Copy Room Resources

In 1080 KMBL (copy room), we have a variety of resources and things you are welcome to use. It includes printers, office supplies, paper, kitchen appliances & eating utensils (refrigerator, microwave, etc.), etc.

Printers and Printer Code

The Sharp printer can print in color and/or black-and-white.

On the large Sharp printer, you can print, make copies, scan, fax, etc. Each professor has their own code for unlocking this printer. If you would like your own code, please contact the project specialist at 801-422-6748 or psych_projects@byu.edu. Otherwise, you can talk to the Psych office front desk and they can help you.

Personal Copies-If you need to make copies or print something for personal use, it will cost 5 cents per page.

Printer problems/maintenance-if the printer jams or has some other problem, please talk to the student receptionist to fix it. If the printers run out of ink/toner, staples, etc., talk to the receptionist and they will refill the needed items.

You are welcome to send your documents to the receptionist and they can print those items for you or make any copies that you need.

Supplies-office, paper, etc.

We have lots of supplies in the copy room including paper, writing utensils, tissues, labels, folders, etc. You are welcome to use these supplies.

If you need supplies or other things (books, computer cords, etc.) ordered for your research, classes, or office, you can send a list to the student secretary. Please include, in the email, the business purpose for the items and the web links that go directly to the items needed. Please also include how many of each item you need or any other specific information that would be helpful.

Also, when you first start, you might need basic office supplies such as a stapler, tape, etc. You are welcome to order those things online OR use the department's campus card and buy the supplies at the BYU bookstore.

Kitchen Appliances & Supplies

We have a microwave, refrigerator, freezer, basic serving utensils and items, paper products, and utensils that you are welcome to use. The freezer lock combination is 1001.