

Thurgood Marshall School of Law – IT Department

Student Printing Instructions

You will be given a card with your login information for the computer systems and the Print Release Stations located in the TMSL Law Library Computer Labs, Rooms 122 and 126.



Figure 1. Example Print Station and Printer

To print, log into the computer with your username and password that was handed out to you during orientation. In the program you want to print from, go to the File menu, choose Print and select “PHAROS on TMSL-PHAROS”.

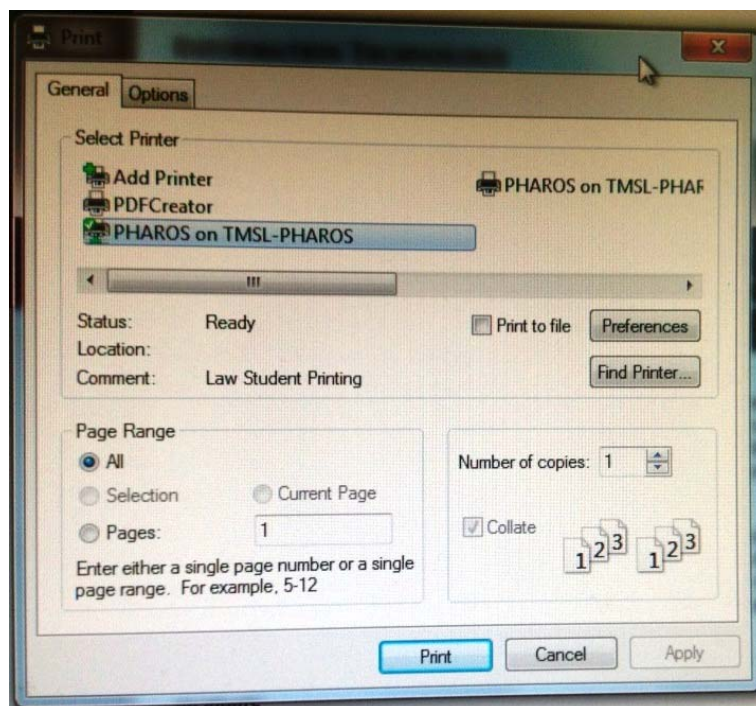
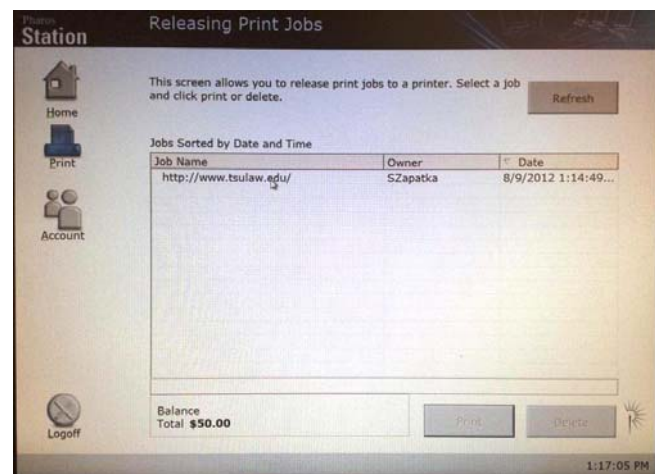
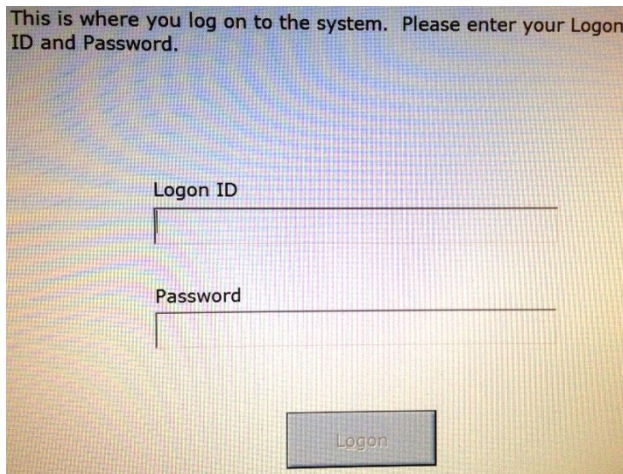


Figure 2. Print Selection Screen

Your print job will then be sent to the Print Release Station. Go to the print release station and sign in using your same username and password to release your print job from the print station. Your print job will go to the printer nearest to the print release station.



Figures 3 and 4. Release Station Login and Release Pages

All TMSL students are allocated 1000 pages per semester.

Please do not attempt to fix any errors with the Print Release Stations or the output Printers. The TMSL IT Staff will take care of any issues with the equipment. You can check with the personnel in Rooms 123 and 124, if no one is available, please go to the Reference or Circulation desks located at the front of the Law Library, and they will contact the IT department for you.