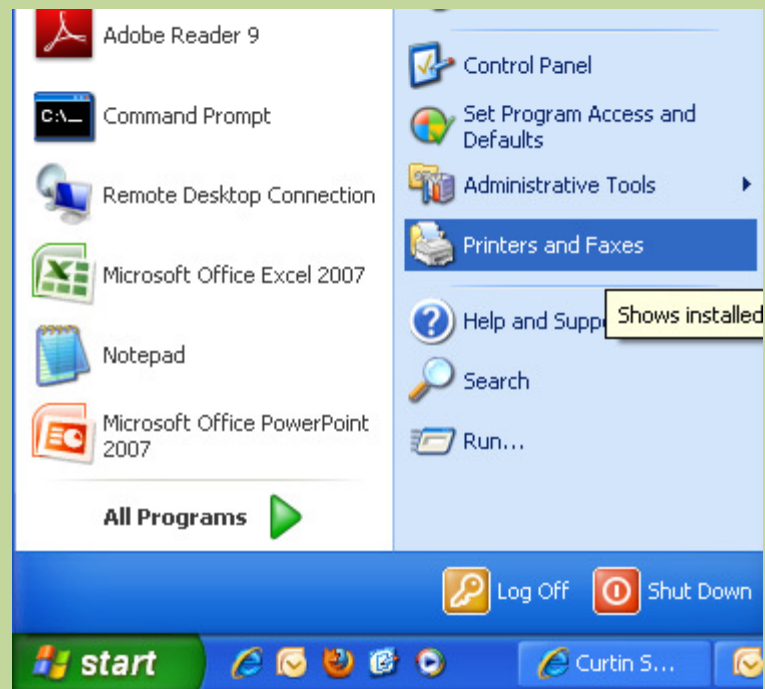


# Using Photocopier Machine to Print

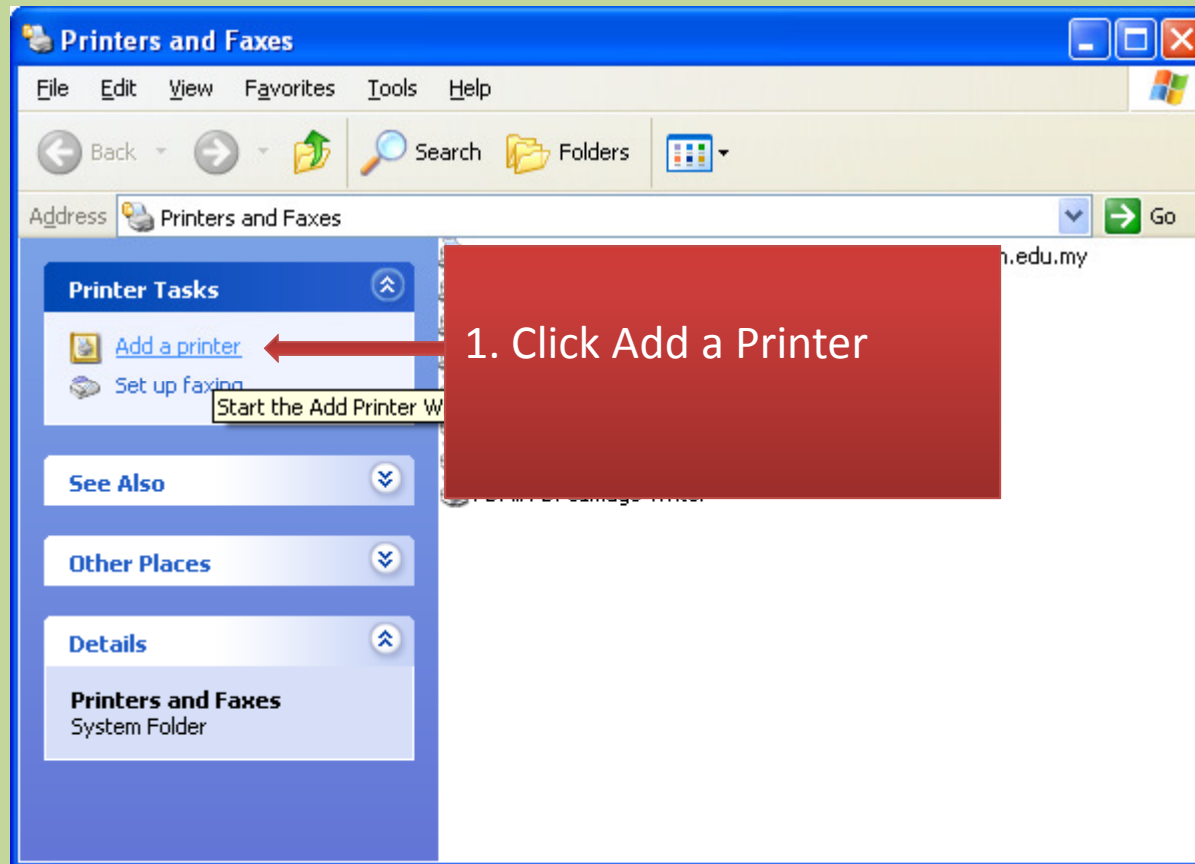
Student Services Department

# First : Install Photocopier

Select START and Chose Printers and Faxes



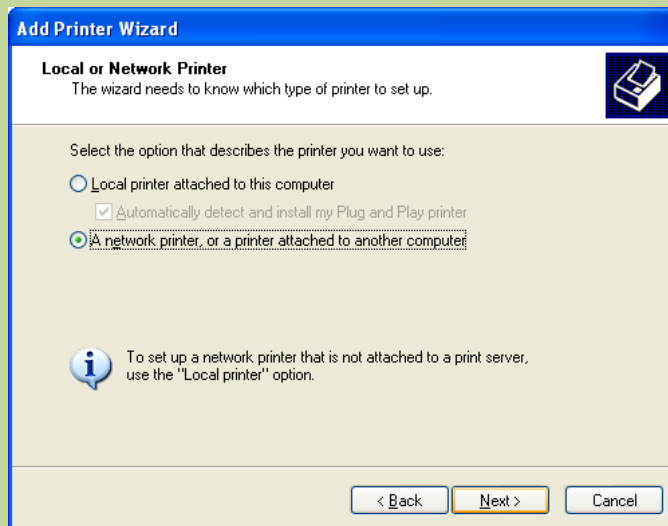
# Add Printer



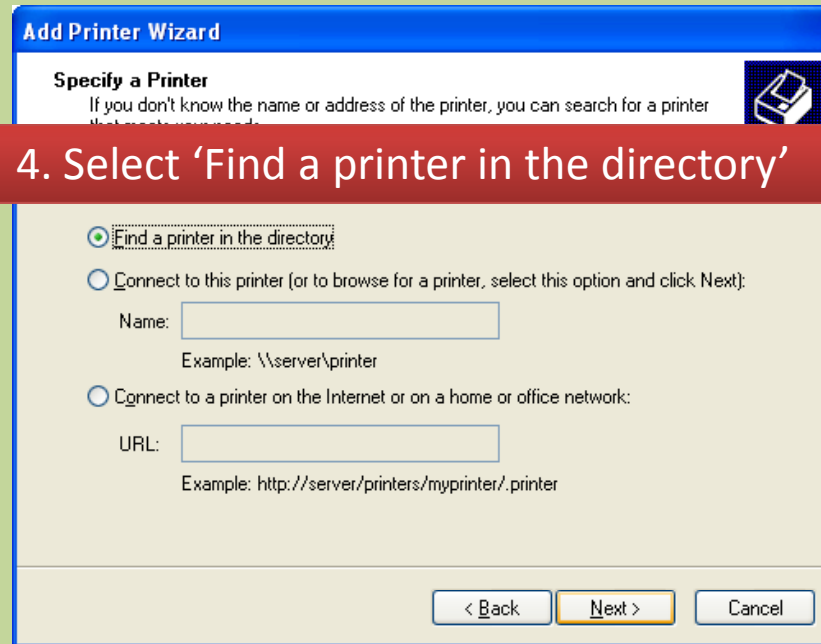
# Follow the Add Printer Wizard



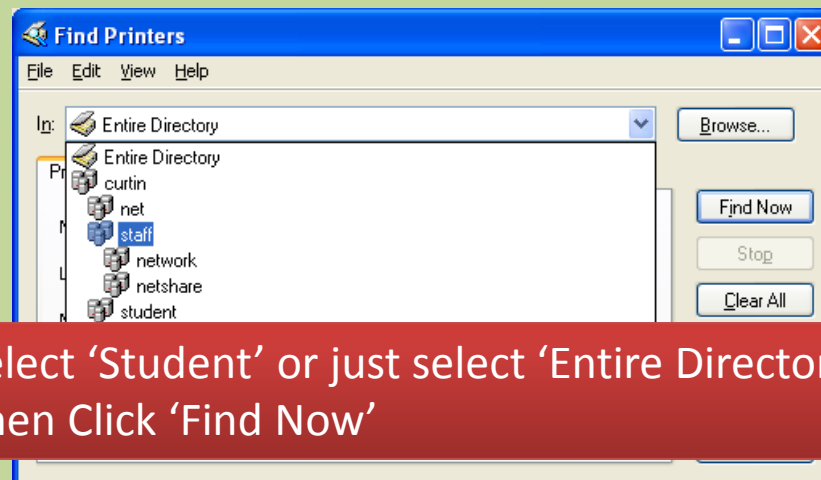
2. Press Next



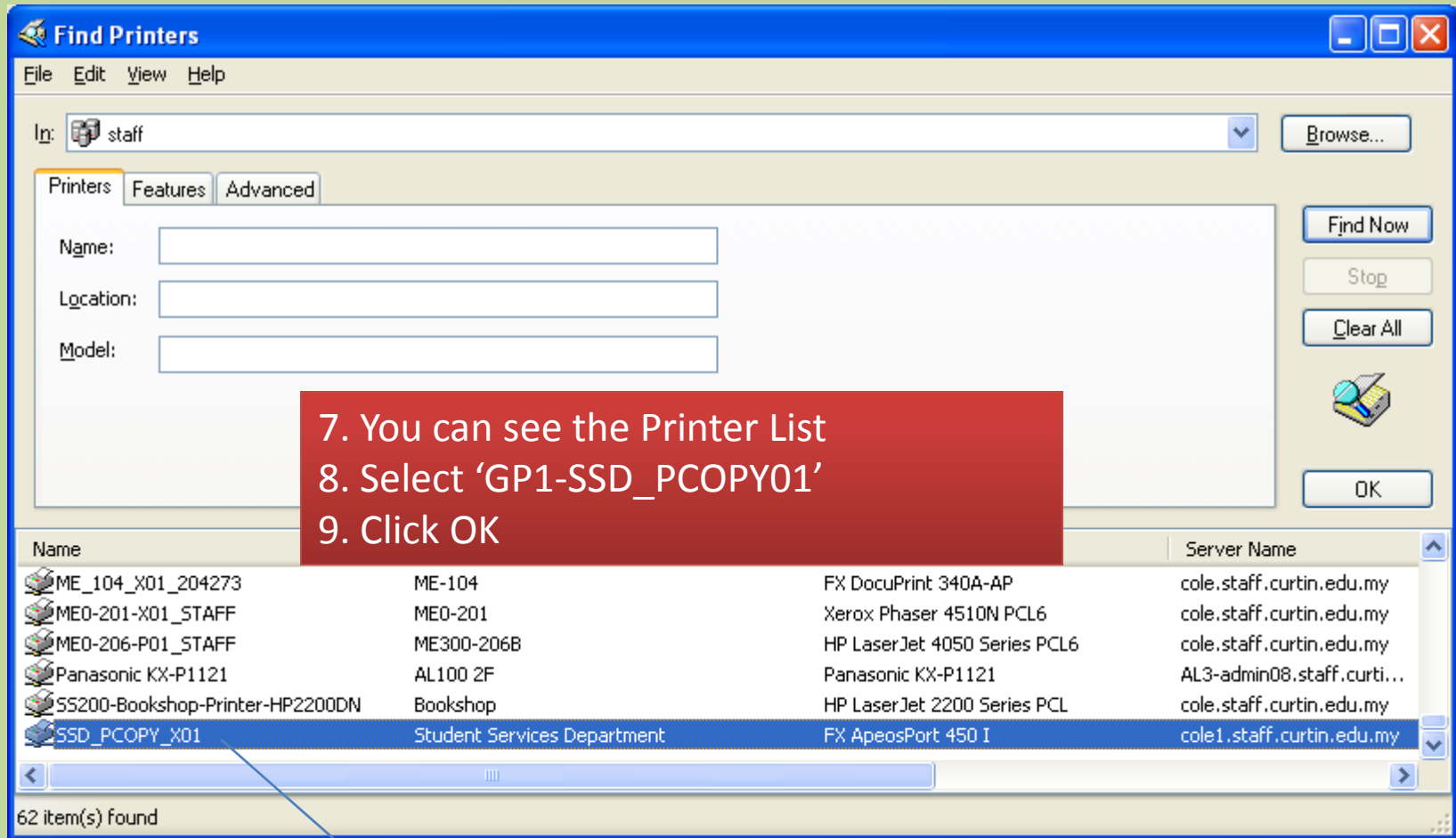
3. Press Next



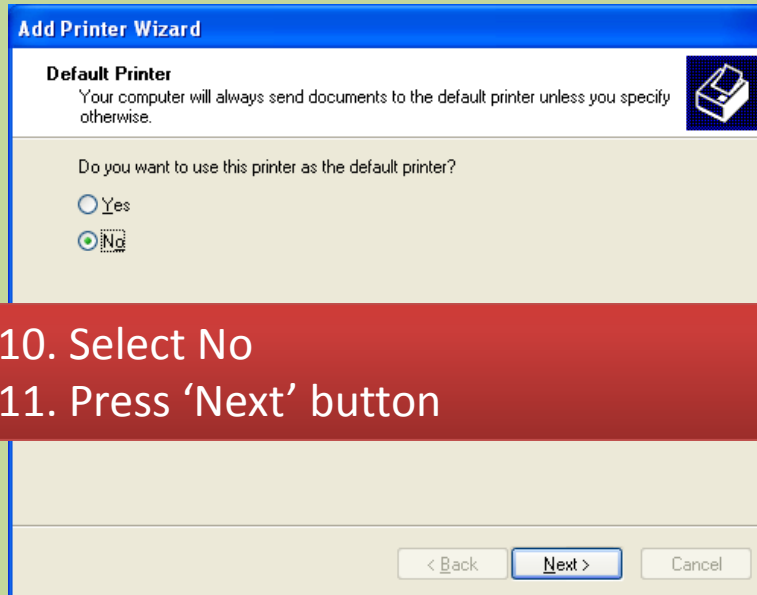
4. Select 'Find a printer in the directory'



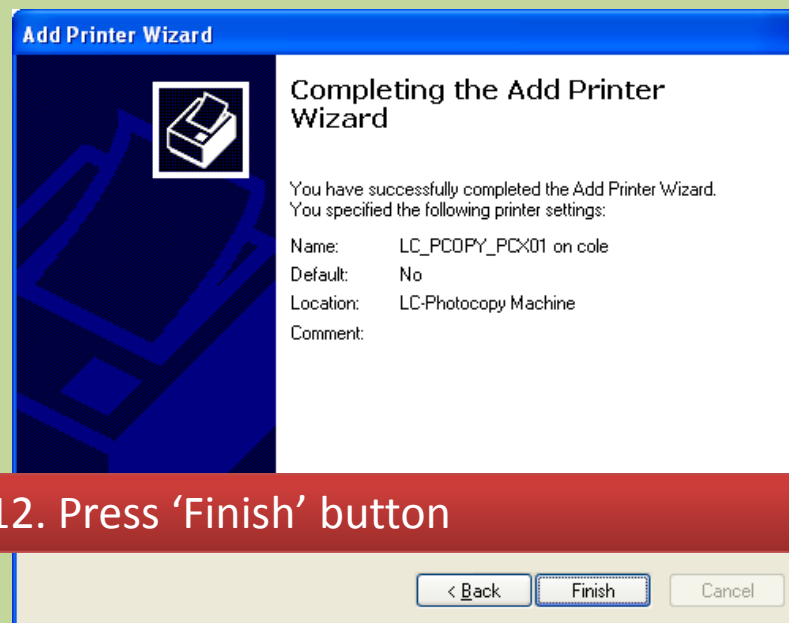
5. Select 'Student' or just select 'Entire Directory'  
6. Then Click 'Find Now'



Sample only

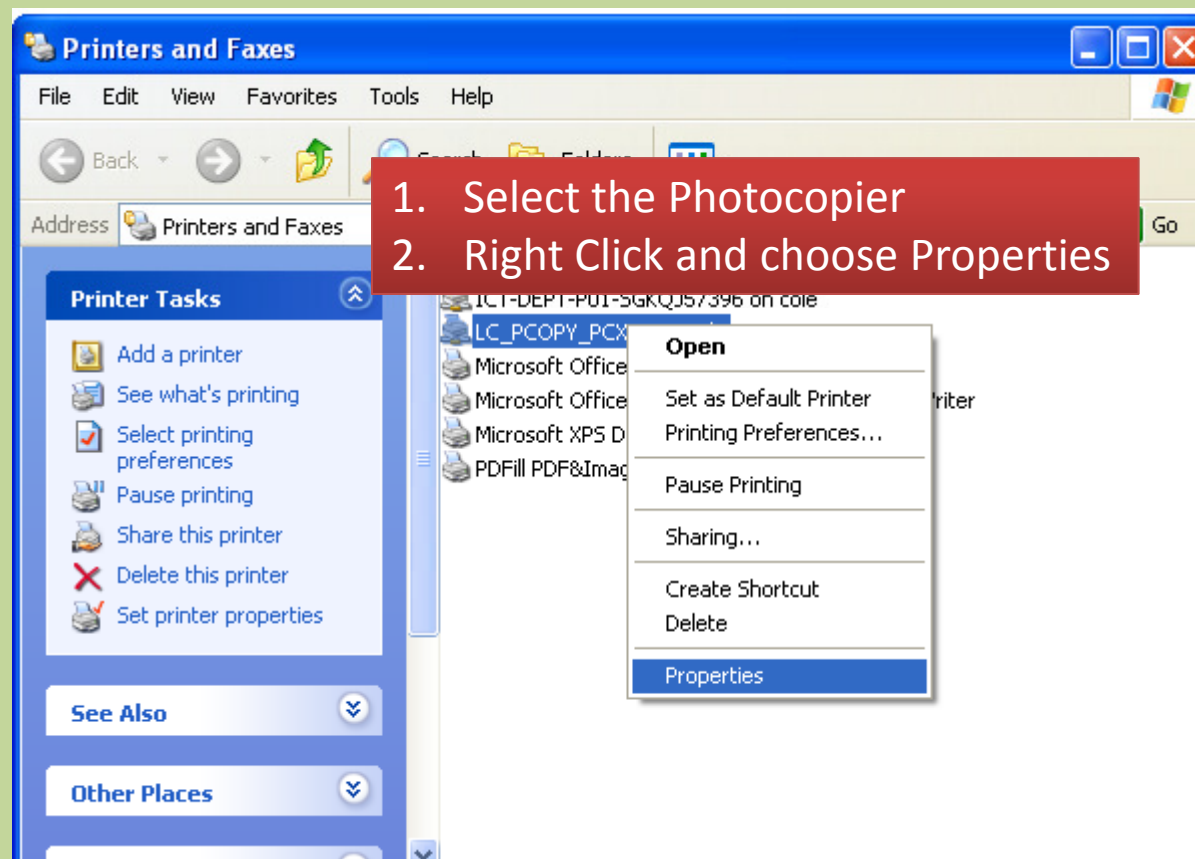


10. Select No  
11. Press 'Next' button

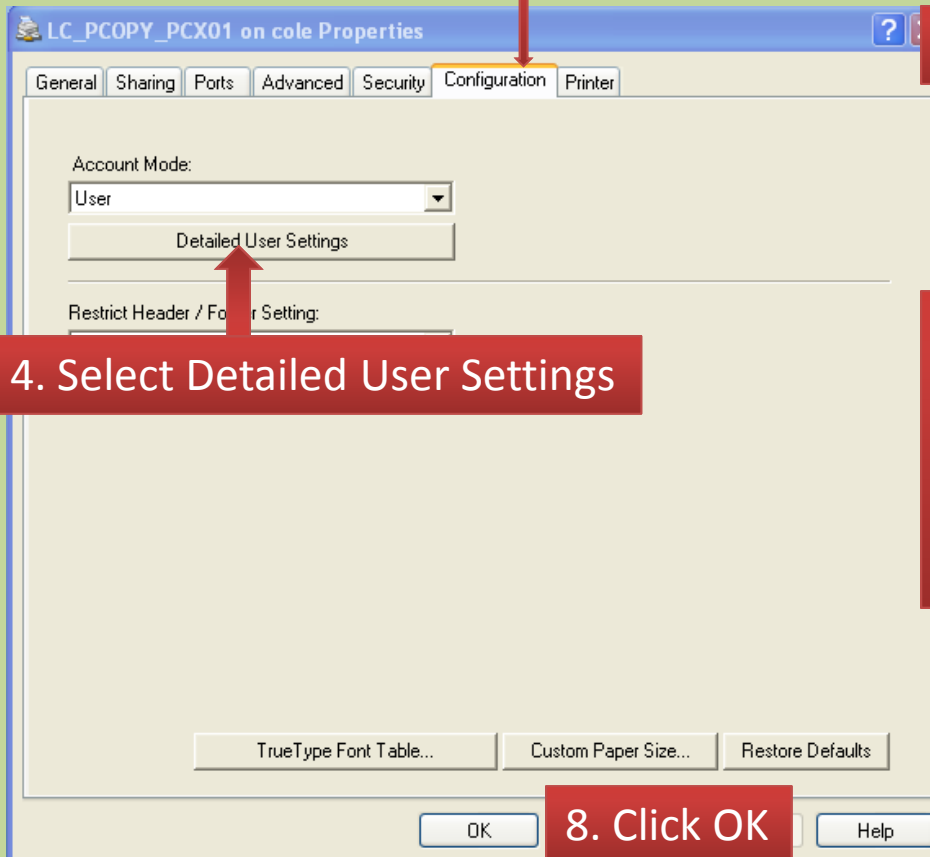


12. Press 'Finish' button

# Second : Configure the Photocopier machine (one time configuration)

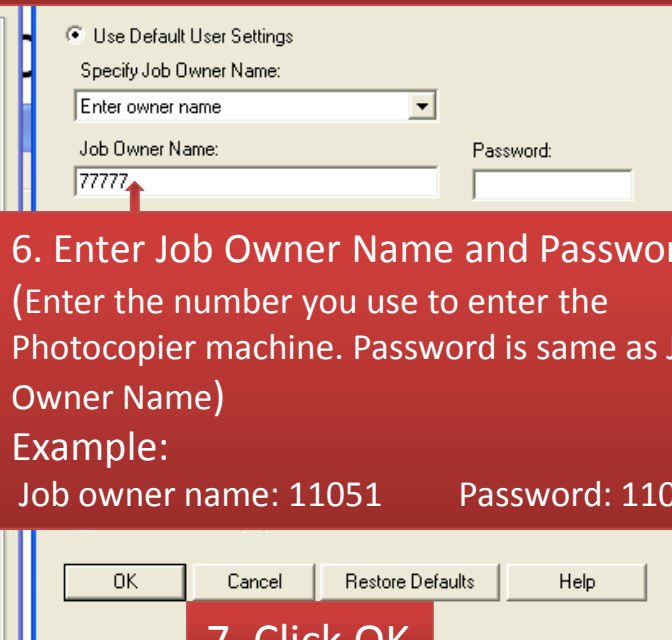


3. Choose Configuration Tab



4. Select Detailed User Settings

5. Choose 'Use Default User Settings'



6. Enter Job Owner Name and Password  
(Enter the number you use to enter the Photocopier machine. Password is same as Job Owner Name)  
Example:  
Job owner name: 11051      Password: 11051

7. Click OK

8. Click OK

# How to use the Photocopier for printing

1. Once you have added the Photocopier and configured it, you can use it as a printer like any other printers.

Example: Open a document that you want to print. Click print. In the Printer Option select the Photocopier Machine which is GP1-SSD\_PCOPY01. Then click Print.

2. If you deleted the Photocopier machine, repeat the same processes again.