Printing: Getting Started

The John Marshall Law School provides all students the ability to print directly to any JMLS general access printer on campus. Your laptop must be connected to the JMLS print queue. This guide explains the steps necessary to begin printing. Instructions for retrieving printouts and adding credit to your printing account are on page 4.

Printing Setup for Windows (for Mac OS X, see page 2)

1. Click Start → Computer (or My Computer).

2. In Windows Explorer, in the address bar at the top, type `\printers03.jmls.edu`. (Faculty and staff should use JMLSHold7.)

3. Double click JMLSHold6. (Faculty and staff should use JMLSHold7.)

4. Log in with `exchange\JMLS username` and password. Check the box “Remember my credentials.” Click OK.

5. When the printer installation window pops up, click Install driver.
Printing Setup for Mac OS X

1. If you have a version of the JMLS Printer installed, remove it by going to System Preferences → Printers & Scanners.

2. Click here to download the Canon driver for OS X 10.10 from ecommons.jmls.edu/documents/canondriver_osx_1010.ppd.

3. In the Apple menu, select System Preferences.

4. Select Printers & Scanners.

5. Click the + button in the lower left corner to add a new printer.

6. A new window will appear. Right-click near the top of the window, then select Customize Toolbar.

7. Drag the Advanced icon up into the toolbar (see picture at right). Click Done.

continued …

9. Select the Canon driver that you previously downloaded and then click Open.

10. Now back in the Add printer window, click Add. This should complete the installation.

11. On your first print job a window will pop up and ask you to enter your JMLS username/password. Do this then check the box next to Remember this password in my keychain. Click OK.
Retrieving Printouts

1. To retrieve your printouts, go to any general-access printer located on campus, and log on by holding your JMLS ID to the card reader.

2. Once logged in, you will see your current print queue. Tap the list items to select them or Select All and press Print or Print+Delete. See example at right.

3. When you are done, tap Log Off (lower right of touch screen) to prevent anyone else from using your account. All print jobs are automatically deleted from the queue after 24 hours.

Add Credit to Your Account

To add value to your JMLS printing account, visit canonnepay03.jmls.edu/ig. Log in with your JMLS username and password. Then click on Budget to add value to your account with Visa, MasterCard, Discover, American Express, or your PayPal account. Each printed sheet costs 15 cents, whether single or double sided.

Questions?

If you have any issues with printing, please contact the ITS Help Desk via the Help Desk Portal at helpdesk.jmls.edu. You may also call 312.427.2737 x550, email helpdesk@jmls.edu, or visit us on the 7th floor of the State Street Building in room 733.