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).

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 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).

PIN
Setting a PIN and logging in on the printer’s screen is the most reliable way to release your print jobs.

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

3. Enter your **PIN** and touch .

4. Skip to #3 below.

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. 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. 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.

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

Contact LawITStudentSupport@umich.edu with any questions.