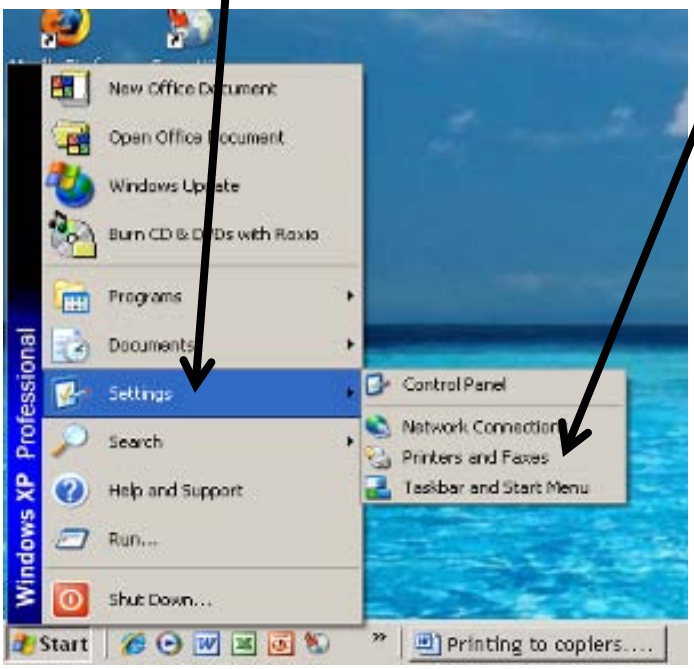
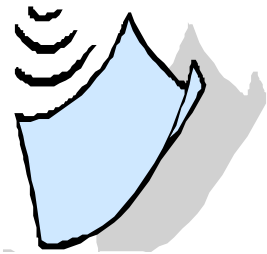
Not Printing to the Copier

Steps for Setting Up Print to Copier

1.Click **Start**

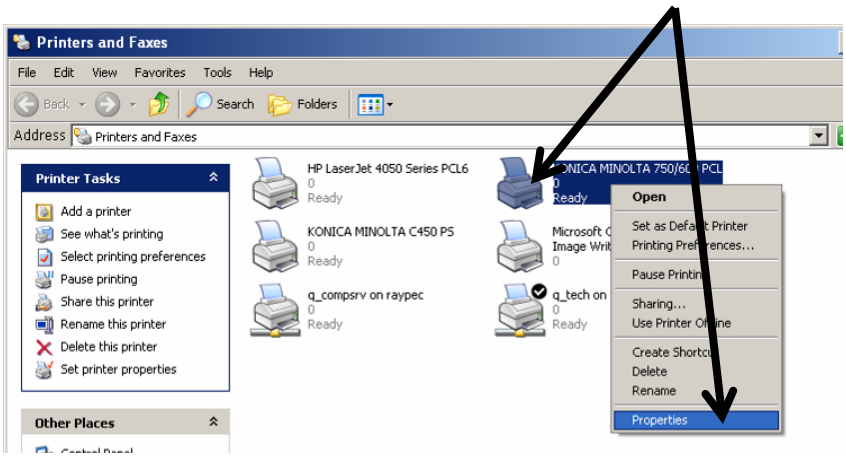
2. Click **Settings** then **Printers and Faxes**





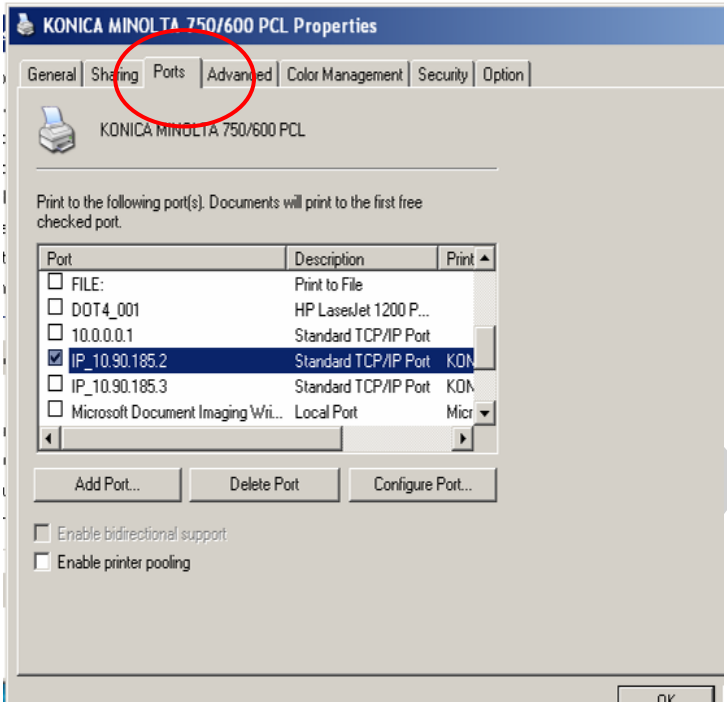
Steps for Setting Up Print to Copier

3. Right-click appropriate copier and select properties or select set printer properties on left column. (Each copier is labeled on where it is located throughout the building).



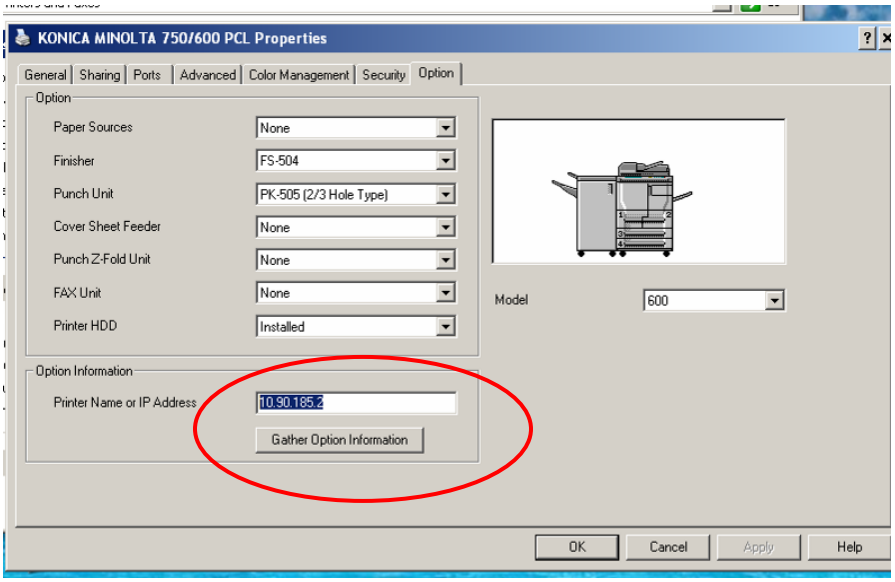
4. Check to see what the IP address of the copier is by selecting the **Ports** tab on the top of the window.

5. Place your mouse between the ports column and description column until it makes a plus sign with arrows on both sides. Drag the column over to the right so you are able to see the entire IP address under the port column. The IP address you are going to use will have a check mark next to it.

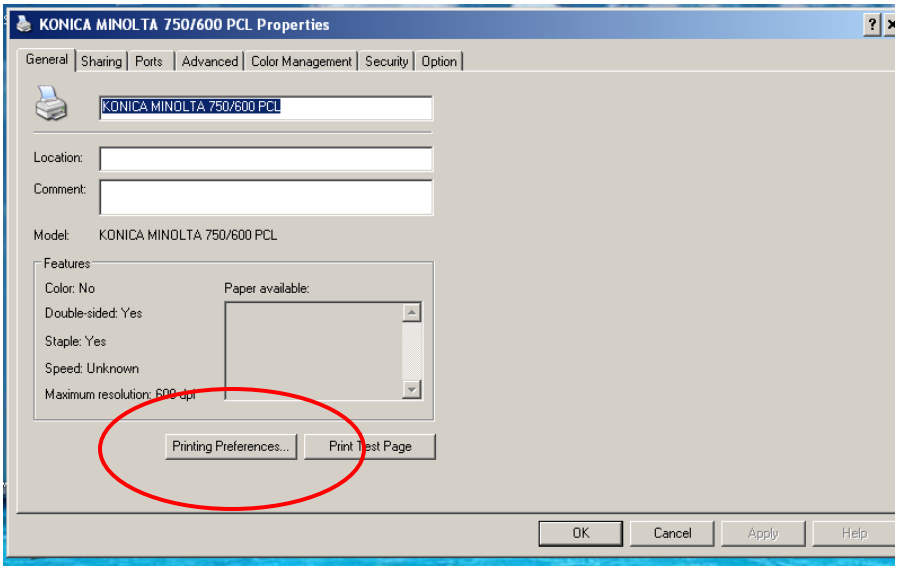


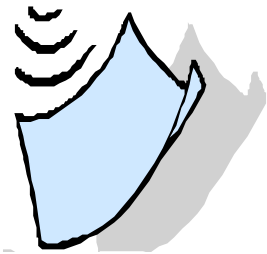
Steps for Setting Up Print to Copier

7. Click the **option** tab and enter the IP address into **Printer Name or IP Address** and click **Gather Option Information**. **Click Apply.** (If you receive an error message, check to see if the copier is turned on).



8. Click the **General** tab at the top of the windows in the left corner and click **Printing Preferences**… at the bottom of the window.





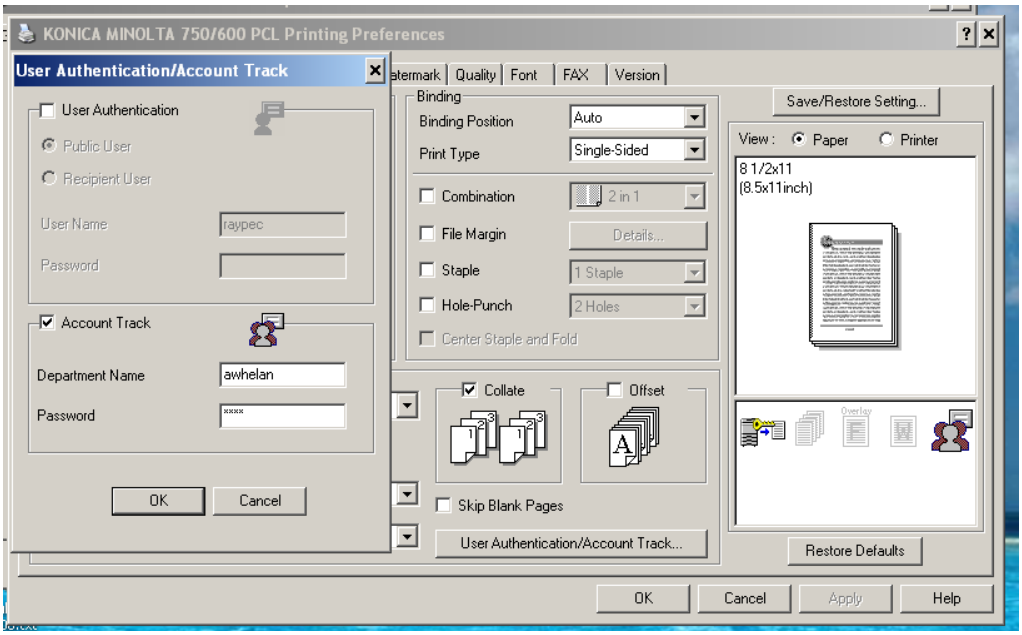
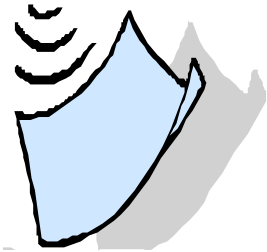
Steps for Setting Up Print to Copier

9. Click **user authentication/account track** on the **setup** tab. (The setup tab should already be selected after you click Printing Preferences).

10. Click the white box next to **Account Track**.

11. Enter your user name in the **department name** field (first initial and the first 7 letters of your last name. (Your username will be one word). (If your first initial and last name is longer then 8 characters total, contact technology so we can get your username change within the copier).

12. Click **OK**

13. Click **OK** to exit printing preferences.

14. Click **OK** to exit Printer Properties.