

HOWTO: Copier Valid Access Code

If you are unable to print to the copier and your school uses codes, please make sure you have entered a valid access code.

Step-by-step guide

1. Click on the "Windows" button and select "Settings" (looks like a gear)
2. Click on "Devices"
3. Click on "Printers & scanners"
4. Click on the copier you want to access
5. Click on "Manage" button
6. Click on "Printing preferences"
7. Select "Valid Access" tab, enter your user code and click "Apply"



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