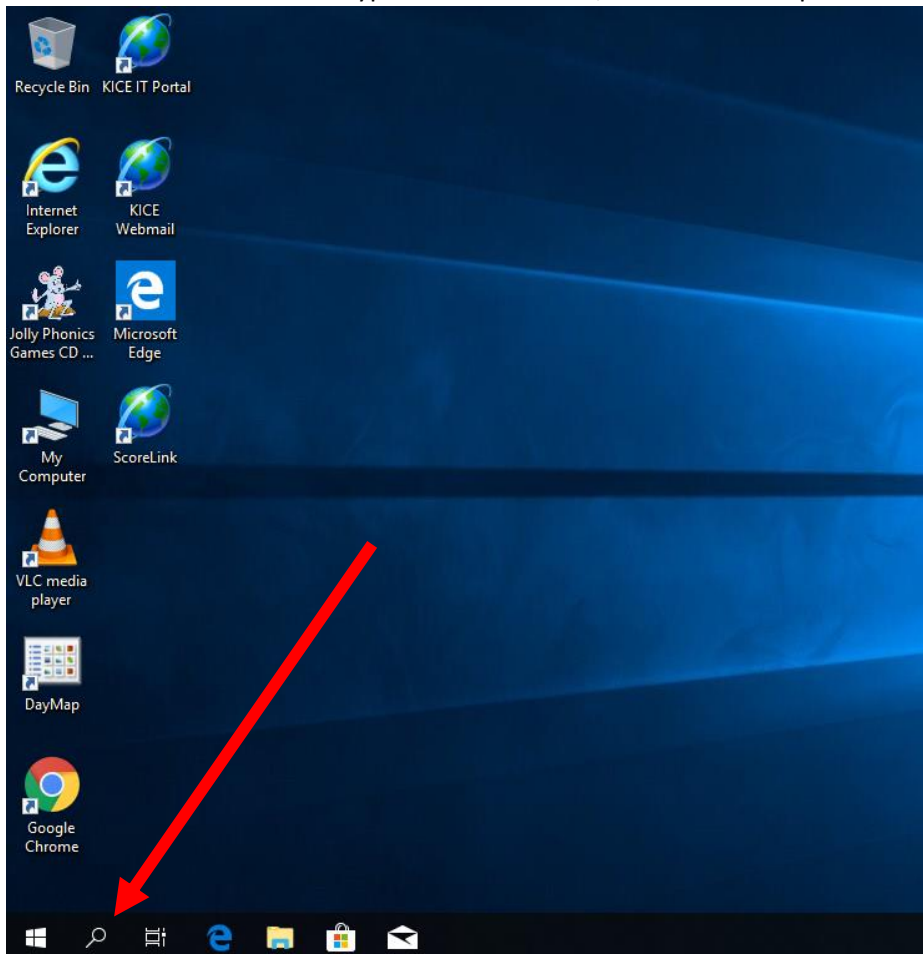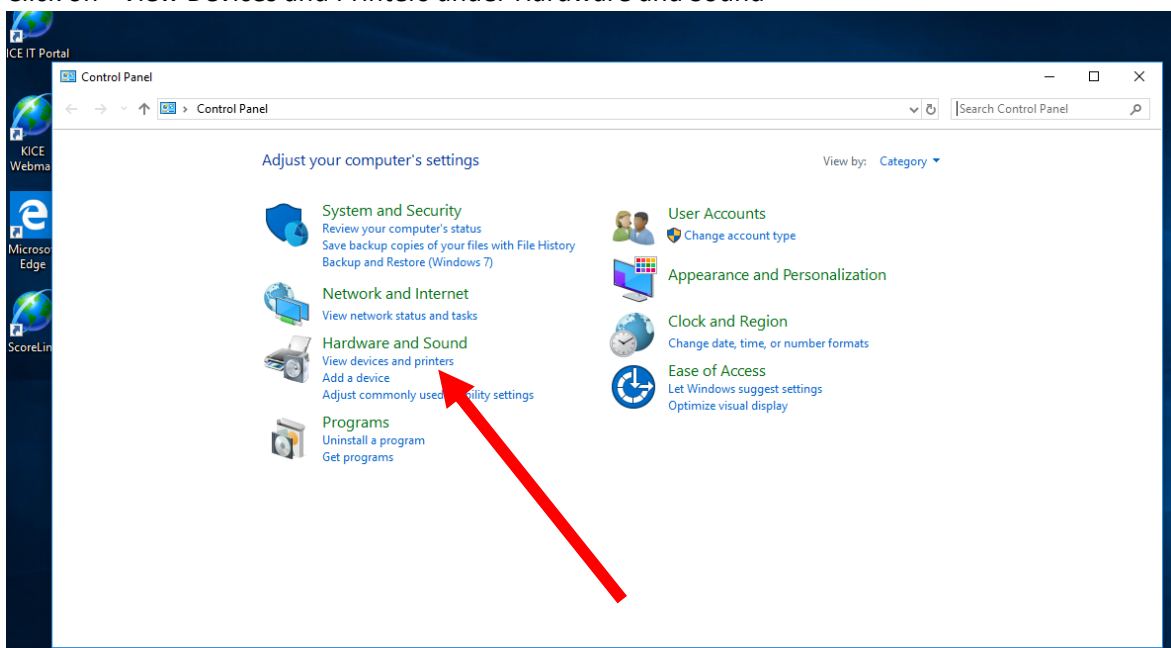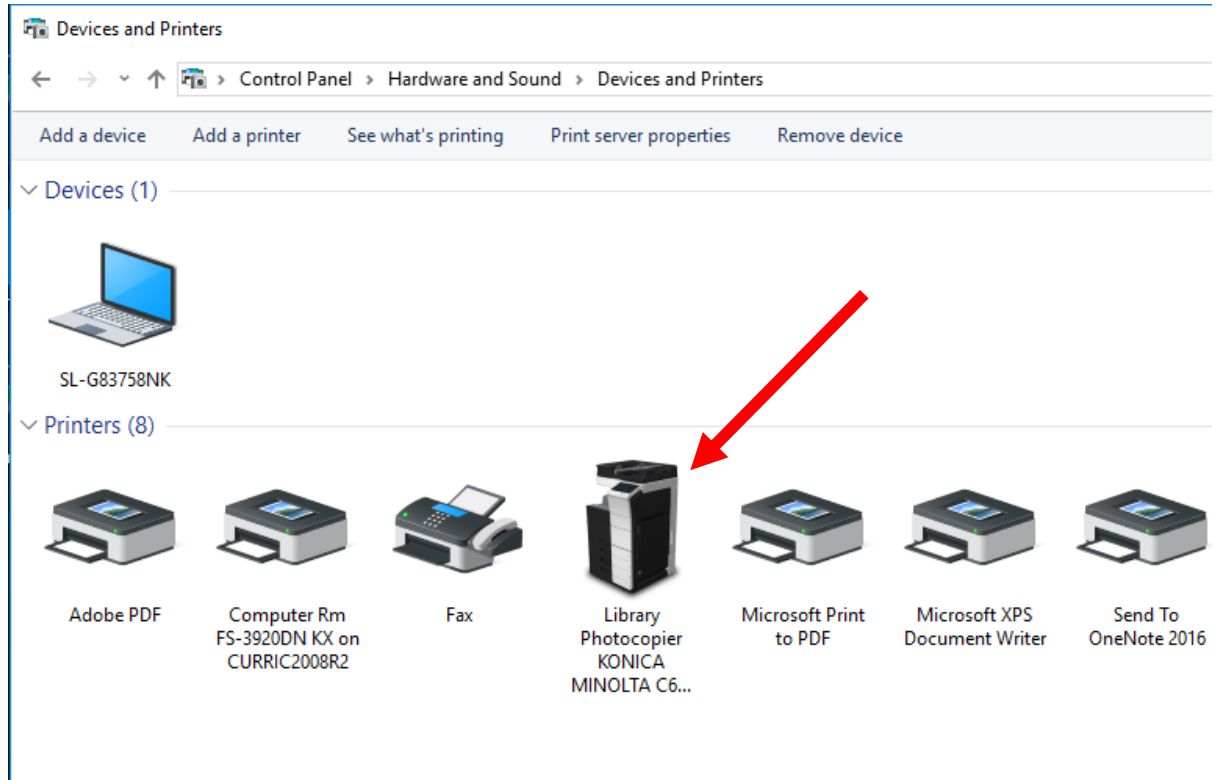# Setting up the photocopier on your new laptop:

1. Click on the Search icon and type in Control Panel, click on control panel
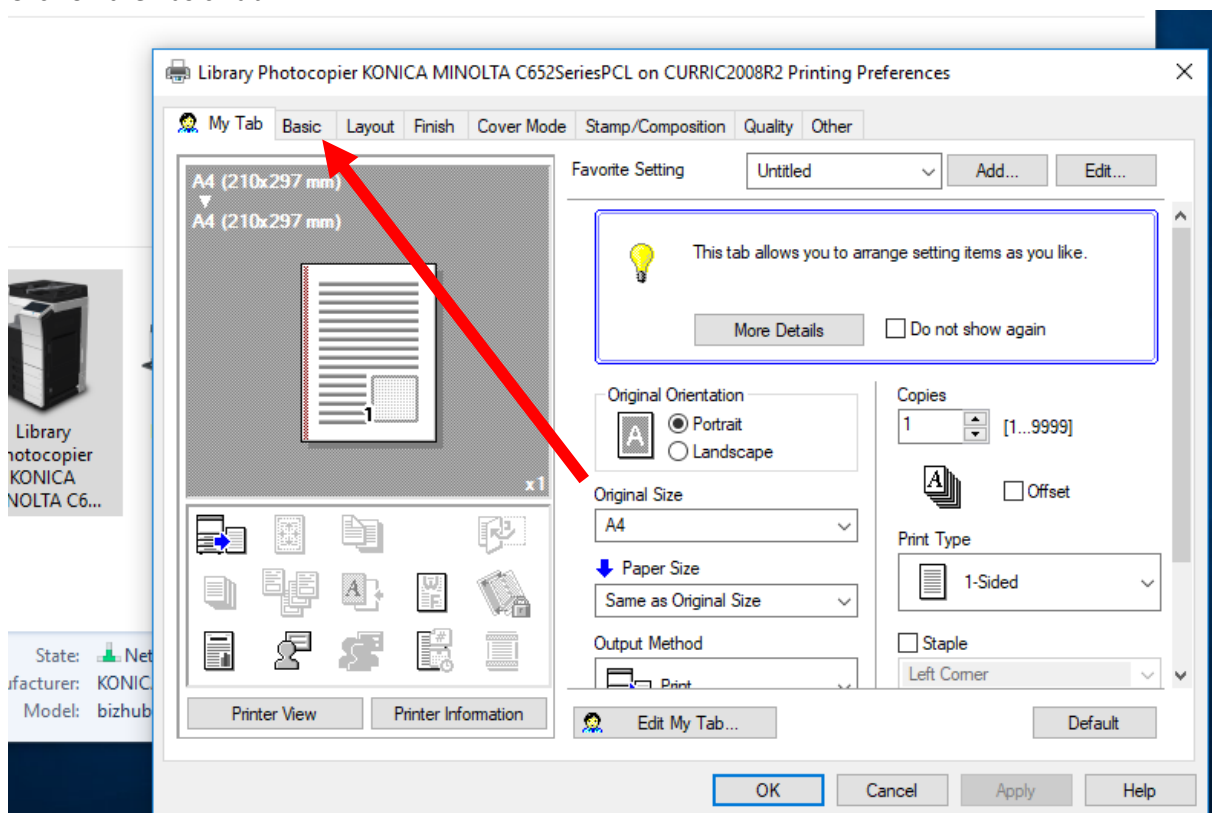

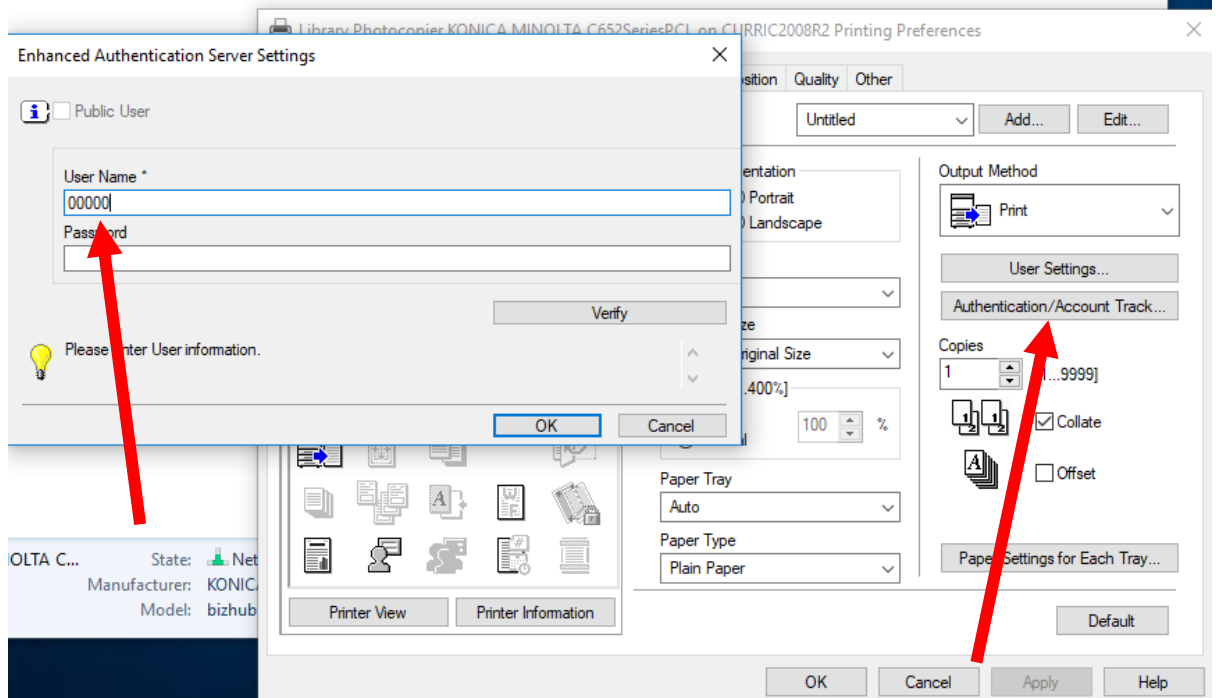2. Click on - View Devices and Printers under Hardware and Sound

3. Right Click on the Library Photocopier and select - Printing Preferences

4. Click on the Basic Tab

5. Click on – Authentication/Account Track and enter your student ID in the User name box

6. Click Apply and OK. This will hold your Student ID for easier printing.