

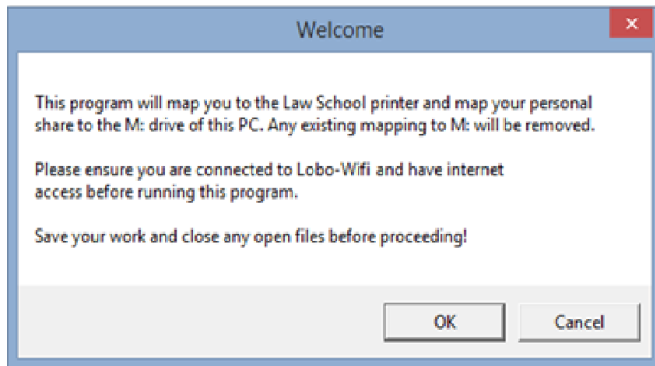


Printer and M: Drive Setup Guide

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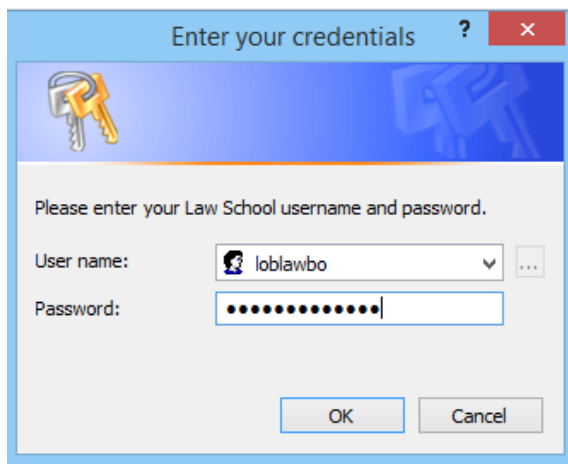
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Installing Printer and M: Drive on Windows



Before installation

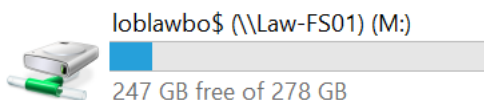
- [Download the installer file here.](#) Keep this file, it can be used to update your password on your PC after you've changed it.
- Before running the installer, ensure that you are connected to Lobo-Wifi and can access the internet.
- If you are on Windows 7, you may be prompted to install .NET Framework 4 when running the script. [You can download the .NET installer here.](#)



Installing

- Follow the on-screen prompts when the installer launches. When prompted, enter your Law School username and password.
- The installer may hang on "Mapping M: Drive" if you entered your password incorrectly. You may need to force quit the installer in Task Manager and restart it to re-enter your password.
- "Installing Printer" may take several minutes to complete, depending on the speed of your computer and network connection.

Network locations (1)



Finishing the install

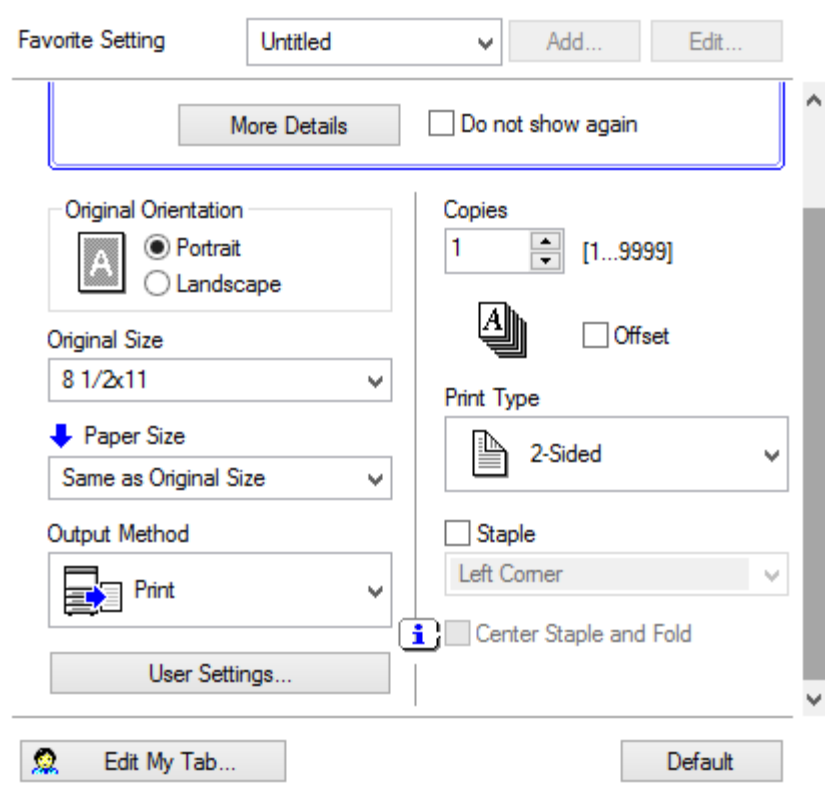
- When the script is finished, check in Computer/This PC to ensure your M: drive is mapped to your personal share.
- If running the script to update an expired password, you might need to sign out of Windows and log back in before your M: drive connects.
- Check **Devices and Printers** to make sure the UNM School of Law Printer is installed and available.



UNM School of
Law Printer on
Law-Print

- If your M: drive or printer is missing or unable to connect after a sign-out, you can run the script again to force a reconnect.

Printing on Windows

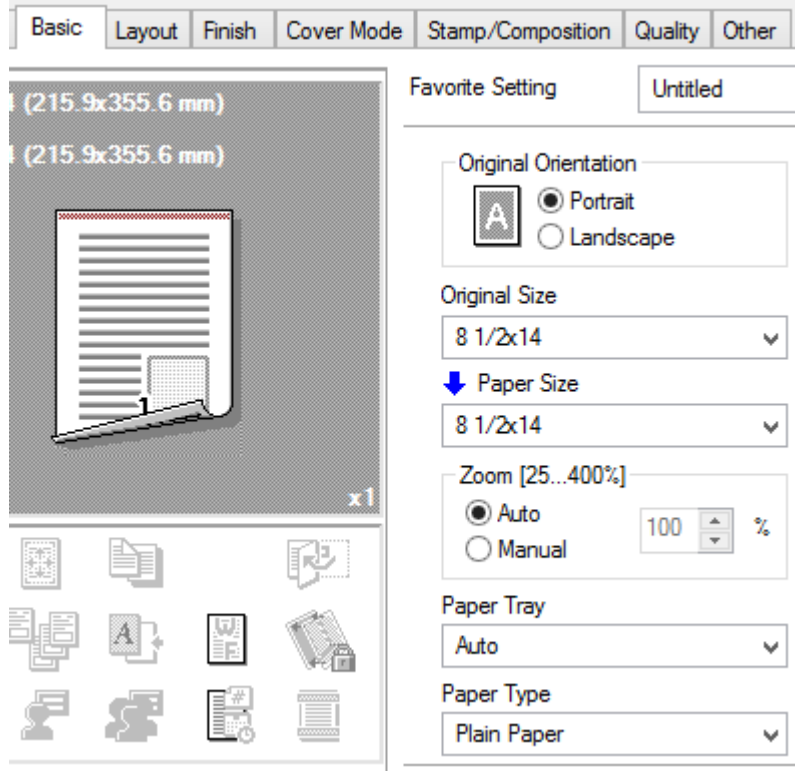


Changing from double sided to single

- The default setting for printing is double sided. If you need to print a job single sided, you can set this from the printing page by going to **Printing Properties** and changing **Print Type** to 1-Sided.

Stapling

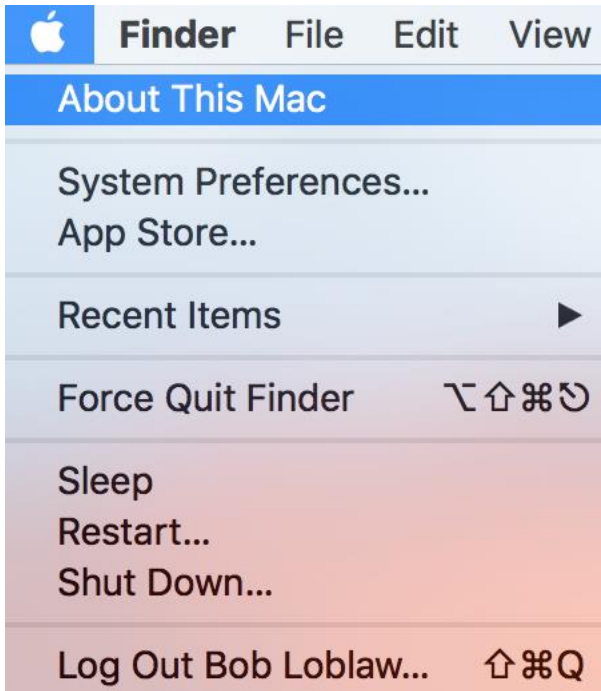
- If you need a job stapled, you can check **Staple** and choose the location of the staple from the drop-down menu.



Paper sizes

- If you need to print on a different size of paper, you can set it under the **Basic** tab of Printer Properties. The printer will try to use the manual feeder when any size other than 8 1/2 X 11 is selected.

Installing Printer on Mac



"UNM School of Law Printer Installer" can't be opened because it is from an unidentified developer.

Your security preferences allow installation of only apps from the Mac App Store and identified developers.

Allow apps downloaded from:

- Mac App Store
- Mac App Store and identified developers
- Anywhere

"UNM School... Installer" was blocked from opening because it is not from an identified developer.

Open Anyway



Click the lock to prevent further changes.


Before installation

- [Download and install the driver for your version of Mac OS X.](#) You can find out which version you're running by going to the Apple Menu and clicking "About this Mac."
- [Download the installer here.](#) Open the disk image, and save the installer somewhere on your Mac. Keep this file, it can be used to update your password on your Mac after you've changed it.
- If you are running a newer version of OS X (10.8 or up) you will receive this message when running the installer.
- To run the installer, you will need to go to **System Preferences** and **Security & Privacy**. Under the **General** tab, click the lock and enter your Mac's password, then click **Open Anyway** to allow the installer to run. You can also temporarily change your Mac's "Allow apps downloaded from:" setting to **Anywhere**.
- Your Mac will remember this setting when you re-run the installer in the future. However, if you download a new version of the installer you will need to repeat this process.

UNM School of Law

Enter your Law School user name:

Cancel OK

 **security wants to change access permissions of the "UNM School of Law Printer" item in your keychain.**

Do you want to allow access to this item?


? Deny Allow

Installing

- Follow the on-screen prompts when the installer launches. When prompted, enter your Law School username and password.
- If you're running the program to update your password, you will see a security prompt. Click **Allow**.

Printers

UNM School of Law Pr...
Idle

 **UNM School of Law Printer**

Open Print Queue...

Options & Supplies...

Location:

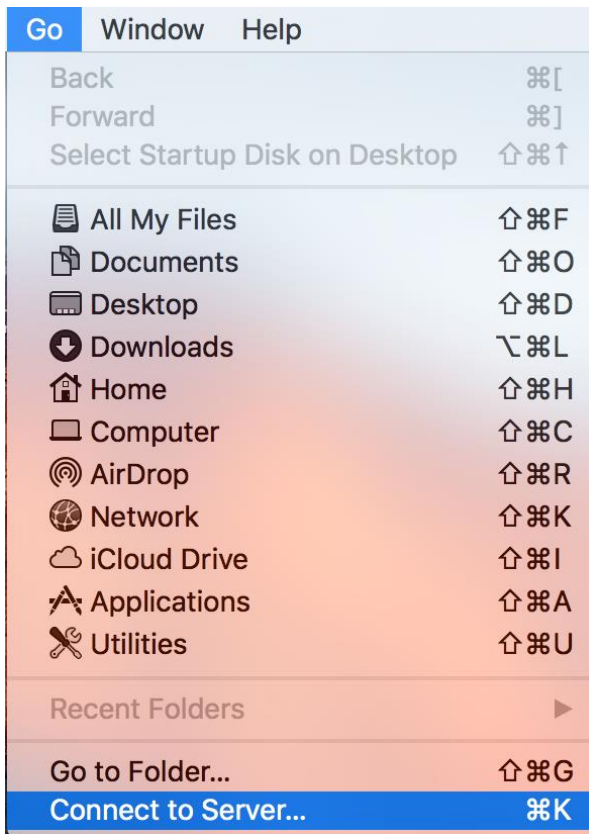
Kind: KONICA MINOLTA 454e PS

Status: Idle

Finishing the install

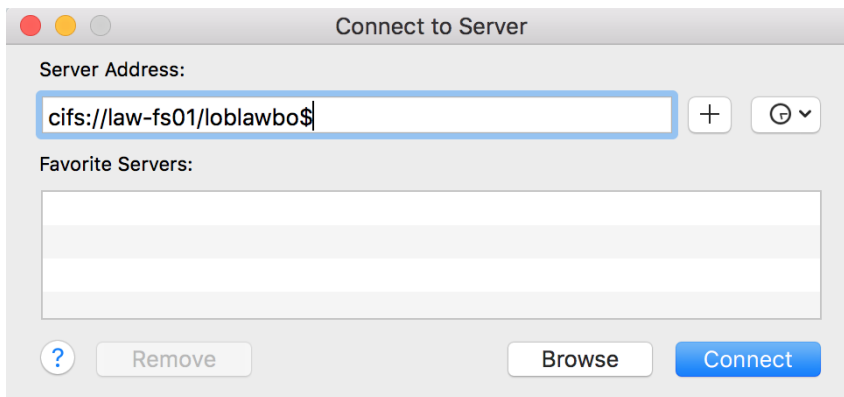
- You can verify the install worked by going to System Preferences, then Print & Scan. You should now have "UNM School of Law Printer" available.

Accessing your M: Drive on Mac



Step 1

- Before beginning, ensure that you are connected to either Lobo-Wifi and can access the internet.
- From Finder, go to the Go menu and choose **Connect to Server**.
- You can also access this window with the keyboard shortcut **Command+K**.

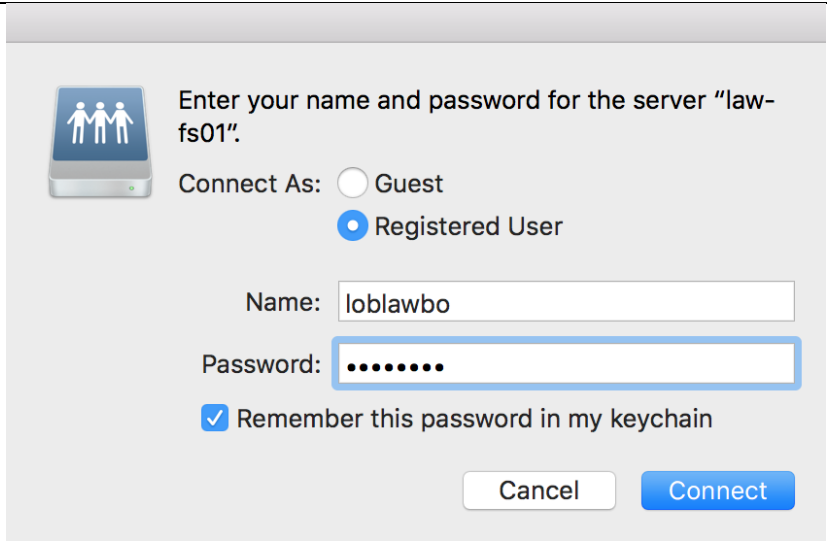


Step 2

- In the Address field, type:

`cifs://law-fs01/YourUserName$`

Replace "YourUserName" with your Law School username. Make sure to keep the \$ at the end of the line.
- Click + to save this entry.



Enter your name and password for the server "law-fs01".

Connect As: Guest
 Registered User

Name:

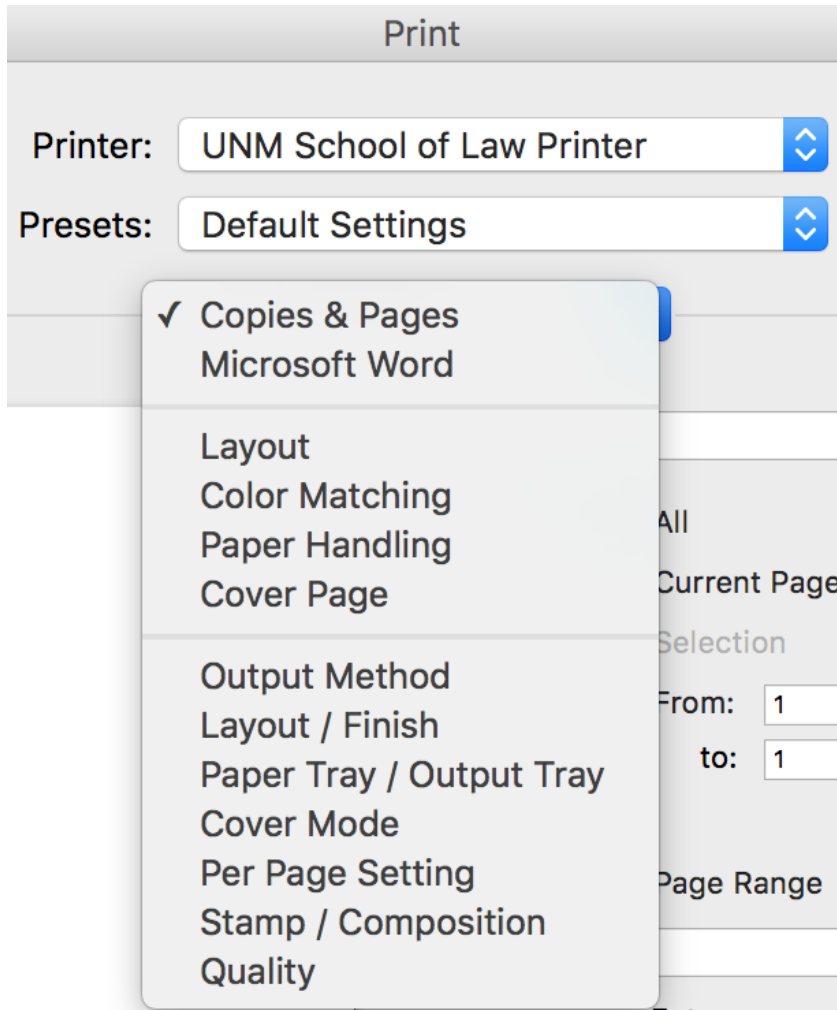
Password:

Remember this password in my keychain

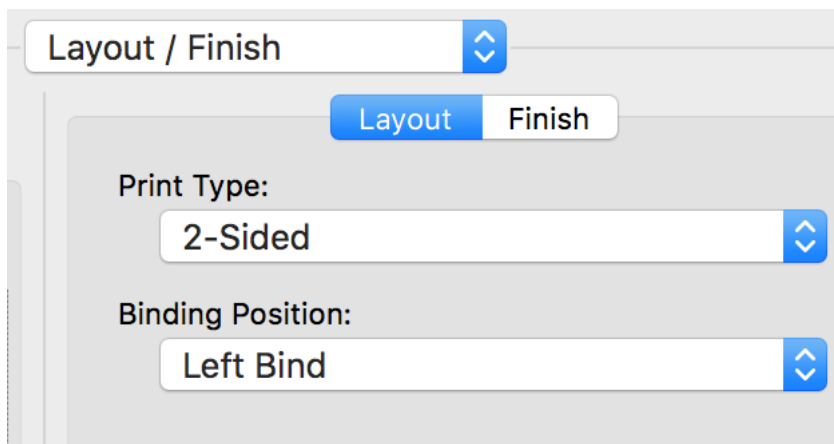
Step 3

- Click **Connect**. When prompted, enter your Law School username and password, and check **Remember these credentials**.

Printing on Mac



- The **Printing options** window will have two sets of options. Ignore the top set, these are default Mac options. The bottom set contains the features for the Law School printers.



Changing from double sided to single

- The printers will default to double sided printing. If you need to print a job single sided, you can change this by going to **Layout / Finish** and changing Print type to 1-sided.

Layout / Finish

Layout Finish

Staple:
Left Corner

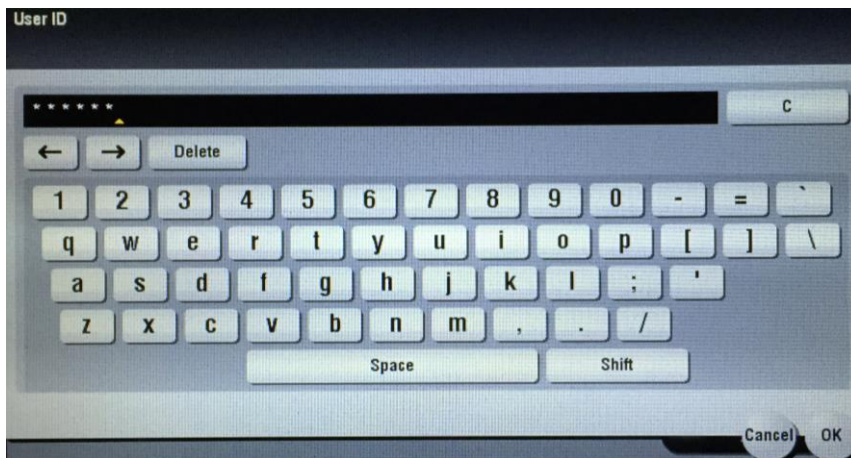
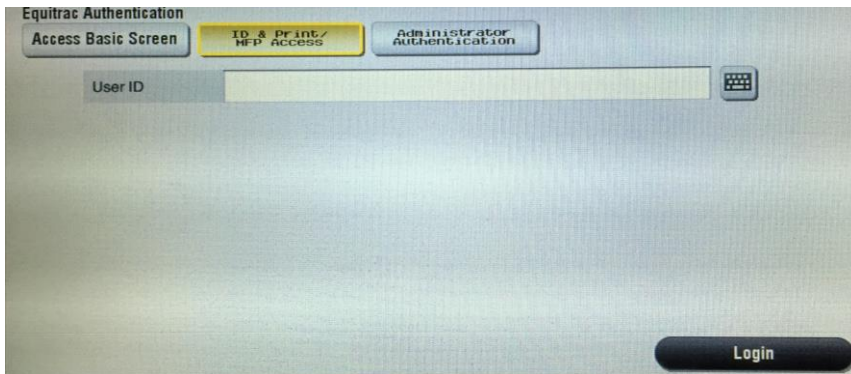
Punch:
Off

Fold & Staple:
Off

Stapling

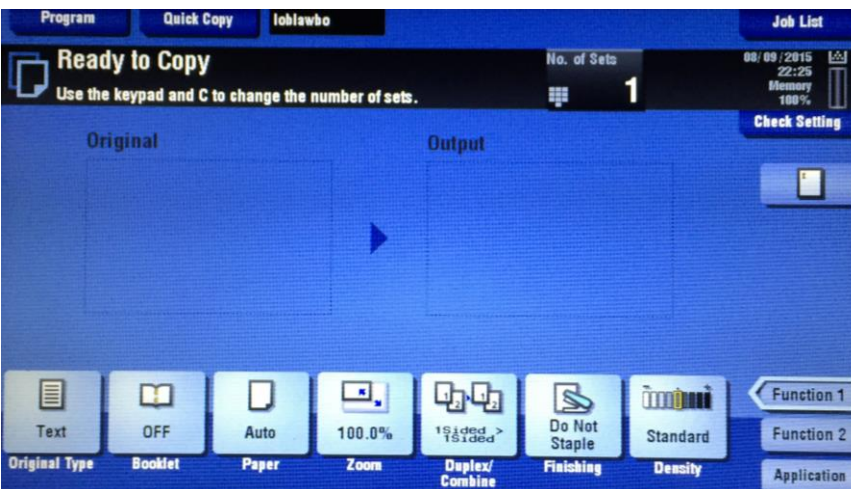
- Under **Finish**, check **Staple** and choose the location of the staple.

Releasing print jobs, copying, and scanning to email



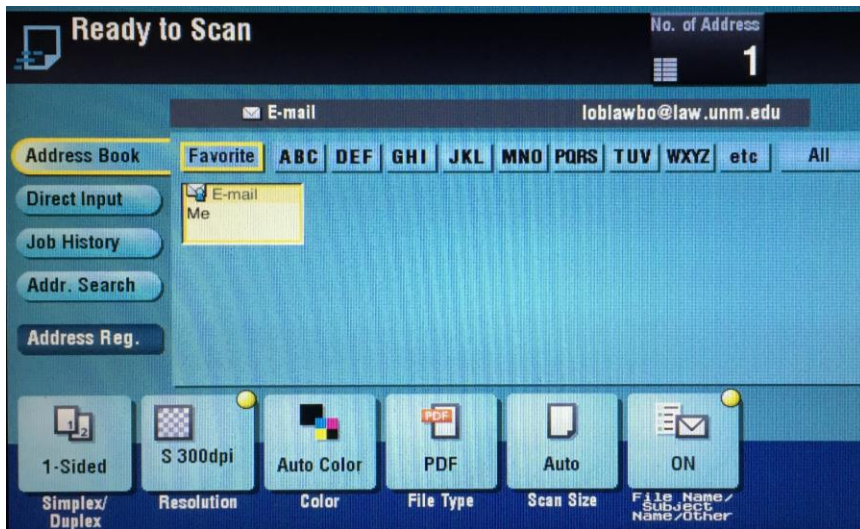
Logging and releasing queued jobs

- Tap anywhere in the **User ID** box to open the onscreen keyboard.
- Type in your PIN. By default, your PIN is the last four digits of your Banner ID number, followed by the first two letters of your first name.
- Tap **OK**, then **Login**. Once you are logged in, all of your queued print jobs will print out.



Copying

- After logging in you will be taken to the Copying screen. Options for stapling, paper size, and duplexing are at the bottom of the screen. More options are available by tapping the **Application** button at the lower right.



Scanning to email

- Tap the **Menu** button on the right side of the copier to access the main menu.
- Tap **Scan & Fax** to open the scanning menu. You will see a **Me** entry on this screen, which is set to your email address. Tap this entry to select it.
- You can manually enter a different email address by tapping **Direct Input**. You can add as many recipients as you choose.
- Options for double-sided scanning, color, or different output file types are available along the bottom of the screen.

Logging out

- Tap the **Access** button on the right side of the copier to access the main menu.
- Alternatively, the copier will automatically log you out after 1 minute of inactivity.

Checking your print balance and viewing queued jobs



Login

ID

Login

Logging in to the user dashboard

- You can access the user dashboard at <http://goto.unm.edu/lawprint>. You must be connected to Lobo-Wifi to access the dashboard. You will receive an error stating that the site isn't secure; select Advanced and continue to the site.
- Enter your PIN to login. By default, your PIN is the last four digits of your Banner ID number, followed by the first two letters of your first name.



User Dashboard

User ID: loblawbo
User name: Bob Loblaw
PIN1: 1234bo
Color quota: N/A

Total balance: \$1.25

Actions

- [View](#) my print jobs (0)
- [Select](#) account report
- [Set default](#) billing code (not set)
- [Logout](#)

Viewing your history and queued jobs

- You can see a print history from the last 30 days by clicking **Select account report**.
- You can view and delete your queued print jobs by clicking **View my print jobs**