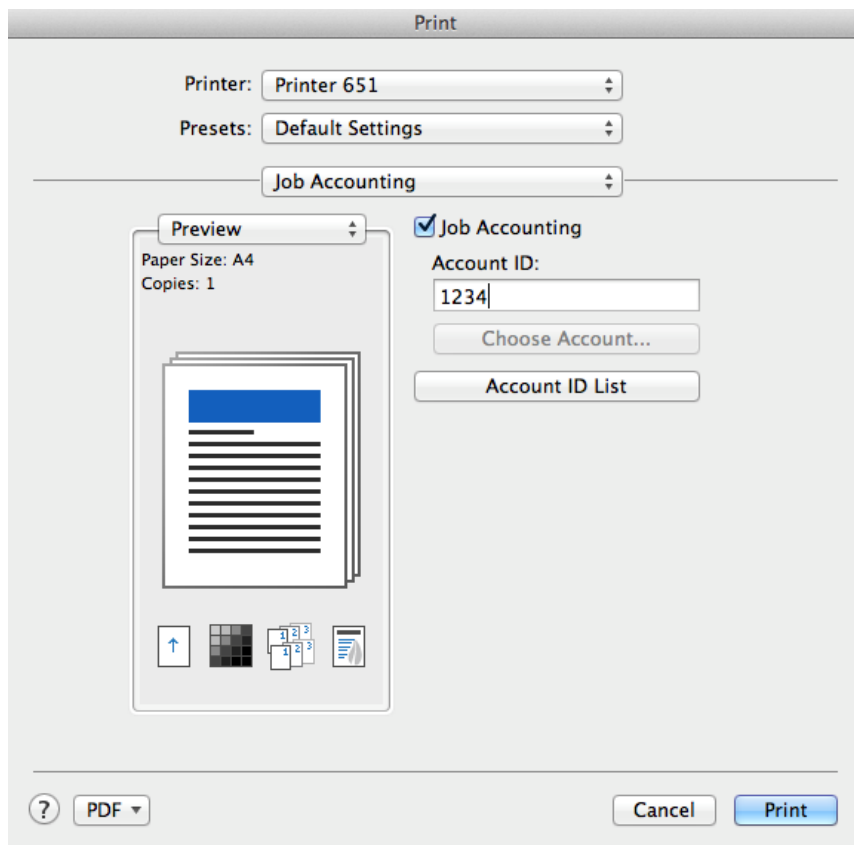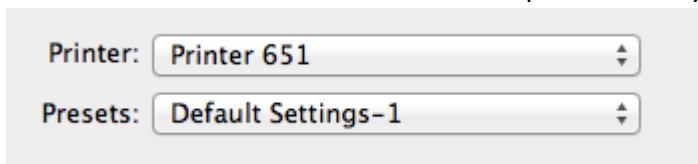# HOW TO SET DEFAULT ACCOUNTING CODE

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

Printer:  Printer 651

Presets:  Default Settings-1

6) Click OK

7) Press Print