



How to Print, Copy, or Scan

Connecting to the JMLS Print Queue

To print from your laptop, it must be connected to the JMLS print queue. Follow the **Printing: Getting Started guide** at www.jmls.edu/its/printing.php (and in the bins on 6 near the east elevators). Print jobs in the queue can be printed from any JMLS general printer. The queue clears each night.

Logging On and Off

To **log on** to any general-access JMLS printer, hold **your JMLS ID to the card reader**. When you are done, tap **log off** (lower right of touch screen) to prevent anyone else from using your account.

PRINTING

1. From the Printer Properties box, **choose any options** (B/W, color, staple, etc.) before sending your document. You can't change these settings at the printer itself.
2. If printing from your computer, select **JMLSHold6** (JMLSHold7 for staff) as your printer. If you are printing from the 6th floor library computers, select Library Print. Click **Print**.
3. Use your ID to log on at the printer, **select the items to print** by tapping them, and tap **Print + Delete**.

COPYING

1. At the printer, use your ID to log on then press the **Main Menu** button. Tap **Copy**.
2. **Set your document** in the feeder tray or on the glass and select your **Copy Options**.
3. Enter the **number of copies** using the number keypad then press the **Start** button.

SCANNING

1. At the printer, use your ID to log on then press the **Main Menu** button. Tap **Scan and Send** then **Send to Self** (to your JMLS email account).
2. **Choose any options**: B/W (default) or color, 2-sided Original, and so on.
3. **Set your document** in the feeder tray or on the glass then press the **Start** button.

Need Help?

Contact the **ITS Help Desk**: call 312/427-2737 x550, email helpdesk@jmls.edu, or visit us in room 733, 7th floor, State Street building (via the main elevators or stairs from the 6th floor outside the library).