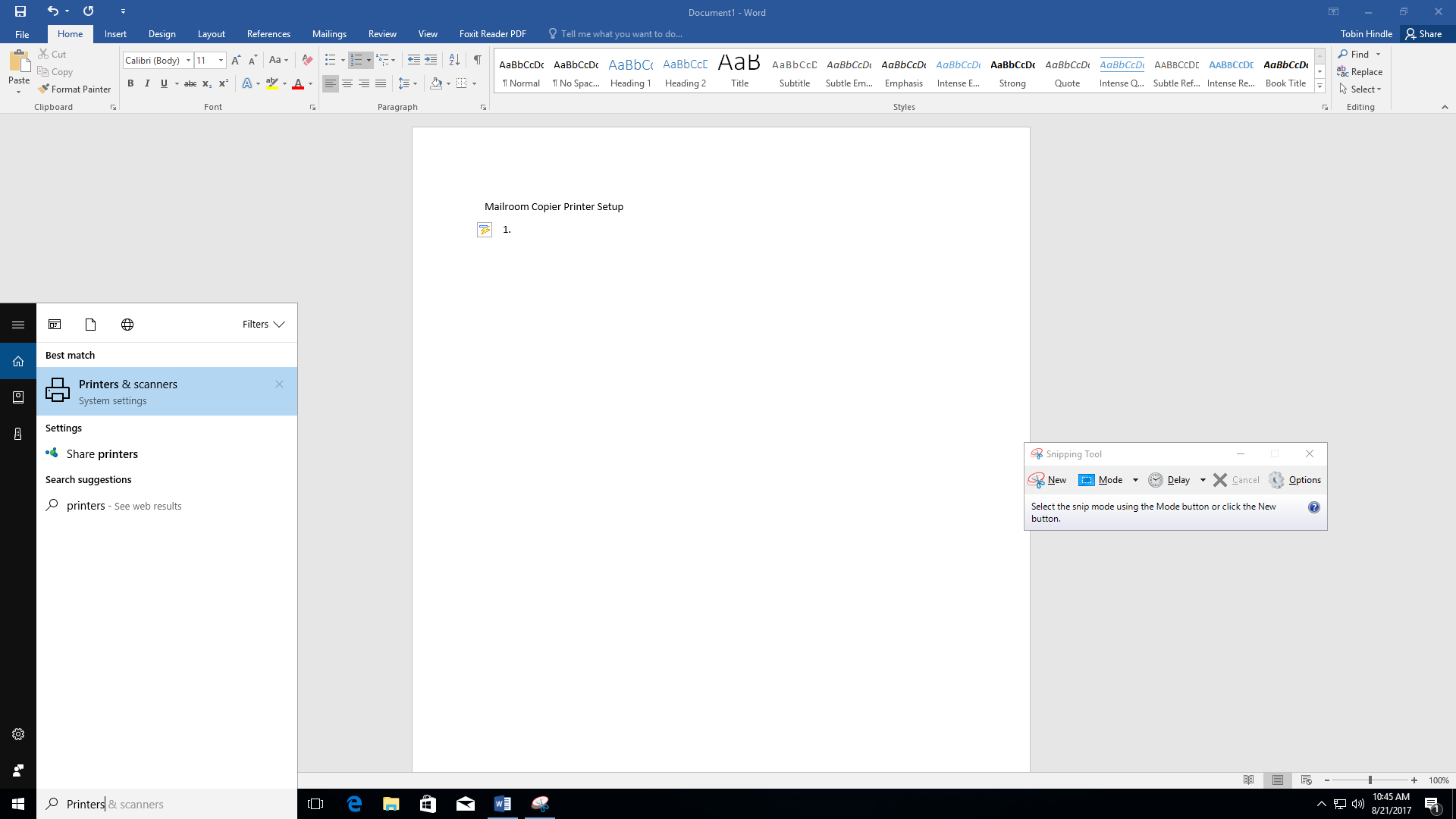
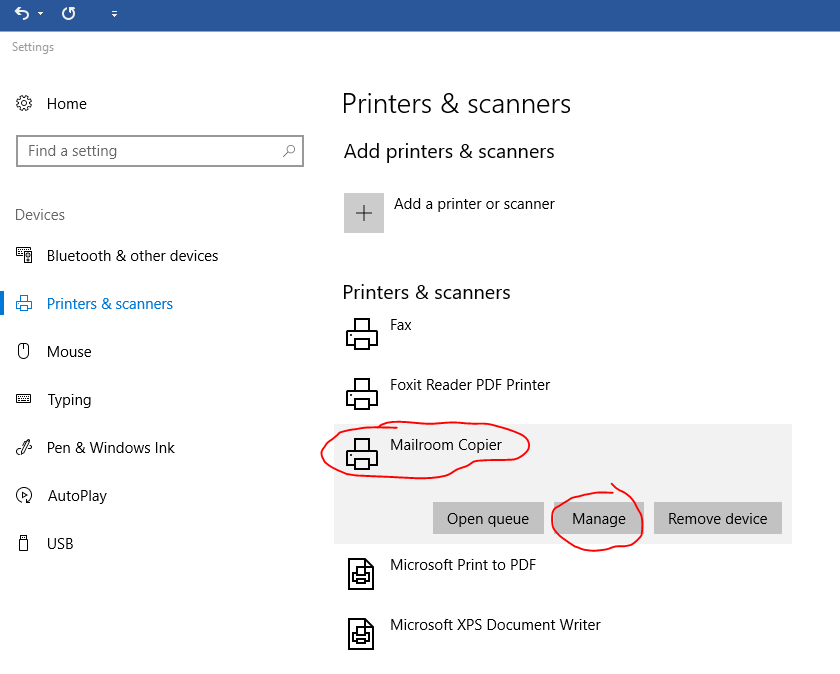
Mailroom Copier Code Setup for Windows 10

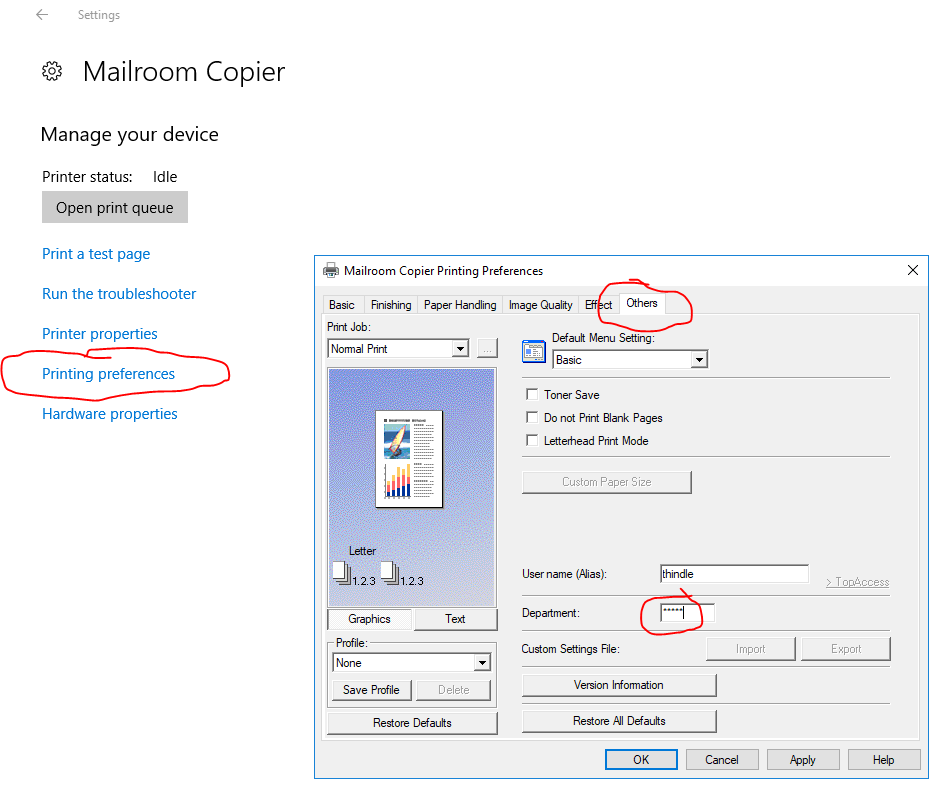
1. Go to Printers and scanners



1. Click on Mailroom Copier, then Manage



1. Click on Printing Preferences, choose the Others Menu Tab, type in your Department copy code and click apply.



1. For Graduate Students, you cannot print in Color so set your default under the Bascis Tab to Black and White.

