	Athletics	Fieldhouse 161	Canon iR-ADV 4245 PS	ath-fieldhouse161
ath-fieldhouse133 Printer	Athletics	Fieldhouse 133	Canon iR-ADV 4245 PS	ath-fieldhouse133
ath-fieldhouse119-color Printer	Athletics	Fieldhouse 119	Canon iR-ADV C5535-5540 PS	ath-fieldhouse119-color
bio-martin201-color Printer	Biology	Martin 201	Canon iR-ADV C5535-5540 PS	bio-martin201-color
bio-martin201a-chameleon Printer	Biology	Martin 201	HP Color LaserJet 4700	bio-martin201a-chameleon
bio-martin322 Printer	Biology	Martin 322	HP LaserJet 4240	bio-martin322
bio-martin101 Printer	Biology	Martin 101	HP LaserJet 600 M601 M602 M603	bio-martin101
bcc-robinsonhouse114 Printer	Black Cultural Center	Robinson House 114	Canon iR-ADV C3325 /3330 PS	bcc-robinsonhouse114
bus-chester129 Printer	Business Office	Chester 101 Room 129	Canon iR-ADV C5535-5540 PS	bus-chester129
bus-chester120 Printer	Business Office	Chester 101 Room 120	HP LaserJet 8100	bus-chester120
adv-chester410 Printer	Capital Giving	Chester 101 Room 410	Canon iR-ADV 4225 /4235 PS	adv-chester410
careers-parrishw135 Printer	Career Services	Parrish W135	Canon iR-ADV C5535-5540 PS	careers-parrishw135
careers2-parrishw135 Printer	Career Services	Parrish W135	HP LaserJet P4010 Series	careers2-parrishw135
cil-parrish101-color Printer	Center for Innovation and Leadership	Parrish 101	Canon iR-ADV C250/350 PS	cil-parrish101-color
csps-trotter105 Printer	Center for Social and Policy Studies	Trotter 105	Generic PCL Printer	csps-trotter105
csps-trotter103-color Printer	Center for Social and Policy Studies	Trotter 103	HP Color LaserJet CP3525	csps-trotter103-color
chem-scicenter275-label Printer	Chemistry	Science Center 275	Dymo LabelWriter 450 Twin Turbo	chem-scicenter275-label
chem-scicenter172-label Printer	Chemistry	Science Center 172	Dymo LabelWriter 450 Twin Turbo	chem-scicenter172-label
chem-scicenter275-color Printer	Chemistry	Science Center 275	Canon iR-ADV C3325 /3330 PS	chem-scicenter275-color
chem-scicenter188b Printer	Chemistry	Science Center 188B	Canon iR-ADV C5535-5540 PS	chem-scicenter188b
ccc-112park Printer	Chester Children's Chorus	112 Park Avenue	Canon iR1435 PS	ccc-112park
classagents-chester408 Printer	Class Agents	Chester 101 Room 408	HP LaserJet P3005	classagents-chester408

classics-trotter110 Printer	Classics	Trotter 110	Canon iR-ADV C5535 /5540 PS	classics-trotter110
comm-parrishe256-color Printer	Communications	Parrish 256	HP Color LaserJet Pro M252	comm-parrishe256-colorm252
comm-parrishe256 Printer	Communications	Parrish E256	Canon iR-ADV C250/350 PS	comm-parrishe256
compsci-sciencer239a Printer	Computer Science	Science Center 239A	Canon iR-ADV 4245 PS	compsci-sciencer239a
cfgr-chester400-5-color Printer	Corporate, Foundation, and Government Relations	Chester 101 Room 400	HP Officejet Pro L7500 series	cfgr-chester400-5-color
dance-lpac004 Printer	Dance	Lang Performing Arts Center	Canon iR1435 PS	dance-lpac004
dean-parrish140 Printer	Dean's Office	Parrish 140	Canon iR3235/iR3245 PS	dean-parrish140
dean-parrish119 Printer	Dean's Office	Parrish 119	Canon iR-ADV C3325 /3330 PS	dean-parrish119
dean-parrish108-color Printer	Dean's Office	Parrish 108	Canon iR-ADV C5535 /5540 PS	dean-parrish108-color
dining-sharples-kitchen Printer	Dining Services	Sharples Kitchen	Canon iR-ADV C250/350 PS	dining-sharples-kitchen
dining-sharples204 Printer	Dining Services	Sharples 204	Canon iR1435 PS	dining-sharples204
econ-kohlberg223-color Printer	Economics	Kohlberg 223	Canon iR-ADV C5535 /5540 PS	econ-kohlberg223-color
econ-kohlberg216 Printer	Economics	Kohlberg 216	Canon iR1435 PS	econ-kohlberg216
edu-pearson220 Printer	Education	Pearson 220	HP LaserJet M506	edu-pearson220
edu-pearson222-color Printer	Education	Pearson 222	HP Color LaserJet CP3525	edu-pearson222-color
edu-pearson221-color Printer	Education	Pearson 221	Canon iR-ADV C5535 /5540 PS	edu-pearson221-color
edu-pearson113 Printer	Education	Pearson 113	Canon iR-ADV 4245 PS	edu-pearson113
edu-clothier016 Printer	Education	Clothier 016	Canon iR3235/iR3245 PS	edu-clothier016
emeriti-parrishn278-color Printer	Emeriti	Parrish N278	Dell 2130cn Color Laser PCL6	emeriti-parrishn278-color
engine-singer221 Printer	Engineering	Singer 221	HP Laserjet PCL 4/5	engin-singer221
engin-singer238 Printer	Engineering	Singer 238	Canon iR-ADV C5535 /5540 PS	engin-singer238
eng-hicks212 Printer	Engineering	Hicks 212	HP LaserJet P4010 Series	eng-hicks212
eng-lpa202 Printer	English	Lang Performing Arts Center 202	Canon iR-ADV 4245 PS	eng-lpa202
eng2-lpa202 Printer	English	Lang Performing Arts Center 202	HP LaserJet 400 M401	eng2-lpa202

evs-fieldhouse505 Printer	Environmental Services	Fieldhouse 505	HP LaserJet 4240	evs-fieldhouse505
fac-services-label Printer	Facilities Management	Services Building	Zebra ZTC ZM400-200dpi ZPL	fac-services-label
fac-services-plan Printer	Facilities Management	Services Building	Canon Océ ColorWave 500	fac-services-plan
fac-frontoffice Printer	Facilities Management	Services Building	Canon iR-ADV C5535 /5540 PS	fac-frontoffice
fac-benwest502 Printer	Facilities Management	Benjamin West 502	Canon iR3235/iR3245 PS	fac-services-workbox
fac-services-workbox Printer	Facilities Management	Services Building	HP LaserJet 400 M401dne	fac-services-workbox
fac-back-color Printer	Facilities Management	Services Building	HP Color LaserJet Enterprise M750	fac-back-color
film-kohlberg111 Printer	Film and Media Studies	Kohlberg 111	Canon iR-ADV 4235 PS	film-kohlberg111
fmst-kohlberg111 Printer	Film and Media Studies	Kohlberg 111	Brother MFC-J4410DW CUPS	fmst-kohlberg111
fin-chester215-color Printer	Finance	Chester 101 Room 215	Canon iR-ADV C5535 /5540 PS	fin-chester215-color
fin-chester201-color Printer	Finance	Chester 101 Room 201	HP OfficeJet 6700	fin-chester201-color
finaid-parrish160 Printer	Financial Aid	Parrish 160	Canon iR3235/iR3245 PS	finaid-parrish160
finaid-parrish156 Printer	Financial Aid	Parrish 156	Canon iR-ADV 4225 /4235 PS	finaid-parrish156
lib-mccabe-friends Printer	Friends Historical Library	McCabe Library	Canon iR3235/iR3245 PS	lib-mccabe-friends
lib-mccabe-friends-color Printer	Friends Historical Library	McCabe Library	HP LaserJet 200 color M251	lib-mccabe-friends-color
friends-meetinghouse Printer	Friends Meetinghouse	Friends Meetinghouse	Canon iR-ADV 4225 /4235 PS	friends-meetinghouse
hsci-parrishw121 Printer	Health Sciences	Parrish W121	Canon iR1435 PS	hsci-parrishw121
health-worth129 Printer	Health Services	Worth Health Center	HP LaserJet 400 M401	health-worth129
health-worth143 Printer	Health Services	Worth Health Center	Canon iR-ADV 4225 /4235 PS	health-worth143
his-trotter210 Printer	History	Trotter 210	Canon iR-ADV C5535 /5540 PS	his-trotter210
his-trotter217 Printer	History	Trotter 217	Canon iR-ADV 4245 PS	his-trotter217
hr-chester109 Printer	Human Resources	Chester 101 Room 109	HP LaserJet 2420	hr-chester109
hr-chester116 Printer	Human Resources	Chester 101 Room 116	Canon iR-ADV C5535 /5540 PS	hr-chester116
hr-chester104 Printer	Human Resources	Chester 101 Room 104	HP Photosmart 8700 series	hr-chester104
its-trainstation Printer	Information Technology Services	Train Station	HP LaserJet 4250	its-trainstation

its-trainstation2 Printer	Information Technology Services	Train Station	Canon iR-ADV C250/350 PS	its-trainstation2
its-beardsley110 Printer	Information Technology Services	Beardsley 110	Canon iR-ADV 4225 /4235 PS	its-beardsley110
its-parrishw239 Printer	Information Technology Services	Parrish W239	Canon iR-ADV 4225 /4235 PS	its-parrishw239
ila-parrishw205 Printer	Institute for the Liberal Arts	Parrish W205	HP LaserJet Professional P1600dn	ila-parrishw205
ir-parrishw259 Printer	Institutional Research	Parrish W259	HP LaserJet 4050 Series	ir-parrishw259
lib-mccabe-ill Printer	Inter Library Loan	McCabe Library	HP LaserJet 600 M601 M602 M603	lib-mccabe-ill
intcultural-sproullowerlobby Printer	Intercultural Center	Sproul	Canon iR1435 PS	intcultural-sproullowerlobby
socresp-langcenter209 Printer	Lang Canter for Social Responsibility	Lang Center For Social Responsibility 209	HP OfficeJet Pro 8600	socresp-langcenter209
socresp-langcenter-color Printer	Lang Canter for Social Responsibility	Lang Center For Social Responsibility Lobby	Canon iR-ADV C5030 /5035 PS	socresp-langcenter-color
langcenter212 Printer	Lang Center for Social Responsibility	Lang Center for Social Responsibility 212	HP Officejet 8600	langcenter212
lib-cornell108 Printer	Libraries	Cornell Library 108	HP LaserJet P2055	lib-cornell108
lib-mccabe104-tech Printer	Libraries	McCabe Library 104	HP LaserJet 4200 Series	lib-mccabe104-tech
lib-mccabe208-tech Printer	Libraries	McCabe Library 208	HP LaserJet M227fdw	lib-mccabe208-tech
lib-mccabe104-circ Printer	Libraries	McCabe Library 104	HP LaserJet 400 M401dne	lib-cornell104-circ
lib-mccabe106-color Printer	Libraries	McCabe Library 106	Canon iR-ADV C5030 /5035 PS	lib-mccabe106-color
lib-underhill-millenum Printer	Libraries	Underhill Library	HP LaserJet 4050 Series	lib-underhill-millenum
ling-pearson118 Printer	Linguistics	Pearson 118	Canon iR-ADV C5535 /5540 PS	ling-pearson118
lpac-printer Printer	LPAC	Lang Performing Arts Center	Canon iR-ADV C250/350 PS	lpac-printer
math2-scicenter135 Printer	Mathematics	Science Center 135	HP LaserJet 4050 Series	math2-scicenter135
math-scicenter135 Printer	Mathematics	Science Center 135	Canon iR-ADV C5535 /5540 PS	math-scicenter135
modlang-kohlberg320-color Printer	Modern Languages	Kohlberg 320	Canon iR-ADV C5535 /5540 PS	modlang-kohlberg320-color
modlang-kohlberg320 Printer	Modern Languages	Kohlberg 320	Canon iR-ADV 4245 PS	modlang-kohlberg320
mus-langmusic401-color Printer	Music	Lang Music 401	HP Color LaserJet 4650	mus-langmusic401-color
mus-langmusic401 Printer	Music	Lang Music 401	Canon iR-ADV C5535 /5540 PS	mus-langmusic401

mus2-langmusic401 Printer	Music	Lang Music 401	HP LaserJet 4050 Series	mus2-langmusic401
ocstudies-cunningham105 Printer	Off-Campus Studies	Cunningham House 105	Canon iR-ADV C5535 /5540 PS	ocstudies-cunningham105
ose-parrishl76 Printer	Office of Student Engagement	Parrish L76	Canon iR-ADV 4245 PS	ose-parrishl76
offsrv-506fieldhouse-epson Printer	Office Services	506 Fieldhouse Lane	Epson SC-T7200 Series	offsrv-506fieldhouse-epson
offsrv-fieldhouse506 Printer	Office Services	506 Fieldhouse Lane	HP LaserJet 400 M401dne	offsrv-fieldhouse506
offsrv-506fieldhouse-canon Printer	Office Services	506 Fieldhouse Lane	Canon iR-ADV 8585 /8595 PS	offsrv-506fieldhouse-canon
lib-mccabe-peace129 Printer	Peace Collection	McCabe Library 129	Canon iR-ADV C5535 /5540 PS	lib-mccabe-peace129
phil-beardsley208a Printer	Philosophy	Beardsley 208A	Canon iR-ADV 4525 /4535 PS	phil-beardsley208a
phy-scicenter131-color Printer	Physics	Science Center 131	Brother HL-4570CDW series CUPS	phy-scicenter131-color
phy-scicenter133 Printer	Physics	Science Center 133	Brother HL-L6200DW Series CUPS	phy-scicenter133
phy-scicenter-l35 Printer	Physics	Science Center L35	HP LaserJet 3015	phy-scicenter-l35
phy-scicenter187 Printer	Physics	Science Center 187	HP LaserJet 400 M401dne	phy-scicenter187
phy-scicenter133-color Printer	Physics	Science Center 133	Canon iR-ADV C5535 /5540 PS	phy-scicenter133-color
polisci-trotter308-color Printer	Political Science	Trotter 308	Canon iR-ADV C5535 /5540 PS	polisci-trotter308-color
polisci-trotter308 Printer	Political Science	Trotter 308	HP LaserJet P4010 Series	polisci-trotter308
post-parrishc173-envelope Printer	Post Office	Parrish C173	Pitney Bowes DA55S	post-parrishc173-envelope
post-parrishc173 Printer	Post Office	Parrish C173	Canon iR1435 PS	post-parrishc173
pres-parrishe260-color Printer	President's Office	Parrish E260	Brother MFC-J870DW CUPS	pres-parrishe260-color
pres-parrishe236-color Printer	President's Office	Parrish E236	HP LaserJet 500 color M551	pres-parrishe236-color
pres-parrishe246 Printer	President's Office	Parrish E246	Canon iR1435 PS	pres-parrishe246
pres-parrishe236a Printer	President's Office	Parrish E236A	Canon iR-ADV C250/350 PS	pres-parrishe236a
prog-trotter107 Printer	Programs and Studies	Trotter 107	Canon iR-ADV 4225 /4235 PS	prog-trotter107
prov-parrishe204-color Printer	Provost's Office	Parrish E204	HP Color LaserJet Pro M252	prov-parrishe204-color

prov-parrishe228 Printer	Provost's Office	Parrish E228	HP LaserJet 3015	prov-parrishe228
prov-parrishe216-color Printer	Provost's Office	Parrish E216	HP LJ 300-400 color M351-M451	prov-parrishe216-color
prov-parrishe214 Printer	Provost's Office	Parrish E214	Canon iR3235/iR3245 PS	prov-parrishe214
psych-whittier219-color Printer	Psychology	Whittier 003D	HP LaserJet 400 M401dne	psych-whittier219-color
psych-whittier101a Printer	Psychology	Whittier 101A	Canon iR-ADV 4225 /4235 PS	psych-whittier101a
psych-whittierhallway2 Printer	Psychology	Whittier 1st Floor	HP LaserJet 3015	psych-whittierhallway2
psych-whittier003d-color Printer	Psychology	Whittier 003D	HP LaserJet 400 M401dne	psych-whittier003d-color
psych-whittier003 Printer	Psychology	Whittier 003	HP Color LaserJet CP5220 Series	psych-whittier003
psych-whittier002s Printer	Psychology	Whittier 002S	HP LaserJet 4000 Series	psych-whittier002s
pubsafe-benwest112 Printer	Public Safety	Benjamin West 112	Canon iR-ADV C5535 /5540 PS	pubsafe-benwest112
pub-chester227-color Printer	Publications	Chester 101 Room 227	Epson SC-P800 Series	pub-chester227-color
pub-chester227 Printer	Publications	Chester 101 Room 227	Canon iR-ADV 4225 /4235 PS	pub-chester227
purch-sproul201 Printer	Purchasing	Sproul 201	Brother MFC-L2700DW series CUPS	Purch-sproul201
reg-parrishe120 Printer	Registrar's Office	Parrish E120	Canon iR3235/iR3245 PS	reg-parrishe120
rel2-pearson211 Printer	Religion	Pearson 211	HP Laserjet 4250	rel2-pearson211
rel-pearson211 Printer	Religion	Pearson 211	Canon iR-ADV C5535 /5540 PS	rel-pearson211
rel-sproulcorridor1 Printer	Religious Advisors	Sproul 1st floor	Canon iR-ADV C3325 /3330 PS	rel-sproulcorridor1
risk-chester204 Printer	Risk Management	Chester 101 Room 204	Canon iR-ADV C250/350 PS	risk-chester204
arb-wister102 Printer	Scott Arboretum	Wister Center 102	Generic PCL Printer	arb-cunningham2
arb-cunningham2 Printer	Scott Arboretum	Cunningham House	Canon iR3235/iR3245 PS	arb-cunningham2
arb-cunningham2nd Printer	Scott Arboretum	Cunningham House 2nd Floor	HP LaserJet 4200 Series	arb-cunningham2nd
arb-cunningham2nd-color Printer	Scott Arboretum	Cunningham House 2nd Floor	HP LaserJet 200 color M251	arb-cunningham2nd-color
arb-cunningham1st Printer	Scott Arboretum	Cunningham House 1st Floor	HP Color LaserJet CM1312 MFP Series	arb-cunningham1st

arb-cunningham1st-color Printer	Scott Arboretum	Cunningham House 1st Floor	HP Color LaserJet Pro M252	arb-cunningham1st-color
soc-kohlberg232-color Printer	Sociology and Anthropology	Kohlberg 232	Canon iR-ADV C5535 /5540 PS	soc-kohlberg232-color
studacct-parrishw101 Printer	Student Accounts	Parrish W101	Canon iR-ADV 4225 /4235 PS	studacct-parrishw101
studemp-parrishll28 Printer	Student Employment	Parrish LL28	Generic PCL Printer	studemp-parrishll28
seo-parrishll28 Printer	Student Employment Office	Parrish LL28	Generic PCL Printer	seo-parrishll28
store-inn-front Printer	Swarthmore Campus and Community Store	The Inn at Swarthmore	Canon iR1435 PS	store-inn-front
store-inn-color Printer	Swarthmore Campus and Community Store	The Inn at Swarthmore	HP Color LaserJet CP3525	store-inn-color
store-inn-back Printer	Swarthmore Campus and Community Store	The Inn at Swarthmore	HP LaserJet Professional P1600dn	store-inn-back
theatre-lpac13 Printer	Theatre	Lang Performing Arts Center 13	Canon iR-ADV C5535 /5540 PS	theatre-lpac13
theatre-lpac105 Printer	Theatre	Lang Performing Arts Center 105	HP LaserJet 400 M401dne	theatre-lpac105
titleix-fieldhouse504 Printer	Title IX	Fieldhouse 504	Canon iR-ADV C5535 /5540 PS	titleix-fieldhouse504
writingcenter-trotter120 Printer	Writing Center	Trotter 120	Canon iR1435 PS	writingcenter-trotter120