How to Print
To the printer/copier in 304 Walker Building

a step-by-step guide.
1. Open the printer window

Select and click on “Devices and Printers” in the start menu
2. Select the printer

Hover over the printer named “GEO-Walker-304-Printer1,” and using the second mouse button, then select “Printing preferences.”
3. Enter your access code

Click on the “Valid Access” tab at the top and enter your copier access code. (HINT: the last four digits of your student ID) Then click OK. You should now be able to print to the printer/copier 304 Walker.

Don’t forget to pick up your documents!