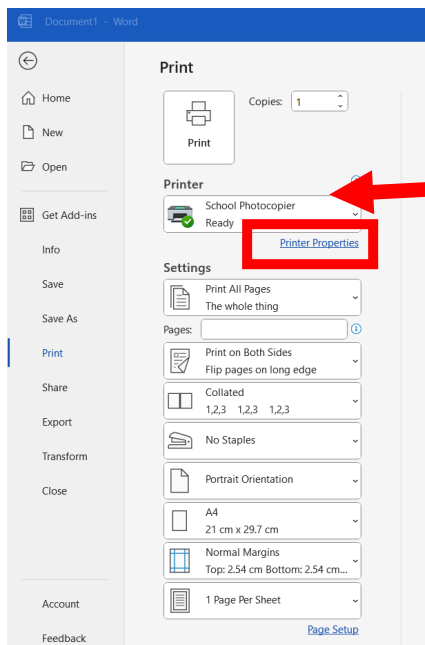


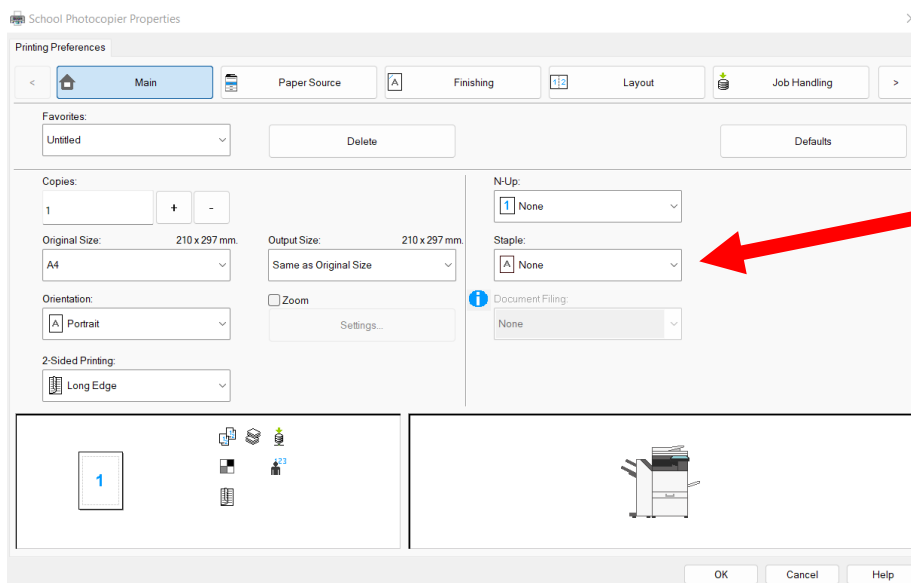


Printing Reference Guide

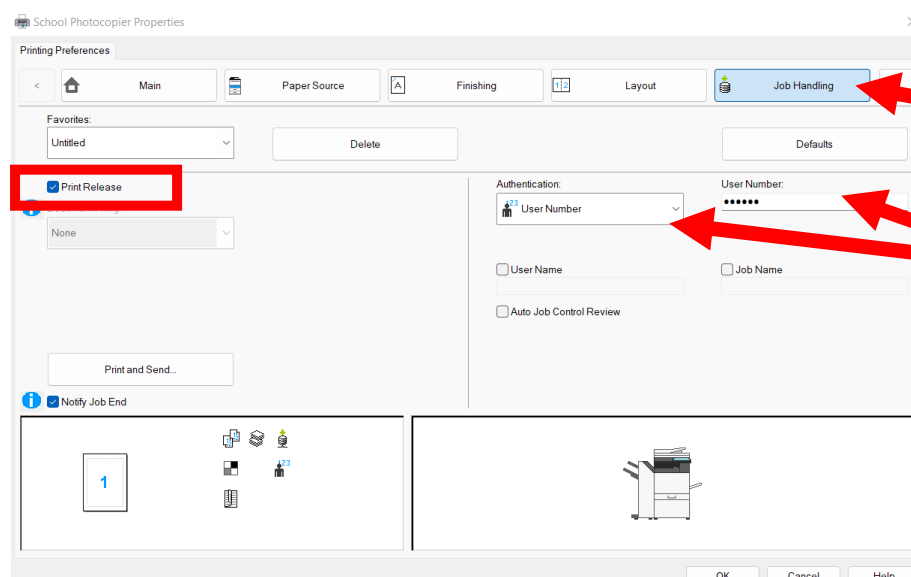


In Word/Excel/PowerPoint click file and **'Print'**

Select **'School Photocopier'** and click **'Printer Properties'**



Under **'Main'** you can alter staple and finishing options.



Under **'Job Handling'** you can enter your User Number.

Tick **'Print Release'**, change **'Authentication'** to user number and enter user number into the box.

Click **OK** to save.