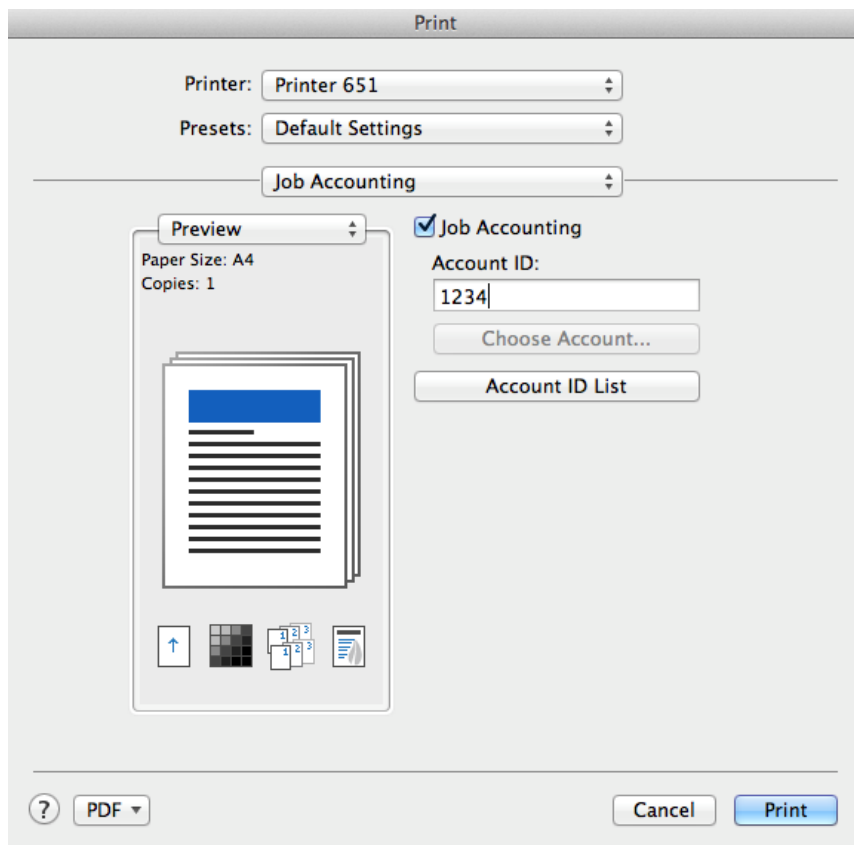
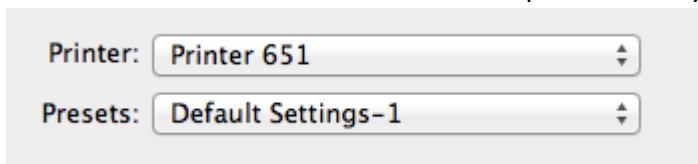


## HOW TO SET DEFAULT ACCOUNTING CODE

- 1) Go into a document such as a Word document.
- 2) Choose File -> Print...
- 3) Select the printer in the top dropdown box
- 4) In the third dropdown, choose 'Job Accounting' and enter the job accounting code of the user (as in screenshot below)



- 5) Under the second dropdown (Presets), choose 'Save Settings as a Preset'. Change the default name to be the same as the printer or any name of your choice



The image shows a screenshot of a printer settings dialog box. It features two dropdown menus. The first dropdown is labeled 'Printer:' and currently displays 'Printer 651'. The second dropdown is labeled 'Presets:' and currently displays 'Default Settings-1'. Both dropdowns have small upward and downward arrows on their right sides, indicating they are expandable.

- 6) Click OK
- 7) Press Print