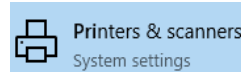


# How to set-up the library printer – HMS E120 NC

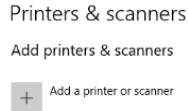
1. Search for Printers & Scanners  
(Magnifying Glass-Lower Left of Screen)



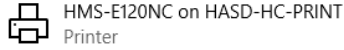
Click on --->



2. Add a printer or scanner

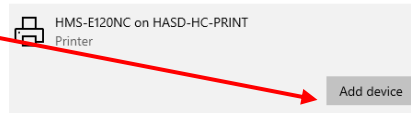


3. Find the library printer



4. Double click on printer & Add Device

After the printer loads, close that Window and repeat steps 1 & 2

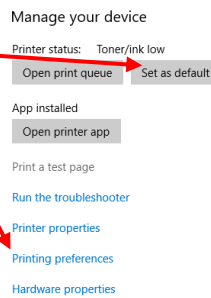


5. Double click on HMS E120 NC Printer

6. Click on Manage



7. Set as Default and Printing Preference



8. Modify

9. Job Type-HOLD PRINT

10. User ID – Window Login Name

11. Click OK

12. User Code

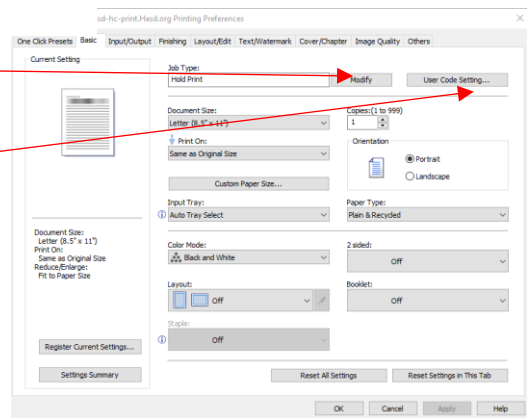
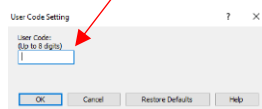
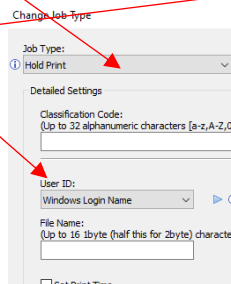
5<sup>th</sup> Grade – 5555

6<sup>th</sup> Grade – 6666

7<sup>th</sup> Grade – 7777

8<sup>th</sup> Grade – 8888

Click OK



13. Color Mode: Black and White

14. 2 Sided: OFF

15. Apply

16. OK