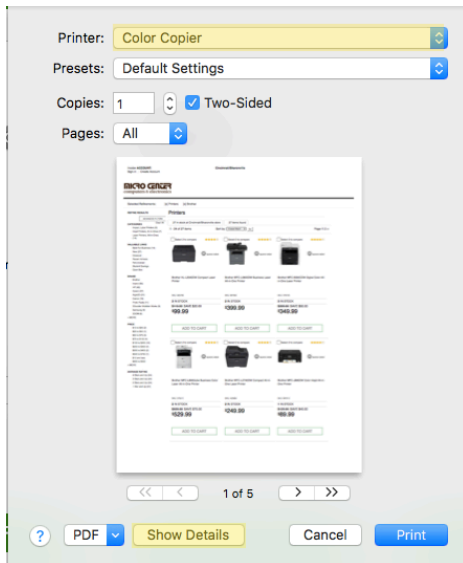


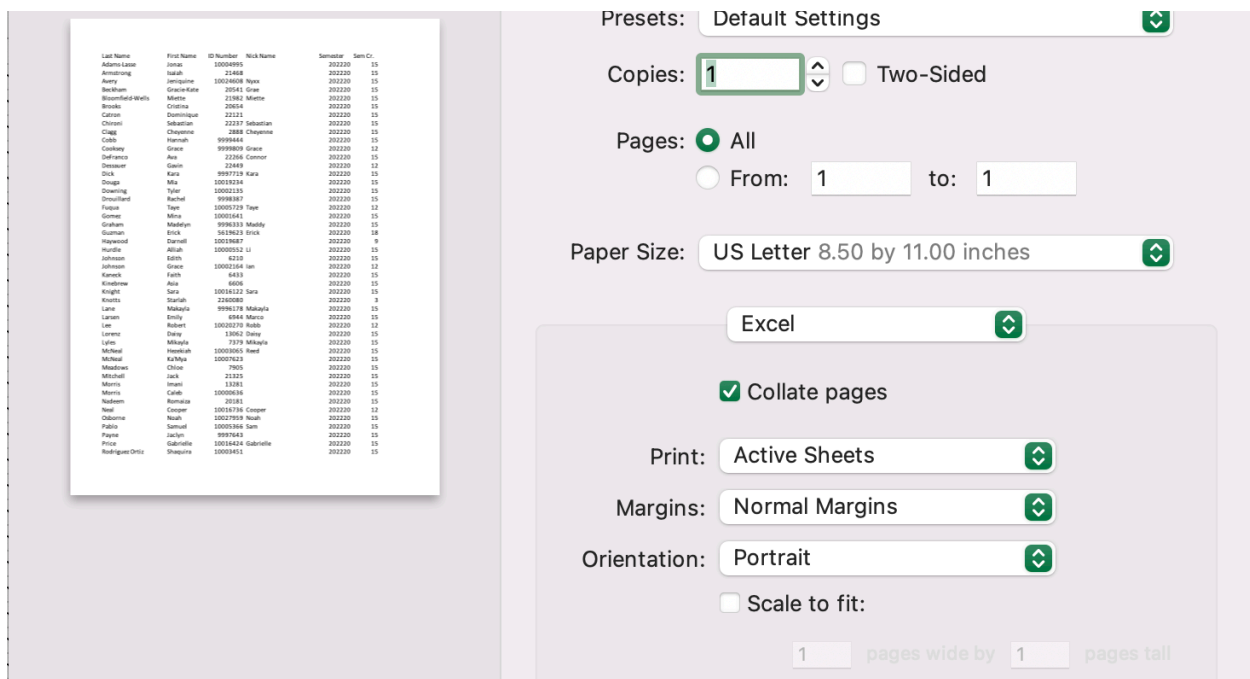
Setting up Printing Preset

!!!Make sure the copiers have been installed on your computer before proceeding!!!

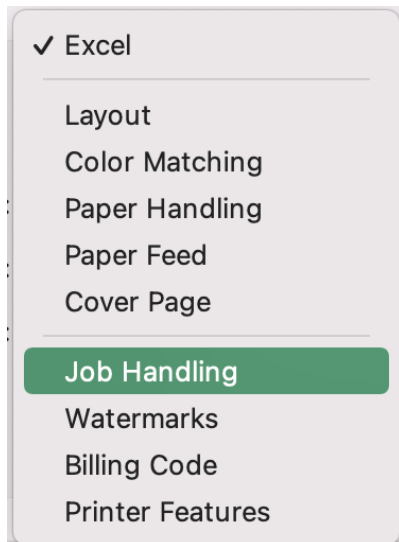
- First, open up any application (Excel was used in this how-to, but any should work)
- Create a new document or open an existing one
- Try to print the document to bring up the print dialogue box
- Choose either the “Color Copier” or “B&W Copier” from your Printer list
- In the Print dialogue box, you may need to click the “Show Details” button near the bottom



- This will expand the window to show more options

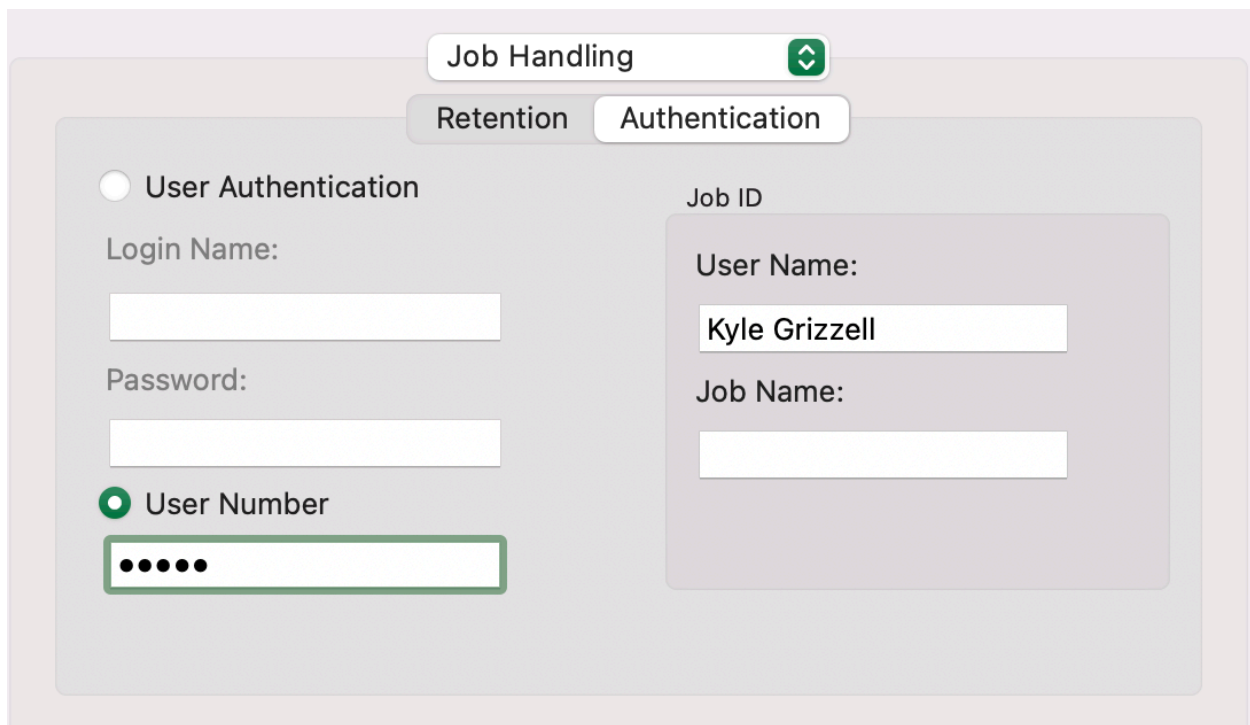


- At this same screen, check the “Two-Sided” box if you want to default to double-sided, otherwise leave this box unchecked.
- Next, click on the “Excel” (or your app of choice) button to show a drop-down list and select “Job Handling”



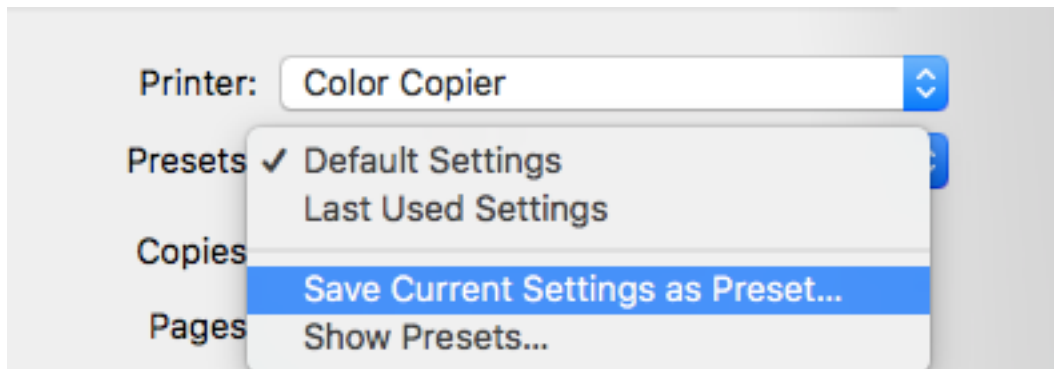
A vertical drop-down menu is shown. At the top, '✓ Excel' is selected. Below it are several options: 'Layout', 'Color Matching', 'Paper Handling', 'Paper Feed', 'Cover Page', 'Job Handling' (which is highlighted with a green background), 'Watermarks', 'Billing Code', and 'Printer Features'.

- From there, navigate to the “Authentication” tab and click the circle next to “User Number” and put in your copier code (if you had a copier code from the old copiers, just add a zero in front of it).
- Also put your name in the “User Name” field and delete whatever is in the “Job Name” field.



The screenshot shows the 'Authentication' tab selected within the 'Job Handling' section. On the left, under 'User Authentication', there are two radio buttons: 'User Authentication' (unselected) and 'User Number' (selected). Below these are fields for 'Login Name:' and 'Password:'. Under the 'User Number' option, there is a field containing five dots. On the right, under 'Job ID', there are fields for 'User Name:' (containing 'Kyle Grizzell') and 'Job Name:' (which is empty).

- With all these settings in place, go back up to the top of the print dialogue box and click on the “Default Setting” drop-down list and choose “Save Current Settings as Preset”



- This will present you with a new window in which you can title this new preset. Call it “New Copiers” for easy reference.
- Make sure you select the “All printers” option as well. Once done, click OK to save the preset to your computer.

Preset Name:

Preset Available For: ☐ Only this printer
☒ All printers

- Now whenever you want to print to the copiers, make sure you choose not only which copier you want to print to, but also the preset you just made right below it.
- **If you do not choose the correct preset, you will not be able to print to the copiers**