Information Technology Resources at the Law School and the University of Michigan

**Law School Information Technology Orientation Site:** [https://law.umich.edu/itorienation](https://law.umich.edu/itorienation)

**MLaw Live Student Portal:** [https://mlawlive.umich.edu](https://mlawlive.umich.edu)

**Law School Student Computing/Information Technology Support**

- **Help Desk Locations & Phone numbers:**
  - 331 Legal Research Reading Room (Jason): 647-3731 (7-3731 if within the University)
  - 331 Legal Research Reading Room (Debbie): 647-6242 (7-6242 if within the University)

- **Support Hours:** Weekdays 7:30 a.m. - 4:30 p.m.

- **E-mail:** LawITStudentSupport@umich.edu

**Law School Printers**

<table>
<thead>
<tr>
<th>Location</th>
<th>Installed Printer Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>Jeffries Hall Lower Level</td>
<td>Law-JH-LL-HPM603</td>
</tr>
<tr>
<td>Lower Level Commons</td>
<td></td>
</tr>
<tr>
<td>Legal Research Reading Room</td>
<td></td>
</tr>
<tr>
<td>Legal Research 1st Floor Alcove</td>
<td></td>
</tr>
<tr>
<td>Library Sub-2 Copy Room</td>
<td>Law-Student-XeroxPrinters</td>
</tr>
<tr>
<td>Library Sub-3 Computer Lab</td>
<td></td>
</tr>
<tr>
<td>Library Sub-1 Reference Area</td>
<td>Law-Lib-Sub1-Color-Xerox7835</td>
</tr>
</tbody>
</table>

- Printing to the **Law-Student-XeroxPrinters** requires your MCard or a PIN.
  More details: [https://law.umich.edu/currentstudents/informationtechnology/printing/](https://law.umich.edu/currentstudents/informationtechnology/printing/)

- Each page printed on the **Law-Lib-Sub1-Color-Xerox7835** counts as **2pgs** against your Law School quota.

**Printing Quota**

Law students receive **two separate printing allowances** per term at no cost:

- JDs, LLMs, research scholars, and MACL students: **800** pages for printing to any of the Law School designated student printers (provided by the Law School). SJD students receive **1200**.
  Monitor how many Law School pages you have printed at: [https://law-prtsvr.law.umich.edu:9192](https://law-prtsvr.law.umich.edu:9192)

- All U-M students: **$24.00** for printing to any Campus Computing Sites printer (provided by the University). B&W and color impressions are charged at $0.06 and $0.23 per 8.5”x11” impression, respectively. Research Scholars do not get this additional print quota.
  Monitor how many Sites pages you have printed at: [https://mprint.umich.edu/usage](https://mprint.umich.edu/usage)

**Beyond Quota Charge**

- Additional Law School pages cost $0.03 per page whether single-sided or double-sided (one page in the Law School counts as one sheet of paper).
## Law School Student Computing Locations

<table>
<thead>
<tr>
<th>Location</th>
<th>Computers</th>
<th>Law School Printers</th>
<th>Sites Printers</th>
<th>Scanners</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lower-Level Commons (including alcove)</td>
<td>1 PC, 1 Mac</td>
<td>2</td>
<td>-</td>
<td>2</td>
</tr>
<tr>
<td>Legal Research Reading Room</td>
<td>-</td>
<td>1</td>
<td>2</td>
<td>1</td>
</tr>
<tr>
<td>Library Sub-3 Computer Lab</td>
<td>-</td>
<td>1</td>
<td>-</td>
<td>1</td>
</tr>
<tr>
<td>Library Sub-2 CALR Lab (Computer Aided Legal Research)</td>
<td>-</td>
<td>1</td>
<td>-</td>
<td>1</td>
</tr>
<tr>
<td>Library Sub-1 (behind Reference Desk)</td>
<td>-</td>
<td>1</td>
<td>-</td>
<td>1</td>
</tr>
<tr>
<td>Throughout the Library</td>
<td>3 PCs (public terminals)</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>Jeffries Hall Lower Level</td>
<td>-</td>
<td>1</td>
<td>-</td>
<td>-</td>
</tr>
</tbody>
</table>

- A Fax Machine for student use is available in the Office of Career Planning, 1100 South Hall

## Law School Resources

- Law Information Technology & Audio/Visual Director – Lyle Whitney (e-mail: LWhitney@umich.edu)
- Request Information Technology Assistance/Report Computer or Printer Problems:
  - via e-mail: LawITStudentSupport@umich.edu
  - via the web: http://workrequest.law.umich.edu
- Law School Information Technology Web Site: https://www.law.umich.edu/currentstudents/informationtechnology/ (information about laptops, wireless, printing, laptop exams, audio visual services, computing resources, and frequently asked questions)
- Network Registration: https://www.law.umich.edu/currentstudents/informationtechnology/laptops/Pages/Networkregistration.aspx
- Law School Information Technology Orientation Site: https://www.law.umich.edu/itorientation

## U-M Resources

- U-M Computing (ITS): https://its.umich.edu/
  - ITS Help Desk https://its.umich.edu/help (phone, chat and e-mail support): 764-HELP (764-4357); 4HELP@umich.edu
  - U-M Student Orientation: https://its.umich.edu/student-computing
  - How-to documentation: https://documentation.its.umich.edu/
Standard Computing Services include:

- U-M Google (https://google.umich.edu): unlimited storage for email and files
- U-M Box (https://its.umich.edu/communication/collaboration/box): unlimited storage
- U-M Dropbox (https://its.umich.edu/communication/collaboration/dropbox): 5TB Storage
- Personal file storage (IFS space): https://mfile.umich.edu: 10 GB storage
- MPrint (printing to Sites printers wirelessly): https://mprint.umich.edu/
- Zoom (video conferencing) https://its.umich.edu/communication/videoconferencing/zoom
- Bluejeans (video conferencing) https://its.umich.edu/communication/videoconferencing/blue-jeans
- U-M Tech Shop (formerly Computer Showcase): https://techshop.umich.edu/
- U-M DPS Property Registration: https://dpss.umich.edu/content/services/property-protection/register-personal-property/
- Compute at the U: https://its.umich.edu/computing/computers-software/compute (Free storage software, Microsoft Office 365, and more)
- Adobe Creative Cloud (https://its.umich.edu/computing/computers-software/adobe-creative-cloud) (Download and install the latest Adobe apps at no cost through the university. Note: do not use Adobe’s cloud services for sensitive data)
- Canvas (course management system): https://umich.instructure.com/ (phone and e-mail support):
  
  **ITS Service Center:**
  - Phone: 764-HELP (764-4357)
  - E-Mail: 4-HELP@umich.edu
  - Select the Help link in Canvas to visit the online help guide

  **Law School Canvas Support:**
  - E-Mail: lawav@umich.edu

**Computer Security**

- ITS Safe Computing site https://safecomputing.umich.edu/ (recommendations for protecting your personal and university data)
- Two-Factor Authentication https://documentation.its.umich.edu/2fa/how-use-two-factor-weblogin (Two-factor authentication is an added security layer for protected university resources).

**Computer Repair Resources**

- ITS Computer Support & Repair: https://its.umich.edu/computing/computers-software/tech-repair, Warranty and non-warranty hardware repair for Apple, Dell, and HP computers, iPad/iPod/iPhone, Microsoft Surface, and other devices covered by a Safeware warranty.

**University Wireless**

- Campus Wireless Networks: https://its.umich.edu/enterprise/wiki-networks/wifi