The four 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).

**Releasing Your Print Job(s)**
You will need to authenticate in one of two ways at any of the four student black & white Xerox printers (Reading Room, 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 top-left of each of these machines. Swipe direction does not matter.
2. After swiping, the green light will blink off for 5 seconds while the printer connects to the server. Skip to #4 below.

   **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.

**PIN**
To setup your own password (PIN) for the Xerox printers, login to the Law School's print quota webpage [https://prtsvr.law.umich.edu:9192](https://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 screen.

2. Enter your **uniqname** and touch **Enter**.

3. 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.

5. Log out when you are finished by pressing the **Log In / Out** button.

Contact [LawITStudentSupport@umich.edu](mailto:LawITStudentSupport@umich.edu) with any questions.