

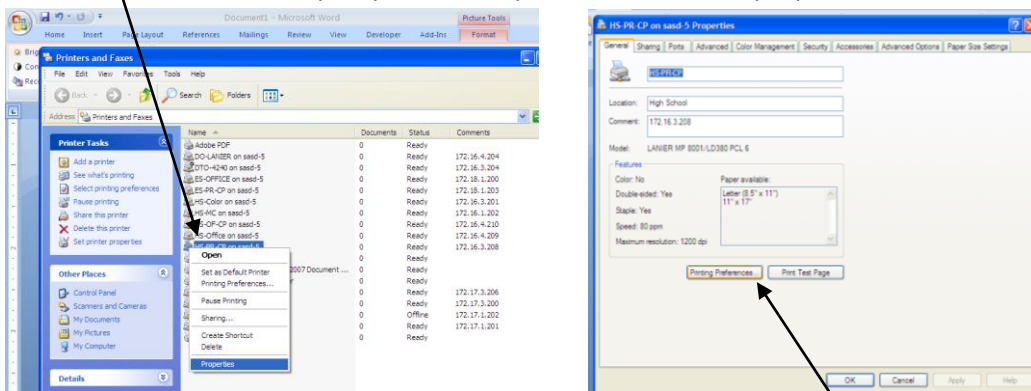
## Printing to Building Copiers

Copiers throughout the district are now set up to print too directly from your computer workstation. Please keep the following in mind if you choose to print to copiers:

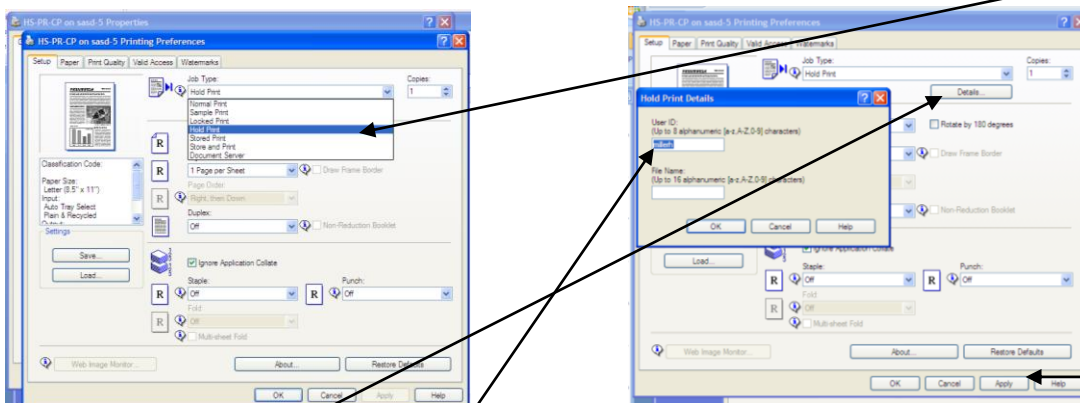
- By default copiers have been set as printer choices for you based on the building you are assigned to.
- You may print to copiers in another building if necessary but will need to add the copier as a printer choice manually
- All copiers are listed in the printer choices list by an abbreviated name based location. Example HS-PR-CP would be High School Building Prep room Copier
- Initial setup steps below must be done by you at your workstation to correctly print to the copier. You will need to go through this setup once for each copier you choose to print to.

### INITIAL SETUP

1. Select Printers and Faxes from the start menu
2. **RIGHT click** on the copier you wish to print to and choose properties



3. In the properties window that comes up click on the **printing preferences button**
4. In the window that comes up click the drop down box under Job Type and choose **Hold Print**



5. Next click the Details button below the **Hold Print Box**
6. Enter your **username in the user id box**. You may also enter a file name if you wish. Click OK button to close box
7. Click the **apply** button
8. Click the **ok** buttons to close the windows
9. You are now set to print to the copier. You should only have to make these changes once BUT check to make sure they have been applied the next time you logon to a computer.

## Printing to the copier:

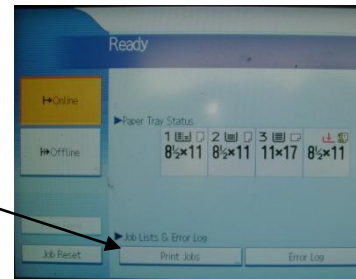
- Print your file the using the print command
- Choose the copier you want to send the print job to from your printer list
- Click the properties button in the printer window
  - Make sure hold print is selected
  - Click appropriate print options duplex, staple, punch etc
  - Click ok buttons

Your print job is now submitted on hold meaning it will not print until you actually go to the copier and do the following:

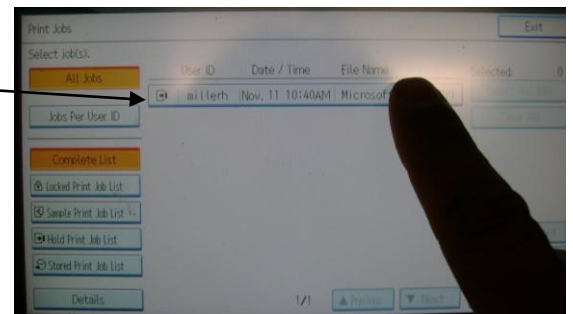
- Go to the copier
- Press the printer button
- On touch screen press **Print Jobs** button



- Select your print job by touching appropriate job



- Touch the print button with your finger



- Touch the yes button to print

