

# How to Print

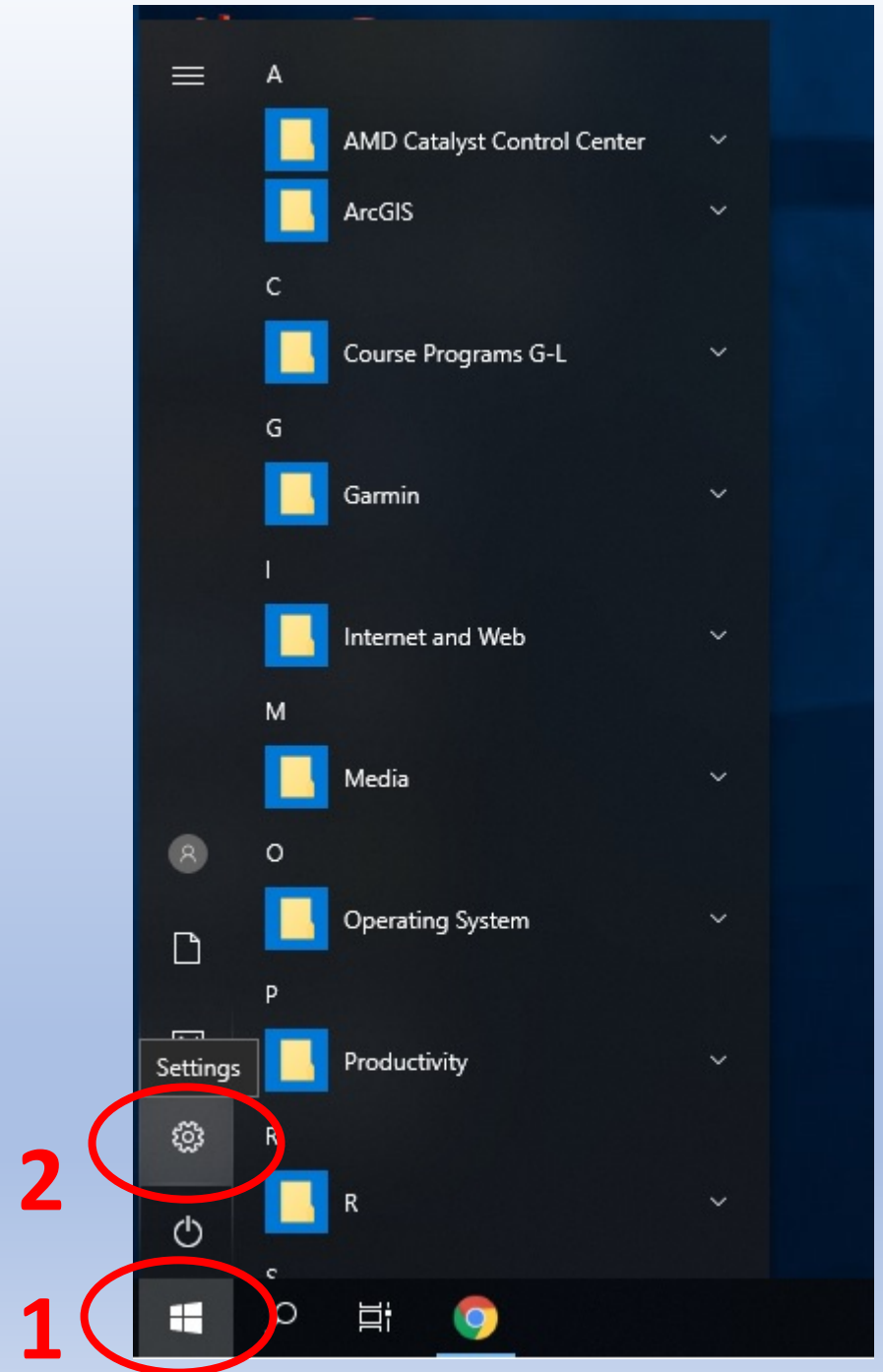
(in 10 easy steps)

Onetime setup for Windows 10 OS

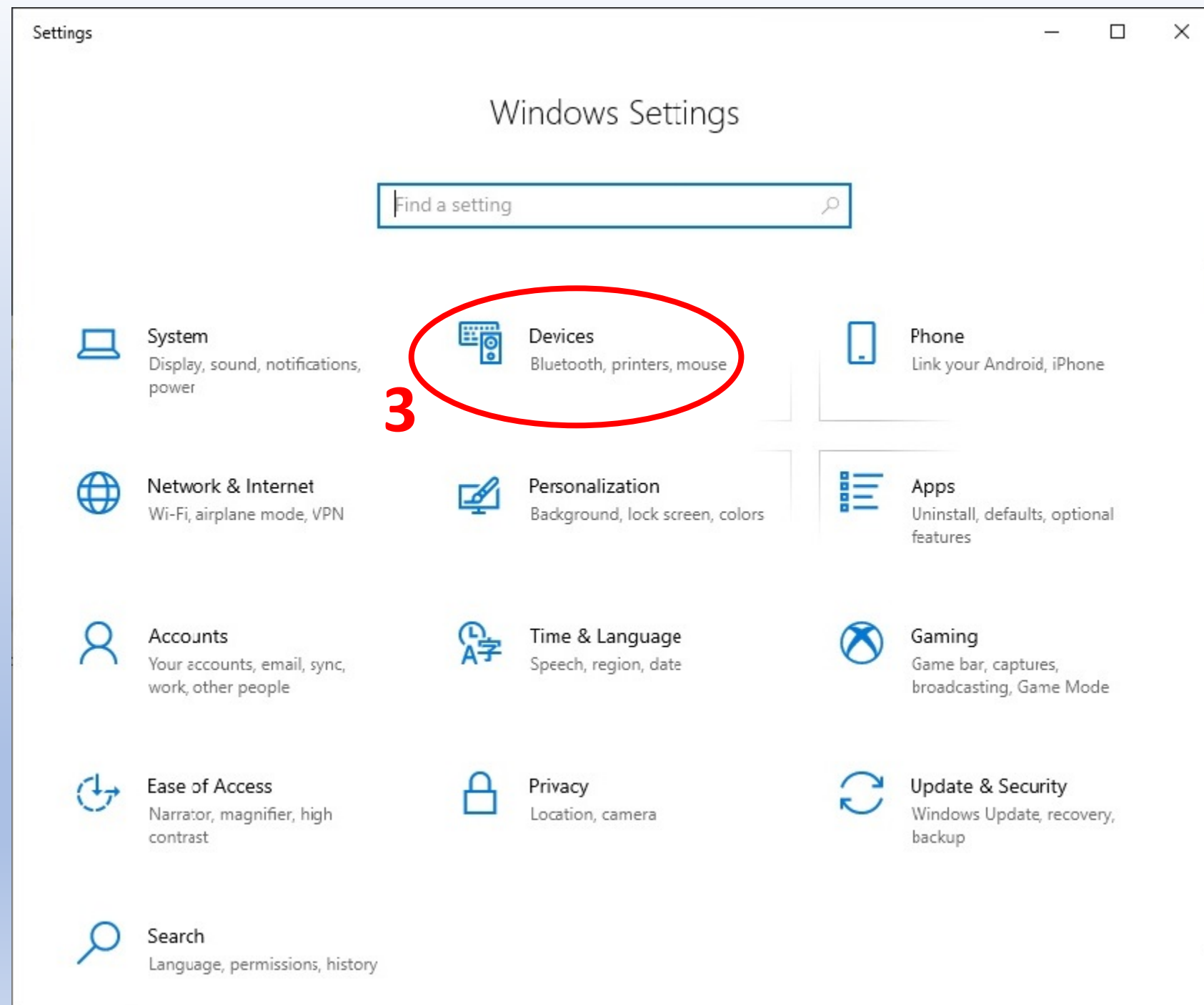
For help, email: [helpdesk@ems.psu.edu](mailto:helpdesk@ems.psu.edu)

1. Go to the start menu.

2. Click settings.

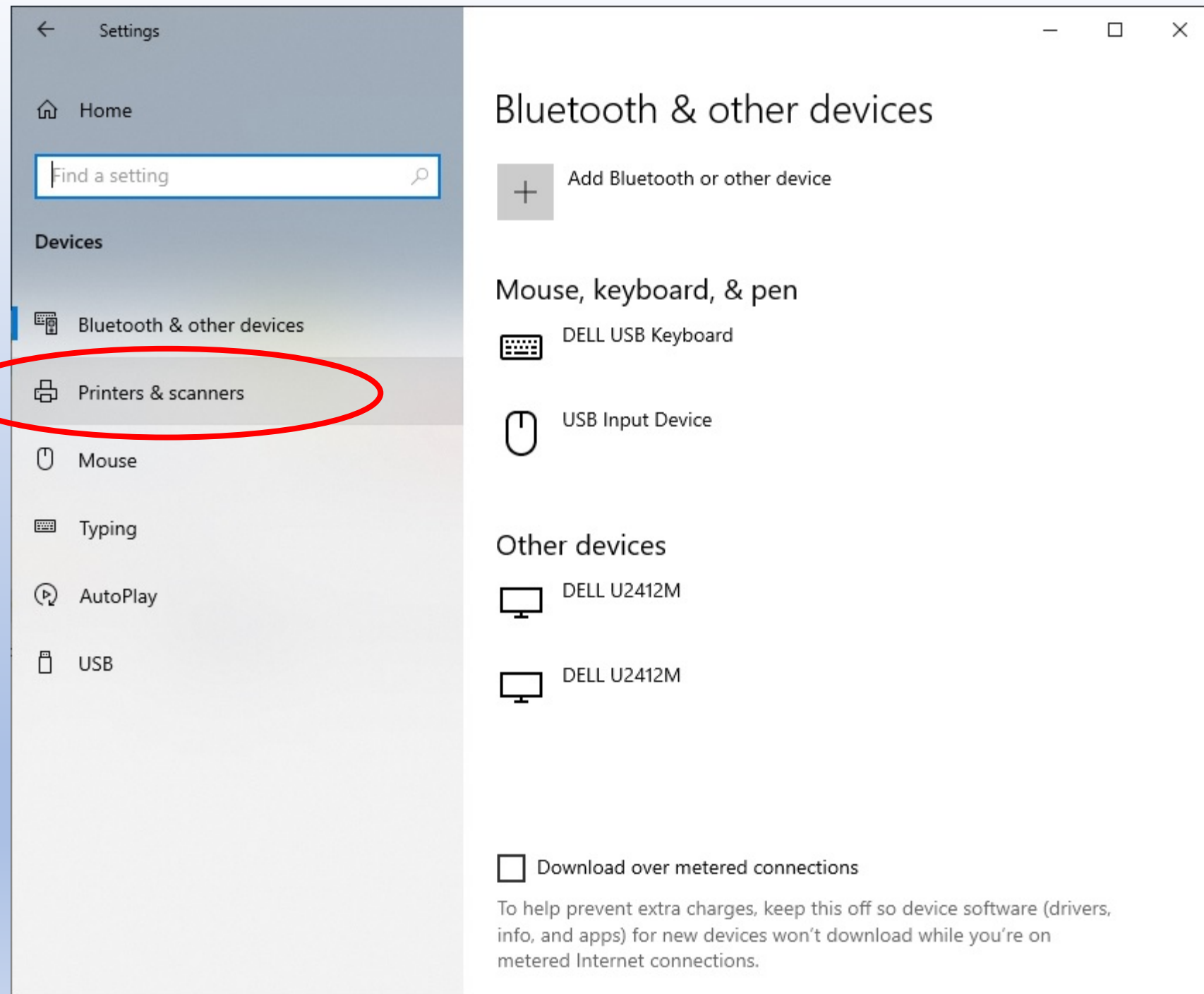


### 3. Click Devices.

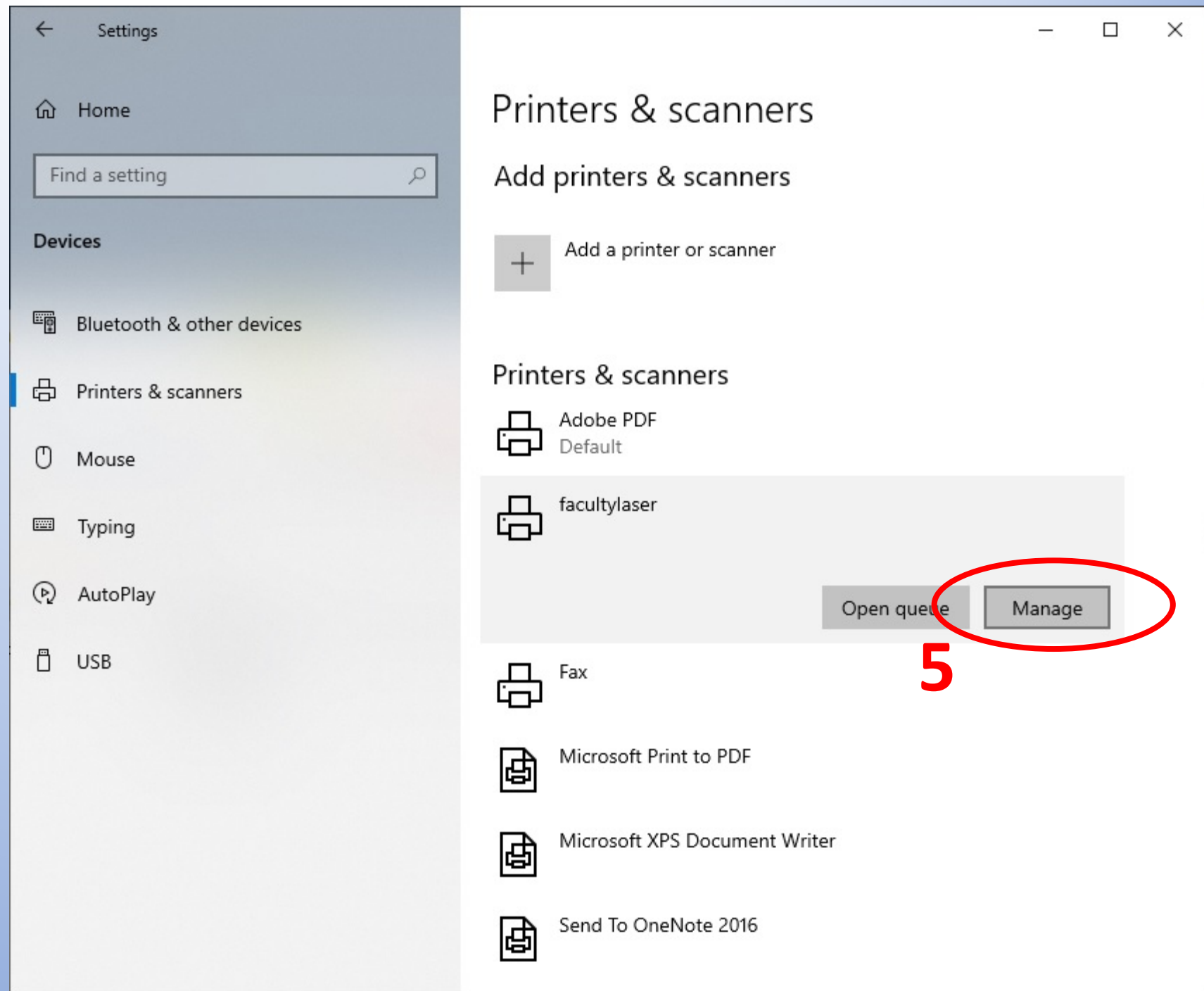


4. Click Printers & scanners.

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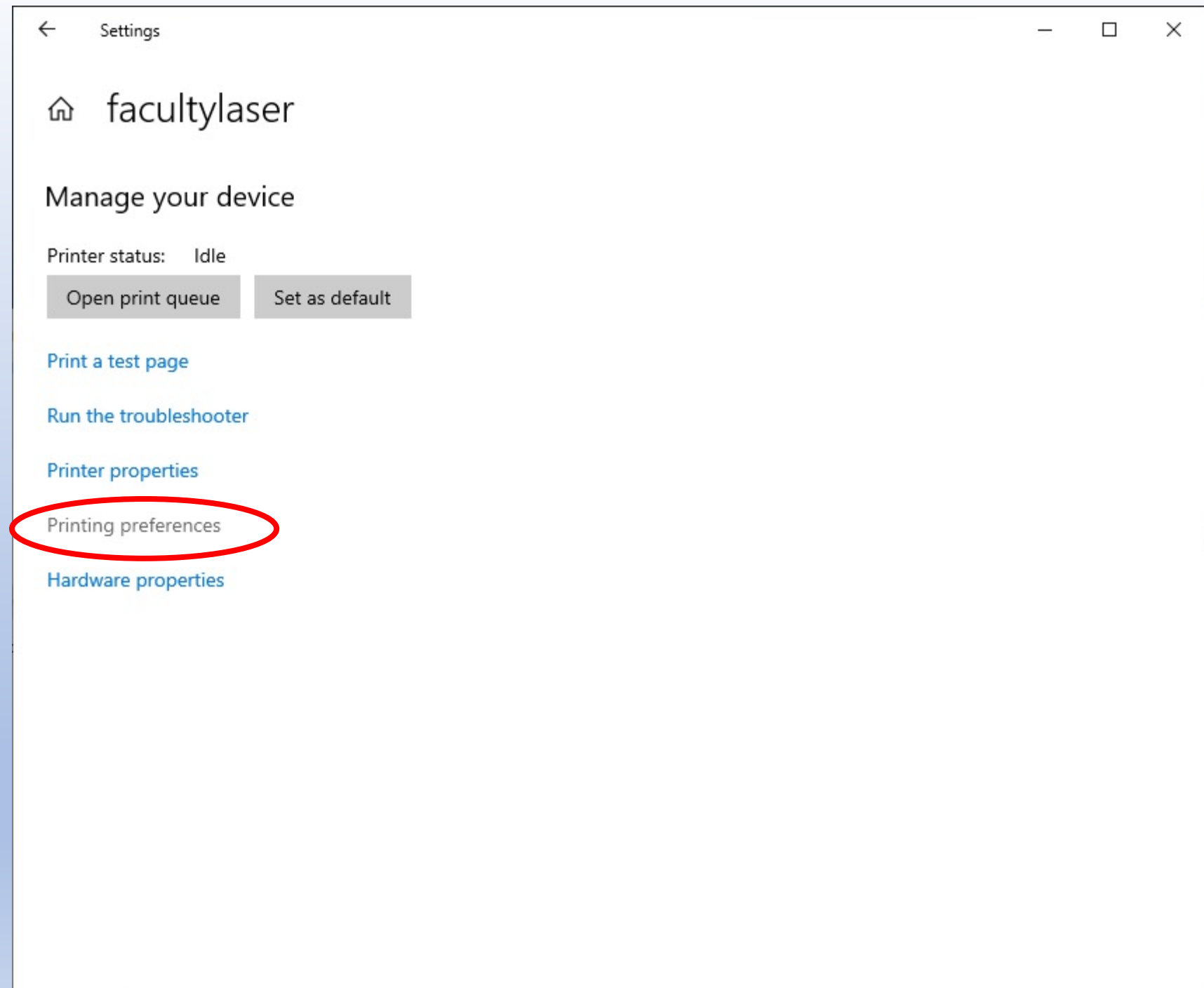


## 5. Click Manage.



## 6. Click Printing preferences.

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7. Click **Detailed Settings** tab.

8. Click **Job Setup**.

9. Enter your copier code in the **User Code** field. *Hint: last 4 digits of your PSU ID.*

10. Click **OK**.

