To use the multi-function printers, use the following steps:

1. On the print screen, choose the correct printer number.

![Printer screen](image1)

2. Then click the Printer Properties button directly under the Printer number.

![Print screen with properties button](image2)

3. This is the screen you should see.

![Print screen with job handling tab](image3)

4. Click on the tab that says Job Handling.
5. Enter your department number in the User Number blank.