MICHIGAN LAW
INFORMATION TECHNOLOGY
UNIVERSITY OF MICHIGAN

Releasing jobs on student Xerox printers

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The five student black & white Xerox printers have been configured to use "Follow-You Printing", which allows you to print to a holding queue (**Law-Student-XeroxPrinters**), then go to any of those printers to release your job(s).
Note: For the latest printer installers, go to law.umich.edu, then Current Students | Information Technology | Printing

Releasing Your Print Job(s)

You will need to authenticate in one of two ways at any of the five student black & white Xerox printers (**Reading Room**, **Lower Level Commons**, **LR1-Alcove**, **Sub-2 Copy Room**, and **Sub-3 Computer Lab**) to list and print your job(s).

MCard

1. Swipe your MCard (magnetic strip down) on the card reader mounted at the bottom-left of each machine. Swipe direction does not matter.

2. After swiping, the green light will blink off for 5 seconds while the printer connects to the server. Please be patient.

   Note: if the light turns red, it means the reader could not read your MCard. Try swiping again after canceling any error message you may get on the printer's touch panel.

3. **Skip to Step #4 below.**

PIN

Setting a PIN and logging in on the printer's screen is the most reliable way to release your print jobs. To set up your own password (PIN) for the Xerox printers, log in to the Law School's print quota webpage https://law-prtsvr.law.umich.edu:9192 and click **Change Details**.
Note: PIN numbers must be at least 4 characters.

1. Touch the **Keyboard…** button on the printer's screen.

2. Enter Login Details - ID   Enter your **uniqname** and touch Enter.
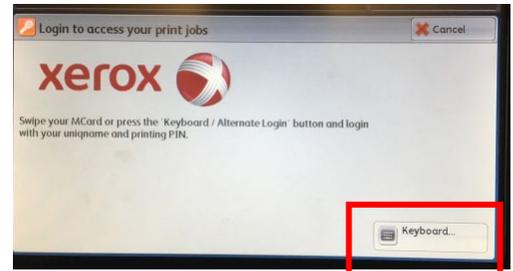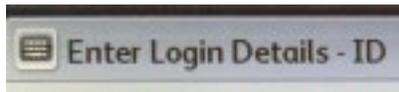
3. Enter Login Details - PIN   Enter your **PIN** and touch Enter.
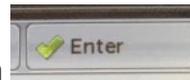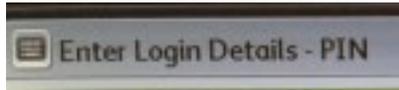
4. Once you are logged in, you will see a list of your held print jobs. You can print all held jobs at once (**Print All** button) or touch each job and print one at a time.

Held Print Jobs			Print All
Document	Pages	Cost	
Microsoft Word - Important Law Docum	1	1 pgs	
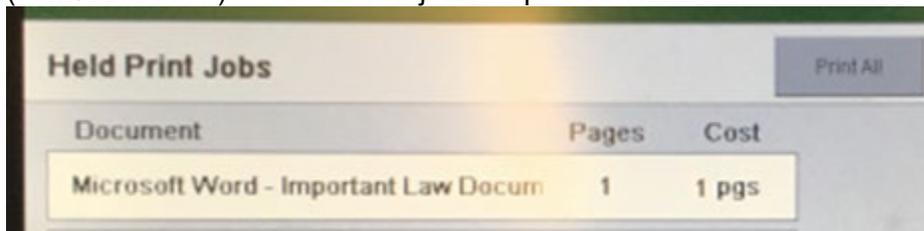
5. Log out when you are finished by pressing the **Log In / Out** button.