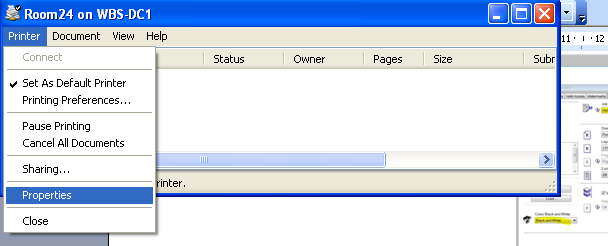
**How to check your printer settings for the ICT Photocopier/Printer.**

**Windows 7 Instructions shown in Red Windows XP instructions shown in BLUE**

Start\Printers and devices (windows 7)

Start \Printers (Windows XP)

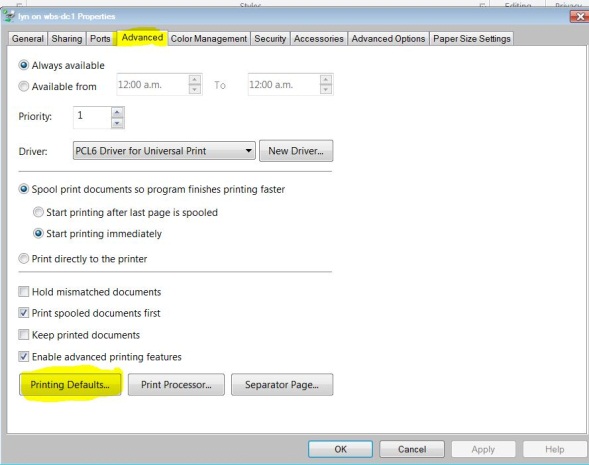
Double click on your class printer eg; roomx on wbs-dc1 (x Being your room #) (Windows 7)

Double click the printer with your class name (XP)

Select the Printer Tab at the top of the window

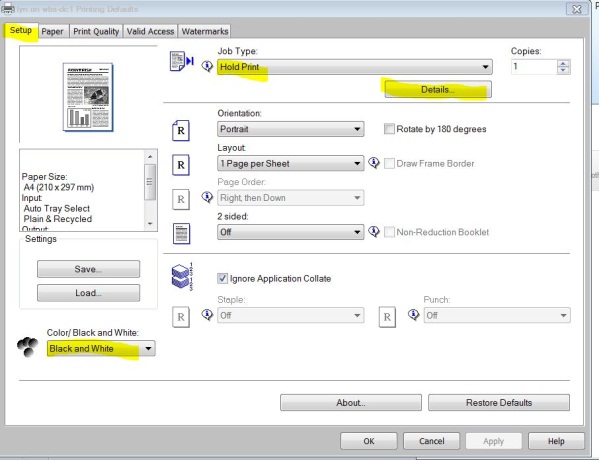
Click Properties

Double click customise your printer

From now on the instructions are for both XP and Win 7 Computers

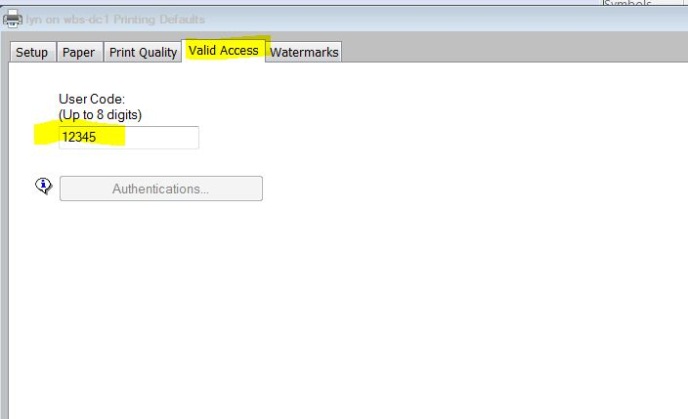
Choose the Advanced Tab at the top of the window

Choose Printing Defaults



On the Setup Tab Check

1. Details (Should show **Room#)**
2. Job Type should show **hold print**



Change to the Valid Access Tab and make sure your user code is in the box.

Click OK.