



How to access and print to the Law-StudentORG-HPM603 printer

This printer is set to track printing based on your organization. You will need to “release” jobs printed to it from a webpage using **your student organization’s username and password**.

- Download and install the **Law-StudentORG-HPM603** printer from:
Win: <https://web.law.umich.edu/DownloadFiles/StudentORGPrinterWin.exe>
Mac: <https://web.law.umich.edu/DownloadFiles/StudentORGPrinterMac.dmg>
- Print the document(s) that you want like you normally would by choosing File | Print (or any other standard method you are used to using) and choose the **Law-StudentORG-HPM603** printer.
- Open a web browser and go to: <https://law-prtsvr.law.umich.edu:9192> or double-click on the **Law-StudentORG-HPM603 Release Jobs Login** shortcut on your desktop if you have this. *(This is the same link that gets created for you if you run either of the student printer installations and choose to have a link created to the print quota page).*

- Login using the group name and password that belongs to your organization.
IMPORTANT: Do not login with your unickname, you will not see your jobs.

- Click **Jobs Pending Release**.



- Click the **Print** link next to the job(s) that you want to release to the printer.

| E | PRINTER | DOCUMENT | CLIENT | PAGES | COST | ACTION |
|---|----------------------------------|---------------------------|-------------------------------|-------|-------|---|
| 3 | law-prtsvr\Law-StudentORG-HPM603 | OrgDocument.txt - Notepad | 0587347089.wireless.umich.net | 1 | 1 pgs | [print] [cancel] |

Note that any job you print (release) from this window will be charged to your organization.

If you have any questions about student organization printing or group logins, please contact lawstudentlife@umich.edu.

If you have any problems **installing** this printer on your laptop, contact LawITStudentSupport@umich.edu.