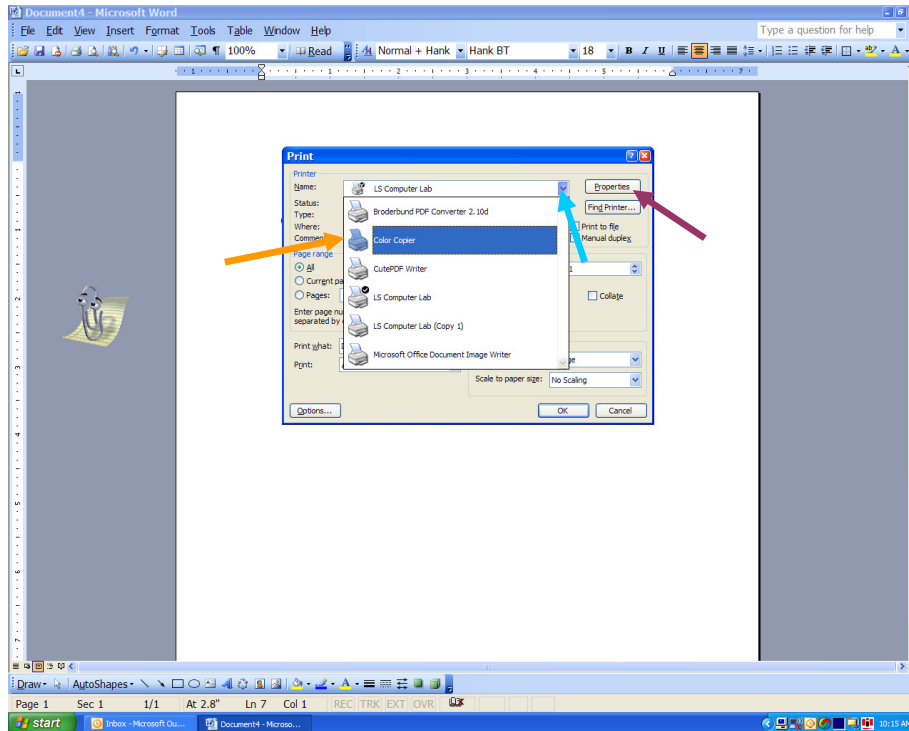
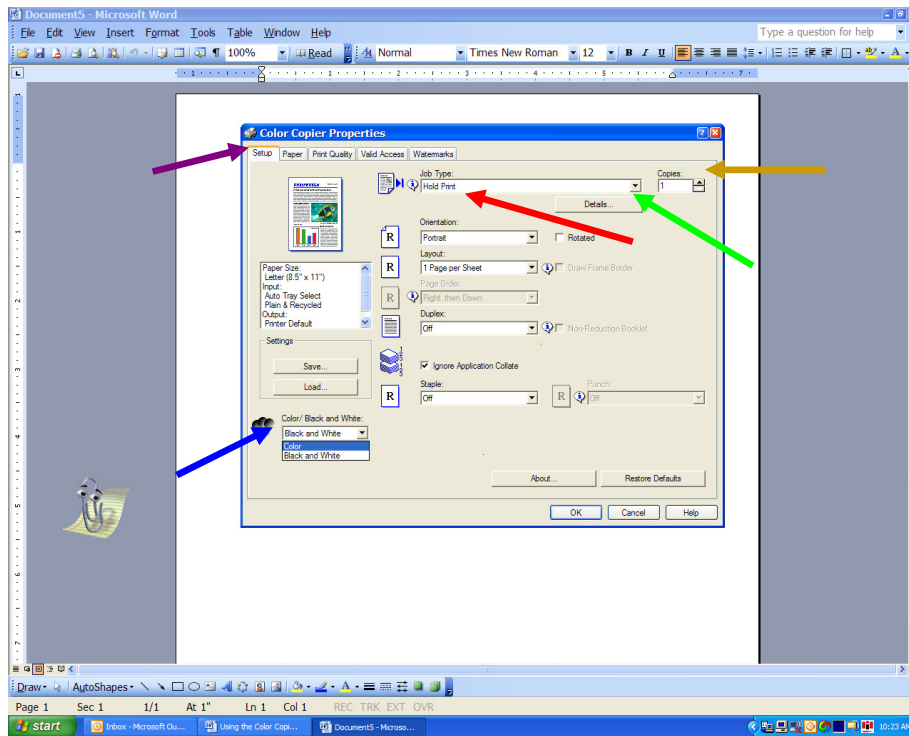


Using the Color Copier at Lower School

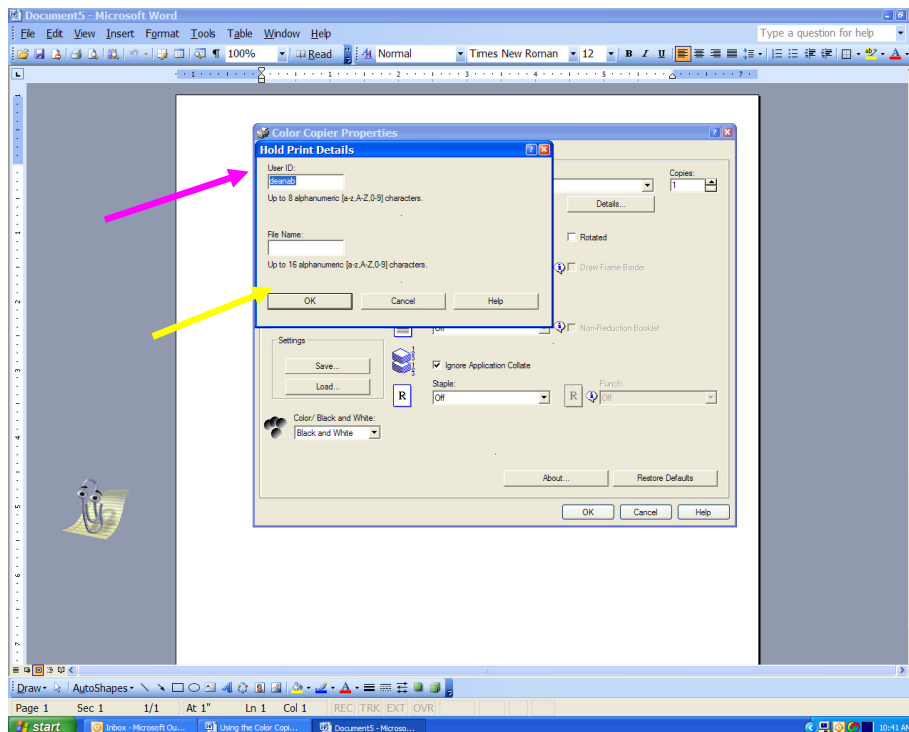
Choose the File-Print option on the document you want to send to the Color Copier. Click on the **down arrow** and select the **LS Color Copier**. After selecting the LS Color Copier, click on **Properties**.



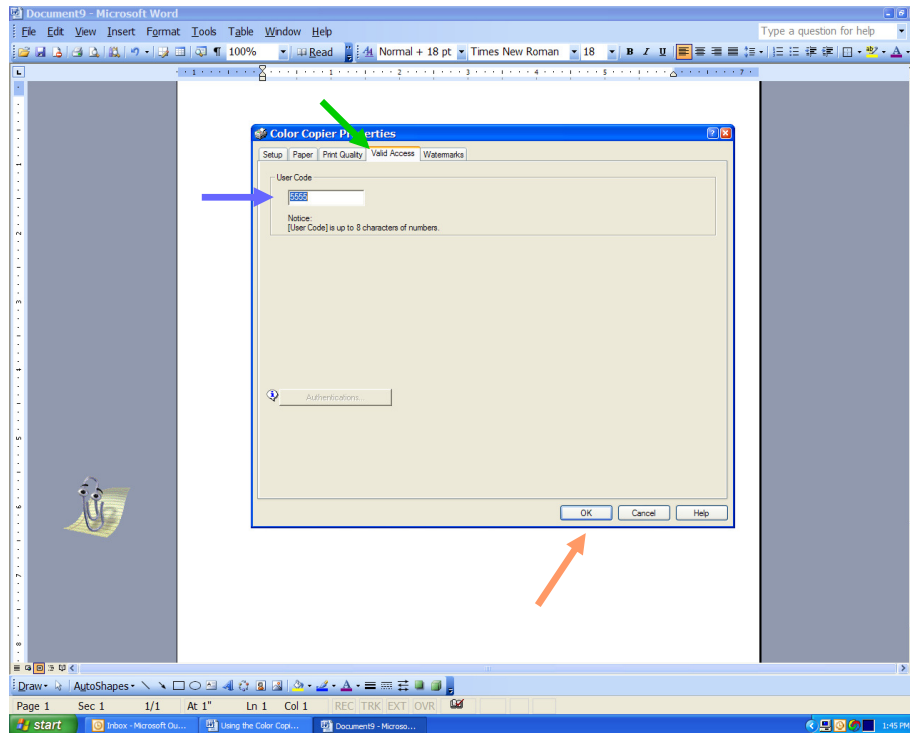
Under the **Setup** tab, select **Color** and **Hold Print**. Select the **number of copies**. Next, click on the **Details** button.



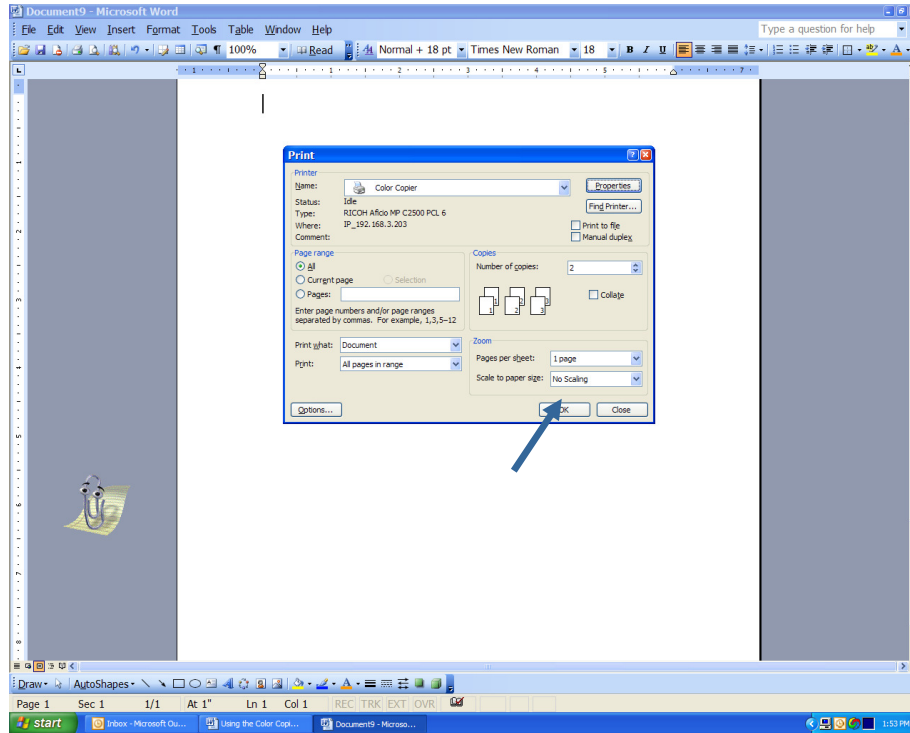
Enter your **User ID** in the box so you can recognize your print job at the copier, then click **OK**.



Click on the tab that says **Valid Access** and enter your code in **the User Code box**. Press **OK**.



Once all the steps are completed, click on **OK**.



For the final steps, you have to go to the Color Copier. Press the key on the left hand side that says Printer. Click on Print

Jobs at the bottom of the screen. Locate your print job on the screen and press it with your finger. It will become highlighted. Select Print or Delete in the bottom right corner of the screen and press your choice. Confirm by pressing Yes. If all goes well, your print job should begin printing☺ If you have problems, please see Deana.

Lower School Printing Codes

| | |
|--------------------------------|------|
| Kindergarten | 0000 |
| First Grade | 1111 |
| Second Grade | 2222 |
| Third Grade | 3333 |
| Fourth Grade | 4444 |
| Enrichment & Administration | 5555 |