### Adding a Printer/Copier

#### How to add printers/copiers on a PC

- 1. Navigate to **My Computer** from the Start Menu
- 2. In the address bar at the top of the screen, type <u>\\Print2</u> and hit Enter



*NOTE:* You must use the slash mark (\) that is directly above the enter key

- 3. Choose the printer that you want to connect to. Printers and copiers are named by department.
- 4. Right mouse click on the printer driver and select **Connect**



# Adding a Printer/Copier (Continued)

#### How to Add a Department Copier Code on a Sharp Copier

- 1. Add the Sharp Copier by following the steps listed above
- Navigate to the Control Panel and select Devices and Printers NOTE: If you are using Windows, select Printers and Faxes
- 3. Right click on the printer and select **Printing Preferences**



- 4. Click on the Job Handling Tab
- 5. Check the User Number box and enter the User Number

NOTE: The user number is "0" plus the department accounting code (e.g. 01234)

6. Select OK. The copier is now set up correctly

## Adding a Printer/Copier (Continued)

How to Add a Department Copier Code on a Canon Copier

- 1. Navigate to the **Control Panel** and select **Devices and Printers**.
- 2. Find the copier you wish to print to, **right click** on it and select **Printer Properties**.



### Adding a Printer/Copier (Continued)

3. In the window that opens, select the **Device Settings** tab and ensure that the **Use Department ID Management (J)** box is checked.

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- 4. Click Settings. A smaller window will appear.
- 5. Ensure that the **Allow PIN Setting** checkbox is checked and type in your department ID. Click **OK** and close out the window.

Department ID/PIN Settings									
Allow PIN Setting									
Department ID:	0000								
PIN:									
	Verify								
Confirm Department ID/PIN When Printing									
Do Not Use Department ID Management When B&W Printing									
Authenticate Department ID/PIN at Device									
ОК	Cancel Help								