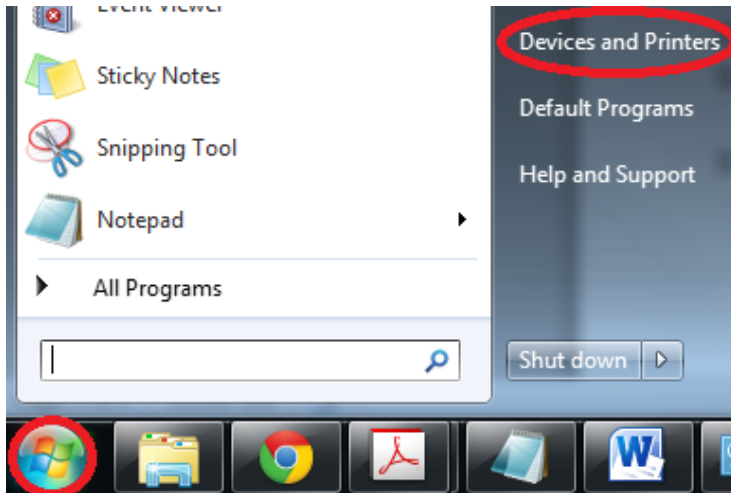




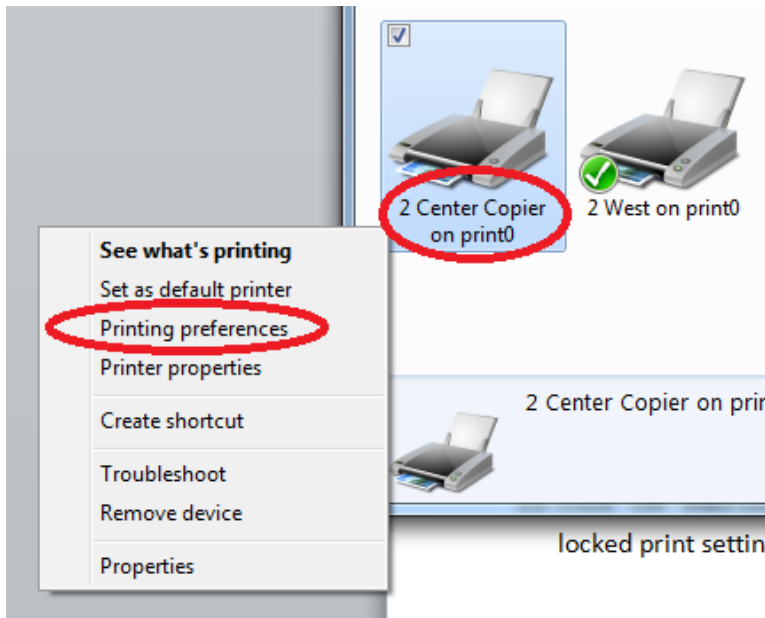
Printing to a Copier - Setup

Teachers and staff now have the ability to print directly to the copier on his or her floor. (Basement users will print to the Main Office copier.) Following are instructions on setting up your computer for printing to the copiers:

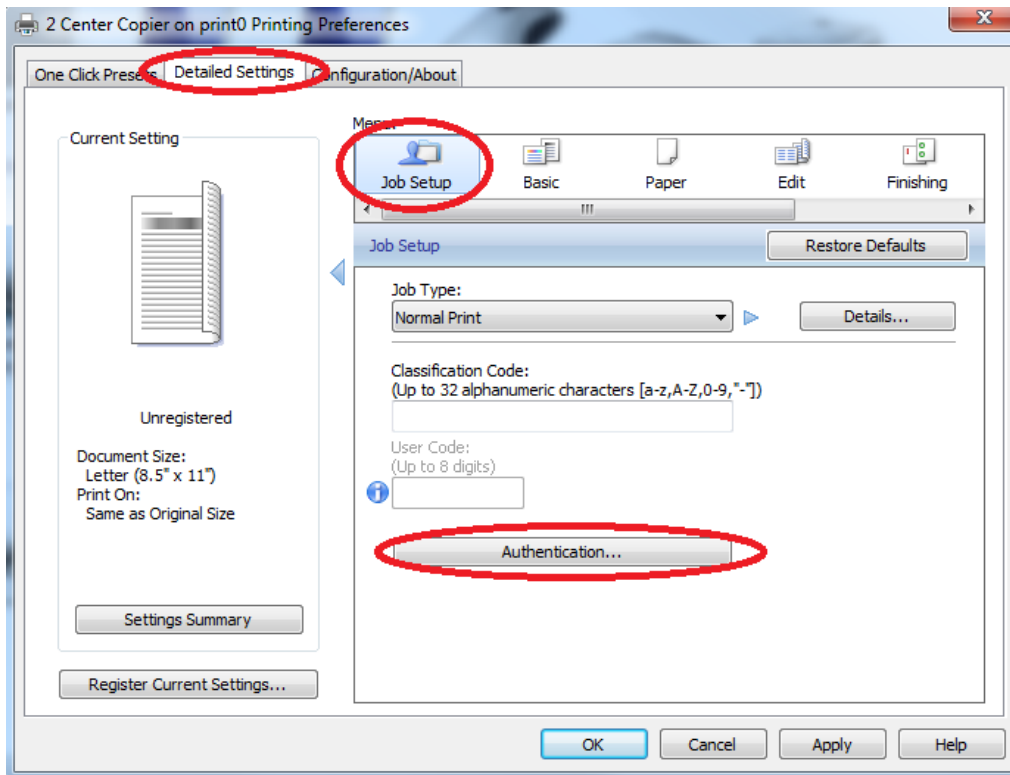
1. Click the Start button then “Devices and Printers”.



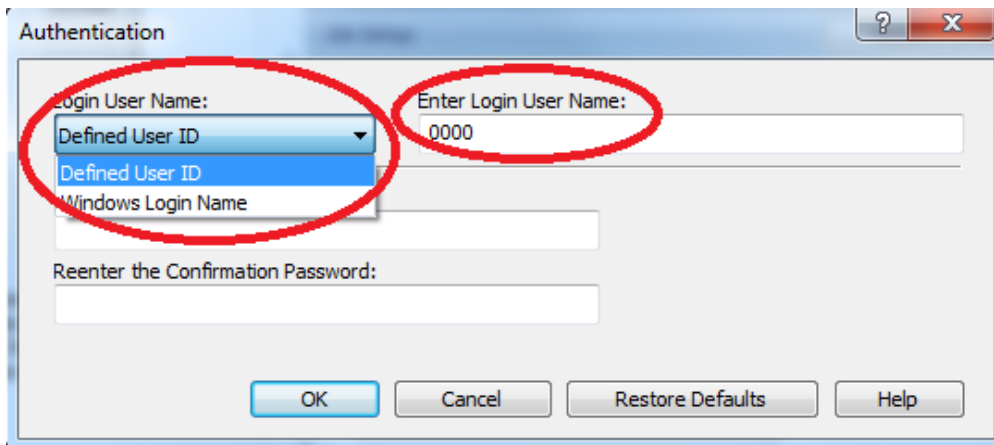
2. Right click on your copier (1 Center Copier, 2 Center Copier, or 3 Center Copier) then click “Printing Preferences”.



3. Click the “Detailed Settings” tab, “Job Setup”, then “Authentication”.



4. Make sure “Defined User ID” is selected from the drop-down menu then type your User Code in the “Enter Login User Name” field and click “OK”.



5. Click “OK” again. You may now print to your assigned copier.