

The use of the new printing service purchased from Ricoh will continue in the Main building and Atalpa as of **Mon 28 November 2016**. Please see below in which order the setting up of the new devices and testing them will take place. The plan is to have all the devices installed and ready for use by 30 November.

**Location**

Main building, floor 3, E300  
Main building, floor 2, E200a  
Main building, floor 2, E246, E246  
Main building, floor 2, E254  
Main building, floor 1, E100a  
Main building, floor 2, D200  
Main building, floor 2, D232  
Main building, floor 1, D100  
Main building, floor 1, D112  
Main building, floor 2, C211  
Main building, floor 2, C228a  
Main building, floor 2, C235  
Main building, floor 1, C105b  
Main building, floor 1, C114  
Main building, floor 1, C117  
Main building, floor 0, C027  
Main building, floor 0, C03  
Main building, floor 2, B207, Admin  
Main building, floor 2, B219, Admin  
Main building, floor 1, B100a, Admin  
Main building, floor 0, B013  
Main building, floor 3, A327  
Main building, floor 1, A178  
Main building, floor 1, A191e  
Main building, floor 1, A198  
Main building, floor 1, A133b  
Main building, floor 1, A142b,  
Main building, floor 1, A203a  
Main building, floor 1, A103a  
Main building, floor 1, A103b  
Main building, floor 1, A112, Info  
Main building, floor 1, A117, Info  
Main building, floor 1, A119  
Main building, floor 1, A121a  
Main building, floor 1, A121b  
Main building, floor 1, A121c  
Main building, floor 1, A122a  
Main building, floor 1, A122b  
Main building, floor1, A123  
Main building, floor 1, A127, Info  
Main building, floor1, A129  
Main building, floor 00, A004  
Main building, floor 0, A027  
Main building, floor 0, A032

**Device**

MP C3504SP  
MP C3504SP  
SP 3600DN  
SP 3600DN  
MP C3504SP  
MP C3504SP  
MP C3504SP  
MP C3504SP  
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MP C3504SP  
MP C3504SP  
MP C3504SP  
MP C3504SP  
SP 3600DN  
SP 3600DN  
MP C5504SP  
MP C3504SP  
SP 3600DN  
SP 3600DN  
SP 3600DN  
MP C3504SP  
SP 3600DN  
MP C3504SP  
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MP C3504SP

ATALPA, floor 3, 306	MP C3504SP
ATALPA, floor 1, 123	MP C3504SP
ATALPA, floor 2, 236	MP C3504SP
ATALPA, floor 1, 110	SP 3600DN
ATALPA, floor 1, 119	MP C3504SP
ATALPA, floor 1, 127	SP 3600DN
ATALPA, floor 1, 137	SP 3600DN

**Please do the following after the copy machine near to you has been installed:**

- **Choose the automatically defined new print queue (\print-uta.adt3.tampere3.fi\SecurePrint).**  
If you are the only user of your printer, please check the intranet for instructions on choosing the print queue in the A-Z directory > [Printing and photocopying services](#).
- **Identify yourself at the printer – use your personnel/student ID card as the key**  
Your personnel/student ID card enables safe printing and identification at the copy machine. By participating in an info session and a user tutorial you will learn more about how to identify yourself at the device.

NB! Please identify yourself at your multipurpose device and it will provide more information on the info session concerning your device.

**User instructions** can be found at the printers and in the intranet (intra-uta.fi) in Quick links A-Z > [Printing and photocopy services](#).

- **You may also contact** the IT helpdesk at Main building E246, [it-helpdesk@uta.fi](mailto:it-helpdesk@uta.fi), tel. 040 190 4141 (Mon-Thu 8-16, Fri 8-15).

**Information sessions**

**TUE 29 November**

09:00 - 09:45	Identification clinic	Main building floor 1, D wing, in front of computer classes 3 and 5
10.00 - 11.00	Info session,	Main building, auditorium D10A (in Finnish)
12.00 - 12.50	Main building, floor 2 , D200	user tutorial device MP C3504SP
13.00 - 13.50	Main building, floor 1, C114	user tutorial device MP C3504SP
14.00 - 14.50	Main building, floor 1, A191e	user tutorial device MP C3504SP
15.00 - 15.50	Atalpa building, floor 1, room 123	user tutorial device MP C3504SP

**NB!** You can participate in any of the info sessions if the time for the session at the device closest to you does not fit your schedule. All of the multipurpose devices have the same user interface.

Best wishes,

System Manager Hannu Mattila and Ville Mäntysaari, IT Services & Ricoh