



Information Technology

Update

Last updated 15 Sept, 2025

Printing Update

Please be aware that we are migrating our print servers from Jacobs to Amentum throughout September on a phased basis, with local communications issued as the migration is completed.

Due to Jacobs.com user accounts being disabled from the end of 12 September, for sites using 'Follow me printing' and using ID cards to release prints, users will need to use an interim printing method as outlined below until the migration is completed.

The steps to follow are:

1. Install the printer onto your laptop by following the steps detailed below:
 - Type RUN into the search bar next to the Windows icon bottom left of the screen and press the Enter key. The RUN box will then show up on the bottom left of the screen.
 - Copy this link into the RUN box and press the Enter Key
 - \\gbmncc-prt057\amentum_secure_print
 - Click "confirm execution" when pop up box appears.
2. Once it has installed, set it as your Default Printer. Do this by following these instructions:
 - Click the Start button (the Windows icon) on your taskbar.
 - Click the Settings icon (a gear).
 - Select Bluetooth & devices from the left-hand menu.
 - Click on Printers & scanners on the right side of the screen.
 - Scroll down and turn off the toggle for the option "Allow Windows manage my default printer".
 - From the list of printers, select Amentum_Secure_Print to make your default.
 - Click the "Set as default" button that appears.
3. Print the document from your laptop as you would do normally.
4. When at the printer, you will not be able to use your ID card to log in as before. Log in manually using Firstname.Surname@amentumCMS.com and your password.
5. The scan to email function will work as currently, and default to your Amentum email address.

The permanent solution once migration of a site has been completed will use your ID card again. Further instructions will be issued at that time.

Please note: This change does not impact OSRNET printers.