

# **Windows Machines**

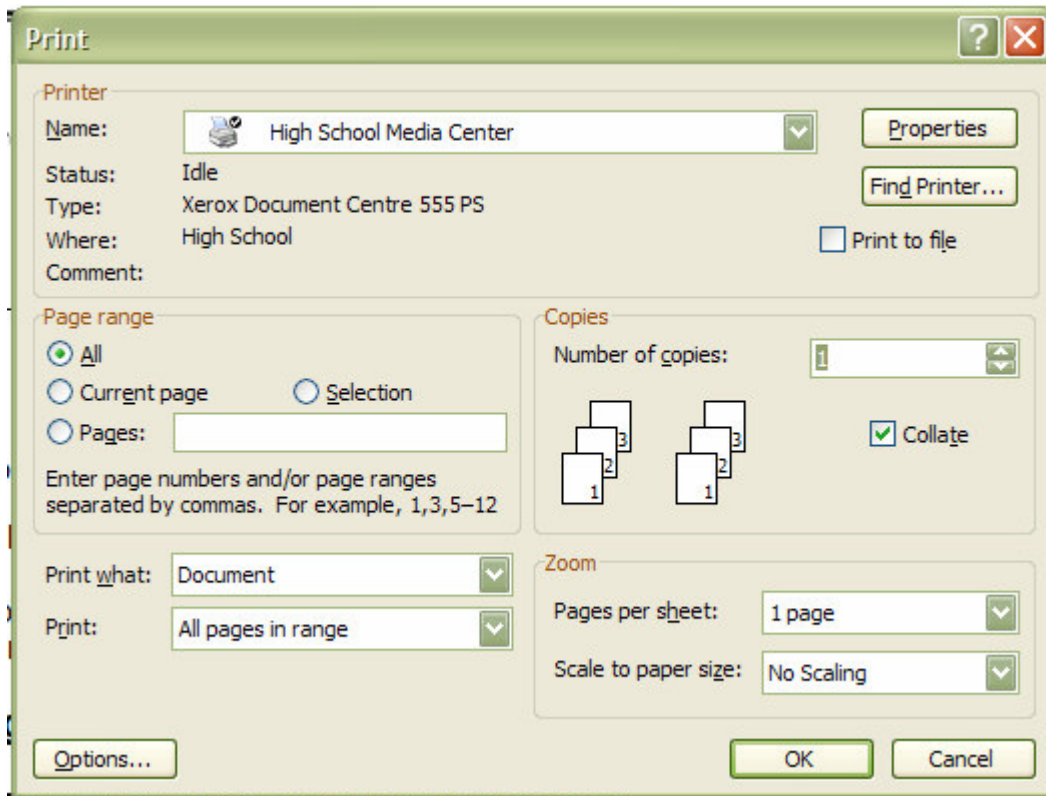
## **Printing Instructions for the Xerox Copier Document Center 555**

Locations:

MCCO Annex  
WOOD Back Hallway  
HUHS Media Center

# I. Selecting the Printer

## A. Select Print

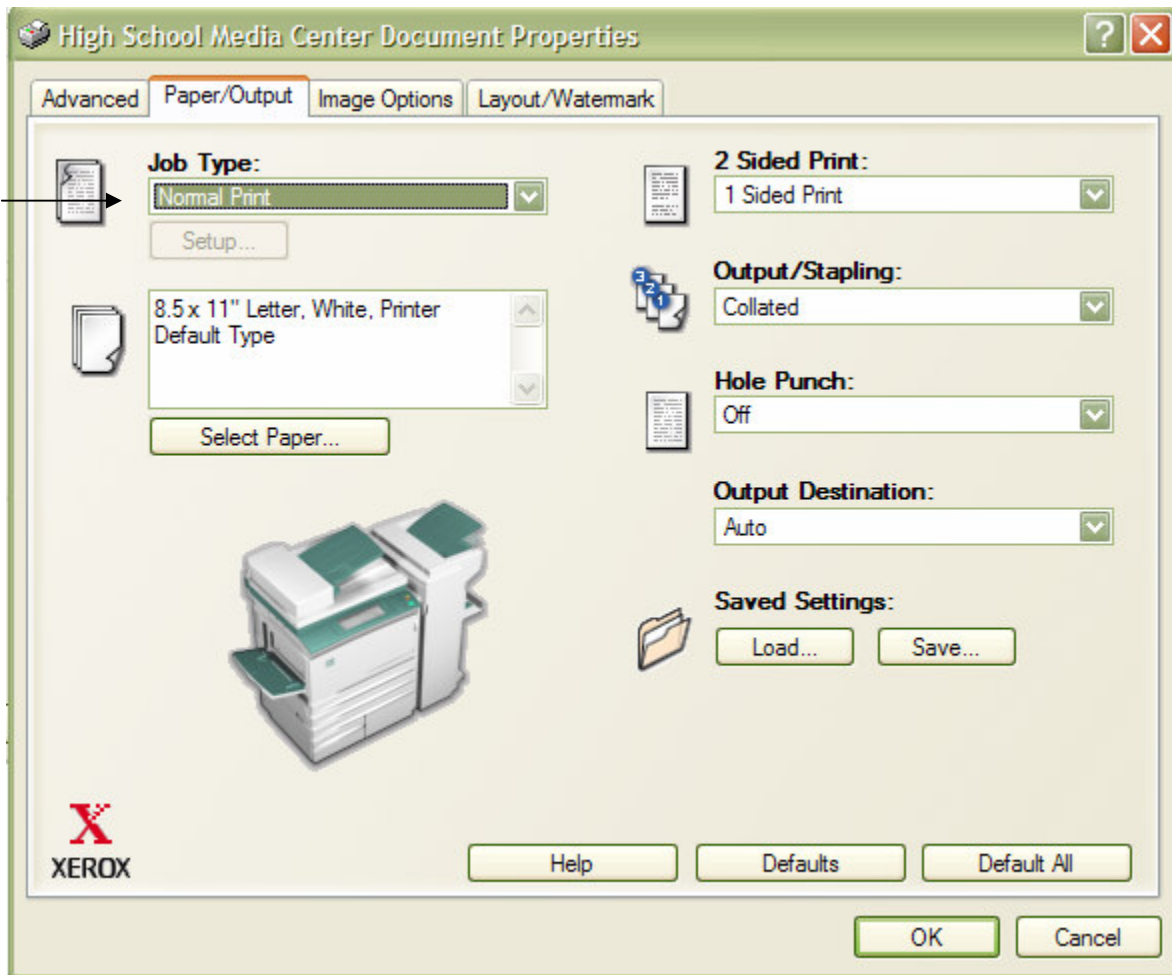


## B. Select the Printer you wish to use .

# II. Printing using Special Features


## A. Click on the Properties button to the right of the printer name

## B. The following screen should appear.



C. From this screen you can choose your job type, single or double sided, stapled or hole punched.

**1. Printing double sided.**

a) To print pages in portrait  out ( ) double sided, select 2 sided (long edge)

**2. Stapling Pages**

a) Select the desired number of staples (max 2)

**3. Hole Punch**

a) The hole punch is either on or off.

**D. Sending a Secure Print Job**

1. Select Secure print under “Job Type” and enter a 4 digit password. This will be needed to retrieve the copy job from the copier. (Use this method for sending

interim reports, tests, or other documents you don't want students to have access to.)

2. When you get to the copier, press the job status button and select your print job. In order to release the print job you will have to enter the 4-digit code you entered when you sent the job.

