

Printing in the Law Library



ALVIN E. EVANS LAW LIBRARY, UNIVERSITY OF KENTUCKY COLLEGE OF LAW

Printing from your Personal Laptop:

In order to print from your personal laptop, you must first install the Ikon Printer Driver. Follow these steps below:

1. Go to <http://www.uky.edu/Ikon>
2. Click on “Windows Print Installers Here”
3. Click on the location “Young Black and White”
4. Choose “Run File”
5. Click “Install”

You will now be able to print to any of the printers located on all three floors of the Law Library.

Please Note: If you have problems with this process, please see the Law School IT department.

Printing from a Library Laptop or Public Terminal:

Both Law Library laptops and desktop computers are set to print to any of the printers located on all three floors of the Law Library.

Releasing your Print Jobs:

Regardless of whether you use your personal laptop, a library laptop, or a library desktop computer, you will need to follow these instructions to release your print job:

1. After selecting print, a pop-up box will appear, requiring you to assign a name to your print job. Assign a name and hit OK. (*Tip: It is recommended that you name it something unique so as to differentiate between your print job and other patrons print jobs.*)
2. You may go to any of the three printers located in the library to retrieve your document.
3. Select “Print” from the touch pad.
4. Swipe your card at the touch pad next to the printer and select your document from the list. Then hit “Print.”

Please Note: You will need money on your Plus Card or Student ID to retrieve your print job.

Adding Money to your Plus Card or Student ID Online:

1. Go to the Dining Services Website at <https://services.jsatech.com/payment.php?cid=85>
2. Enter “9” followed by your 8 Digit Account Number
3. Select the amount you would like to add to your account
4. Enter your Email
5. Enter your Credit Card Number
6. Enter the Expiration Date of your Credit Card
7. Enter your Credit Card CV/Security Code
8. Click “Next” to submit your request