RA Printing

ITC Print Queues

When printing to Law Library printers (along with all ITC printers on campus), there are two (2) ITC print queues; ITC-BW and ITC-Color. As the names suggest, the BW queue is for black & white printing, and the color queue is for color printing. When printing your document, select the appropriate queue, and the document will be available at the corresponding release station.

Shared Account Selection Popup Window

If you are an RA for a faculty member and you send a print job to an ITC print queue, a popup dialog will appear and ask you to confirm the details. The print job can be charged to your personal account, or to the Law RAs shared account. After choosing the appropriate account to charge, click Print to confirm the job and agree to the cost. Click Cancel if you no longer wish to print the job. Selecting the right account from the drop-down list is important. If you do not see the RA print account, please contact the Financial Aid office (law-financialaid@uiowa.edu).

Please note that the use of the Law RAs printing account is monitored.

Releasing the Print Job

In the Law building, the black & white print release station is located on the 2nd floor of the Law Library across from the Reference Desk. Once at this station, you will enter your HawkID and select the print jobs you would like to print. You may also cancel documents from here as well. The color printer and color print release station are located on the 1st floor of the Law building in Lauridsen Commons. For further instructions or information about release stations, please see http://its.uiowa.edu/support/article/2498.