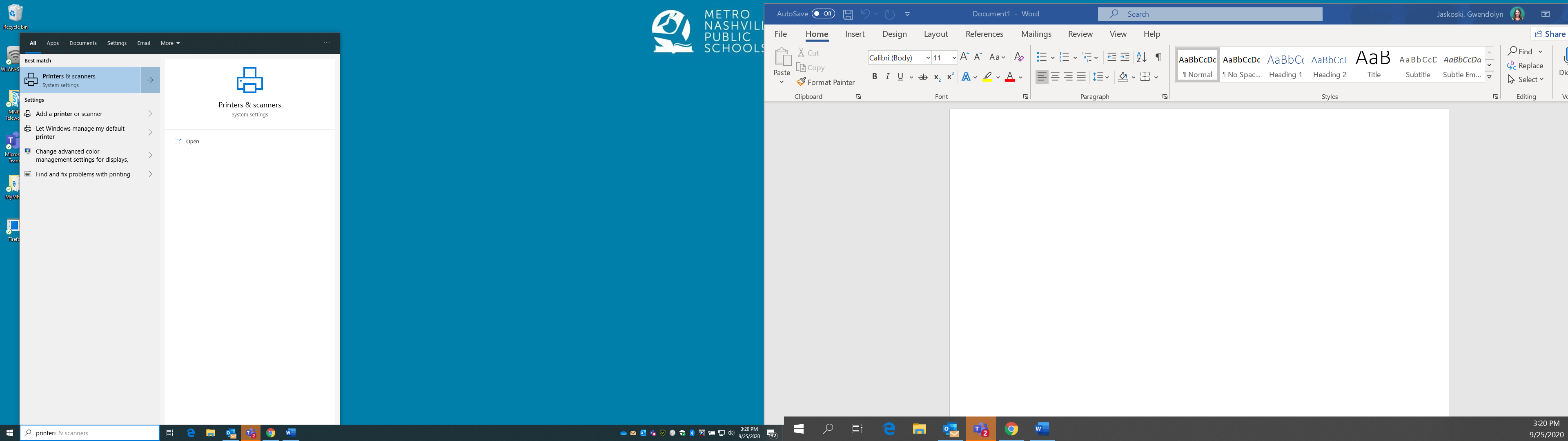
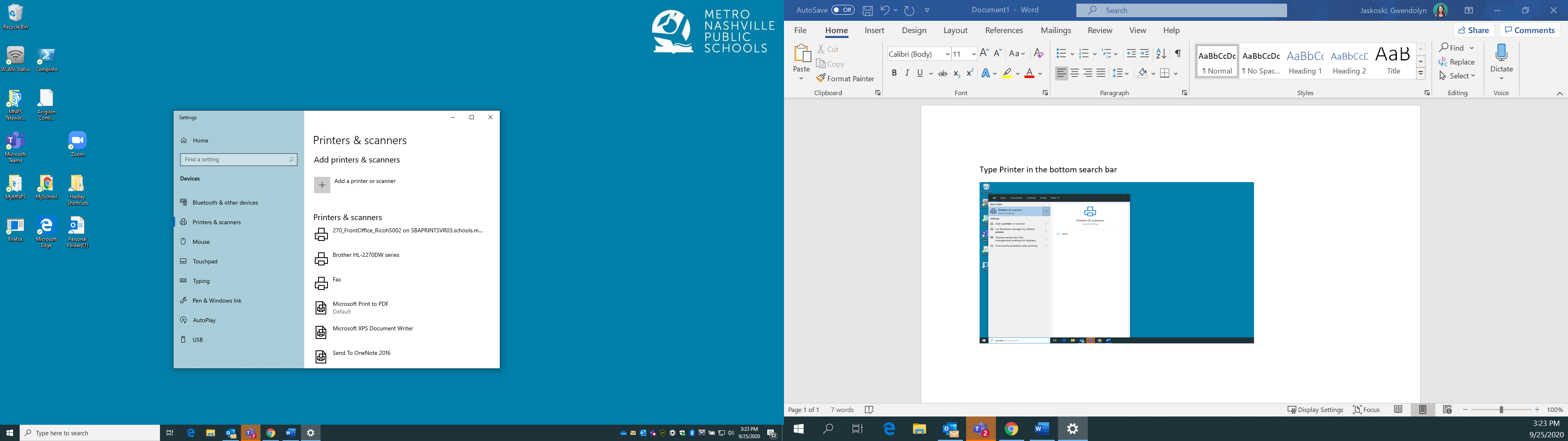
1. Type Printer in the bottom search bar
2. Click on Printers & Scanners

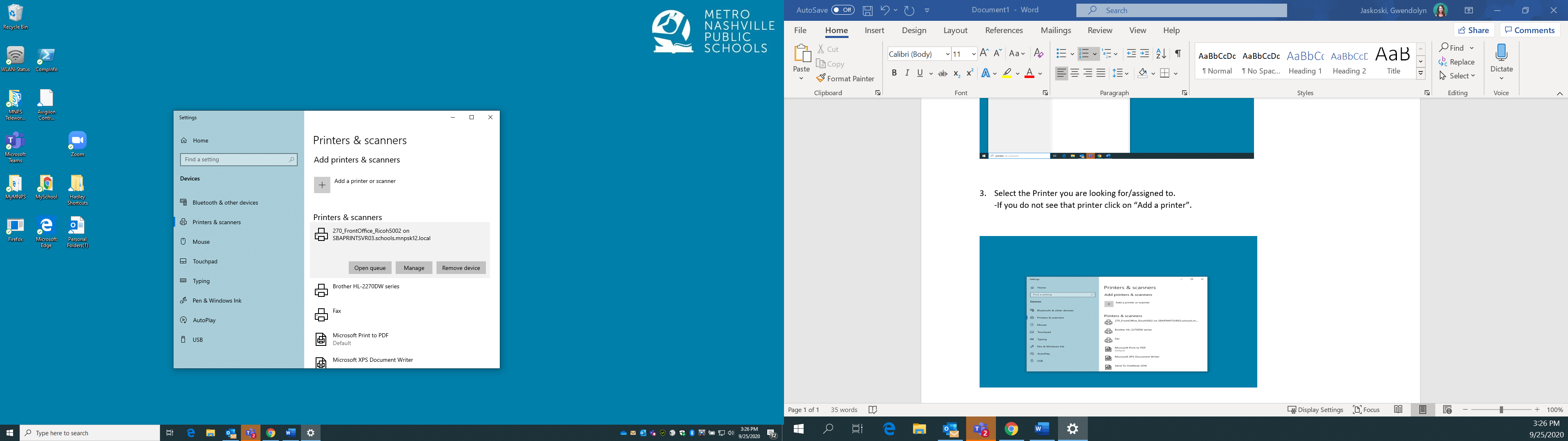


1. Select the Printer you are looking for/assigned to.

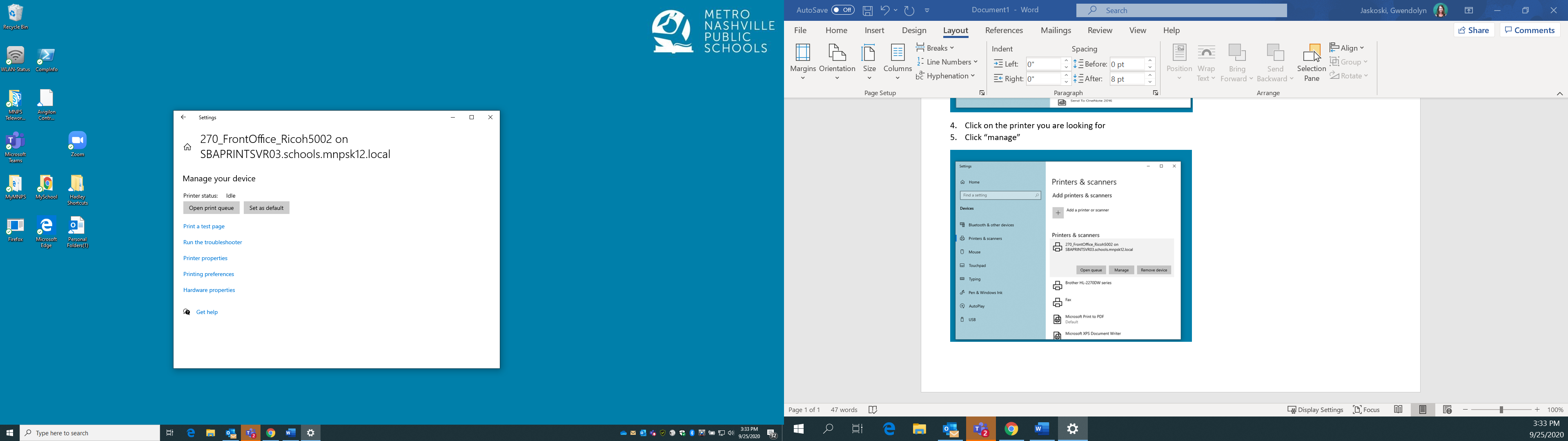
-If you do not see that printer click on “Add a printer”.



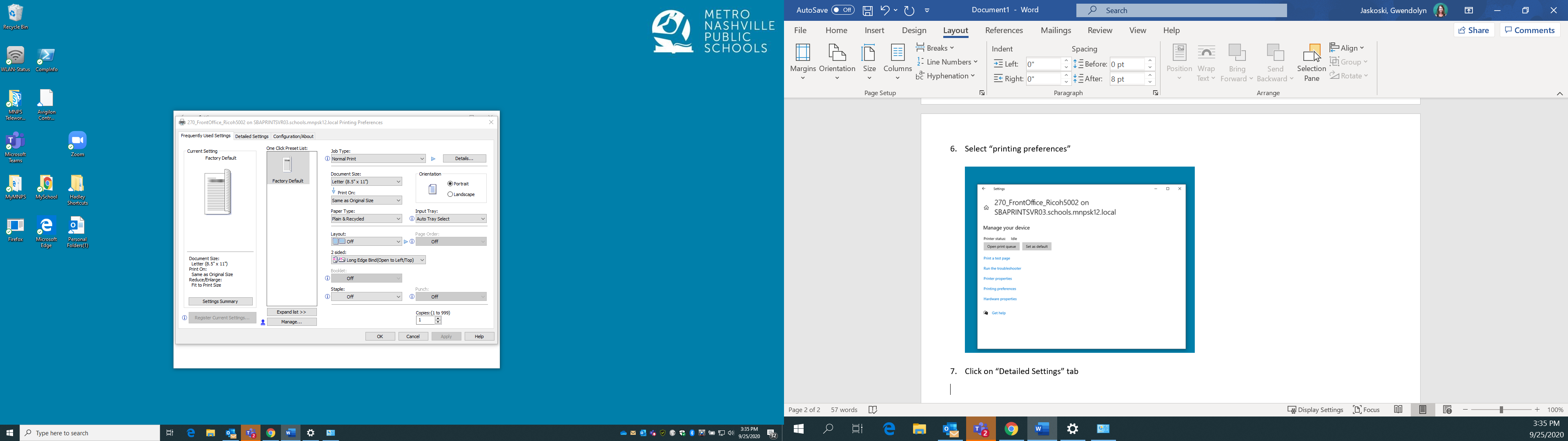
1. Click on the printer you are looking for
2. Click “manage”



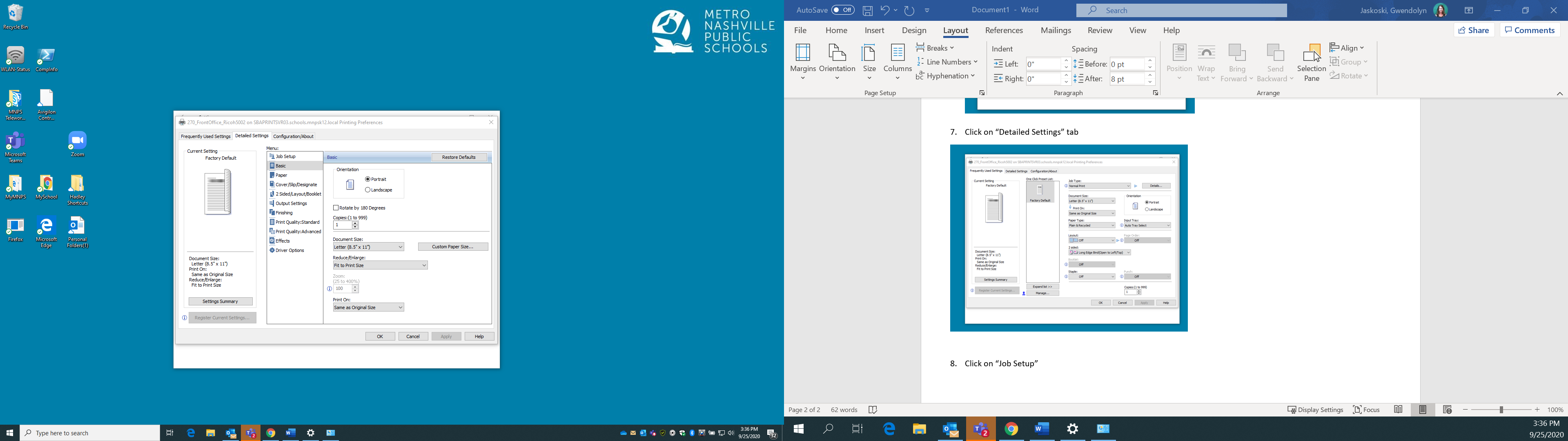
1. Select “printing preferences”



1. Click on “Detailed Settings” tab



1. Click on “Job Setup”



1. In the “User Code” box, type your copy code (reach out to Mrs. Frazier if you are unsure of your code)
2. Click ok

