

## Printing Quota

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

- JDs, LLMS, research scholars, and MACL students receive up to **800** black and white (b&w) pages for printing to any of the Law School-designated student printers (provided by the Law School). SJD students receive up to **1200**. When you have less than 50 pages remaining, you will be alerted via email. **You will not be notified again.** Students are charged \$0.03 per page for any printing that exceeds this fixed per-semester allowance.
- All U-M students receive **\$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 extra university quota.

## Law School Printers

Location	Installed Printer Name
<a href="#">Jeffries Hall Lower Level</a>	Law-JH-LL-HPM605
<a href="#">Lower Level Commons</a>	Law-Student-XeroxPrinters ♦
<a href="#">Legal Research Reading Room</a>	
<a href="#">Legal Research 1st Floor Alcove</a>	
<a href="#">Library Sub-2 Copy Room</a>	
<a href="#">Library Sub-3 Lounge</a>	
<a href="#">Library Sub-1 Reference Area</a>	Law-Lib-Sub1-Color-Xerox7835 ♦♦

♦ Printing to the **Law-Student-XeroxPrinters** requires your MCard or a PIN.  
More details: <https://michigan.law.umich.edu/resource-center/printing-students>

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

## Duplex Printing

- The six b&w student printers at the Law School are duplex (double-sided) printers by default so that you can save paper and money. However, you can manually select single-sided printing for any print job by changing the default setting in the print window.

## Follow-You Printing

There are five student b&w Xerox printers at the Law School. When you run the [printer installer](#) for your operating system, you will see **Law-Student-XeroxPrinters**. This is a "virtual queue", and when printing to it, your job(s) will not immediately print. Instead, your job(s) will be held on the print server (and you will not be charged yet). You can then visit any of the b&w Xerox printers (located in the [Reading Room](#), [Lower Level Commons](#), [LR1-Alcove](#), [Library Sub-2 Copy Room](#), or [Library Sub-3](#)) and swipe your MCard or enter a PIN number to release and print your job(s). This method of printing is more secure since there is less chance of your document(s) being taken by someone else. It is also more convenient in case a printer is crowded or down for some reason. You can visit another printer to release your job(s) instead of reprinting.

If you don't have your MCard with you, you can setup and use a PIN number for releasing jobs on the Xerox printers. Login to the Law School's [print quota webpage](#) and click **Change Details** to do so.

Note: PIN numbers must be at least 4 characters.

## Mac Users

You cannot use any of these characters in your UMICH password:

**. @ : / \ ^ % ` " < > | { } ? # [space]**

If you have any of these characters in your password now, you should [change your password](#).

## Tips to conserve paper and your printing quota

- Often blank pages will be included at the end of printouts from the Web. Use the Print Preview feature to check the number of pages in your print job prior to printing.
- You will get more for your money in the Law School if you print duplex (double-sided). A double-sided page counts as one page within your allowance. Each page you print after your quota costs \$0.03 cents regardless of whether it is duplex or single-sided. So, you can print two pages for the price of one if you print duplex.

## Charging and Billing

### Charging period:

- The Law School per term charge for printing begins on the first day of the term, and ends on the day the next term begins.

### Charging suspended:

- Charge for printing to the six b&w student printers is suspended during **study days and the weeks of finals**. Charging is not suspended on the Sub-1 color printer or the HH200 SJD and Research Scholar printer.

### Beyond Quota Charge:

- Additional Law School b&w pages cost \$0.03 cents per page (double-sided printing at the Law School counts as one page).

### Billing:

- Charges for printing beyond the quotas in either environment will automatically be charged to your University student account in the first weeks of the following term and will appear on your tuition statement.
- If you are graduating, you should still get the bill and be able to pay it online, in-person, or via the mail. Financial Operations explains how to make payments: <http://www.sfo.umich.edu/StudentPage.html>.

### Unused Pages:

- Unused printing allowance is not rolled over to the next term.

## Printing Refunds

If you are charged for a print job and you feel that you should not be, please submit a [Print Refund Request](#) within four hours of the problem.

Any printouts associated with the problem **must** be presented to a Law School Information Technology staff member in LR331.

## Printing on Clinic, Journal, and Student Organization printers

The clinics, journals, and organizations are responsible for acquiring and controlling their own paper usage and should be printing clinic, journal, or organization materials to clinic, journal, or organization-designated printers only.

## LexisNexis printing

Students are not charged for Lexis printing **as long as the Lexis print jobs are directed to the designated Lexis printers**. However, if you direct your Lexis print jobs to the Law School's regular networked printers, you

will be charged. Lexis printers are located in the Reading Room, Legal Research first floor alcove, and the Library.

## Sites printers

There are three (3) Sites printers at the Law School. They are located in the [Legal Research first floor alcove](#), the [lower level of Jeffries Hall](#), and the [Reading Room](#). The Sites printers print single-sided by default. Printing directed to the Sites printers will be charged from your \$24.00 (400-pgs at \$0.06 per printed side) [ITS printing quota](#), not from your Law School printing quota.

The Law School printer installation program does not install the Sites printers. Instead, you must use mPrint (<http://mprint.umich.edu>) to print to the Sites printers.

## FAQs

### Q. Who should I contact to report printing problems during my printing session?

A. Immediately report any printing problems you encounter (ex. low/no toner, printer jam) to a computer support specialist in 331 Legal Research, or email [LawITStudentSupport@umich.edu](mailto:LawITStudentSupport@umich.edu) so that we can trace and fix the problem promptly. Save all printouts associated with the problem in case we need to look at them later.

### Q. I can't seem to print Adobe Acrobat (.pdf) files. What's the problem?

A. Instead of trying to print from within a browser, try saving the file(s) first, and printing directly from Adobe Acrobat, Preview, etc.  
You can also try printing the file as an image if you are using Acrobat. Select "Print", then click the "Advanced" button and select "Print as Image".

### Q. Regarding the \$24.00 printing allowance that we have outside of the Law School, can that allowance be accessed from any printers within the Law School, or do we have to physically go to another computer lab to utilize that allowance?

A. There are three Campus Computing Sites printers for you to utilize the (non-Law School) \$24.00 (400 b&w page) printing quota (see above for locations). In addition, you can go to any of the Campus Computing Sites labs on campus to print (locations: <https://mprint.umich.edu/maps?sites>).

### Q. How can I track how many Law School pages I print throughout the semester?

A. You can actively track how many pages you have printed at <https://law-ptsvr.law.umich.edu:9192/> or through the desktop print monitor program that gets installed with the printers.

### Q. Am I alerted once I have gone over my Law School printing quota?

A. When you have less than 50 pages remaining, you will be alerted by the system automatically via email. After this alert however, **you will not be reminded again**. For this reason it is very important for you to track your printing usage throughout the year.

### Q. How can I track how many Sites pages I print throughout the semester?

A. You can determine how many Sites pages you have printed at <https://mprint.umich.edu/usage>.