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](http://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](mailto: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).