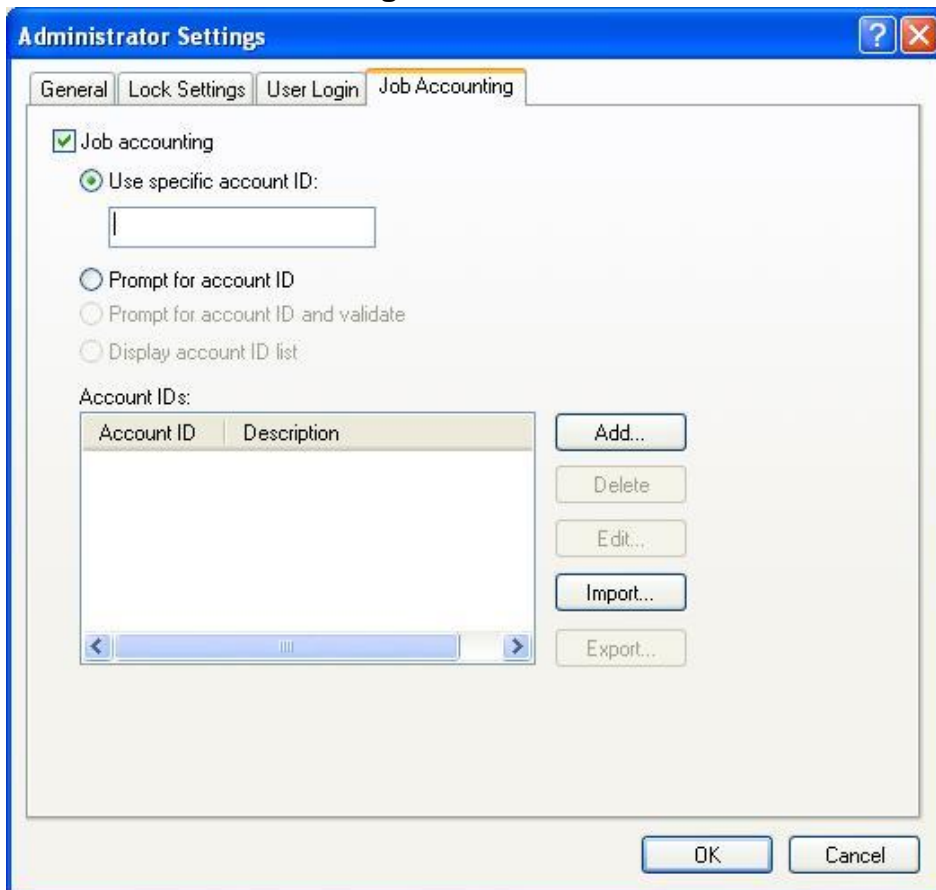




## HOW TO SET DEFAULT ACCOUNTING CODE AND DOCUMENT BOX

### Setting Default Accounting Code

- 1) Go to **Start** menu -> **Control Panel** -> **Devices & Printers**
- 2) Right-Click the printer and choose **See Whats Printing**
- 3) Go to **Properties**
- 4) Under the **Device Settings** tab, choose **Administrator...**
- 5) Select the **Job Accounting** tab

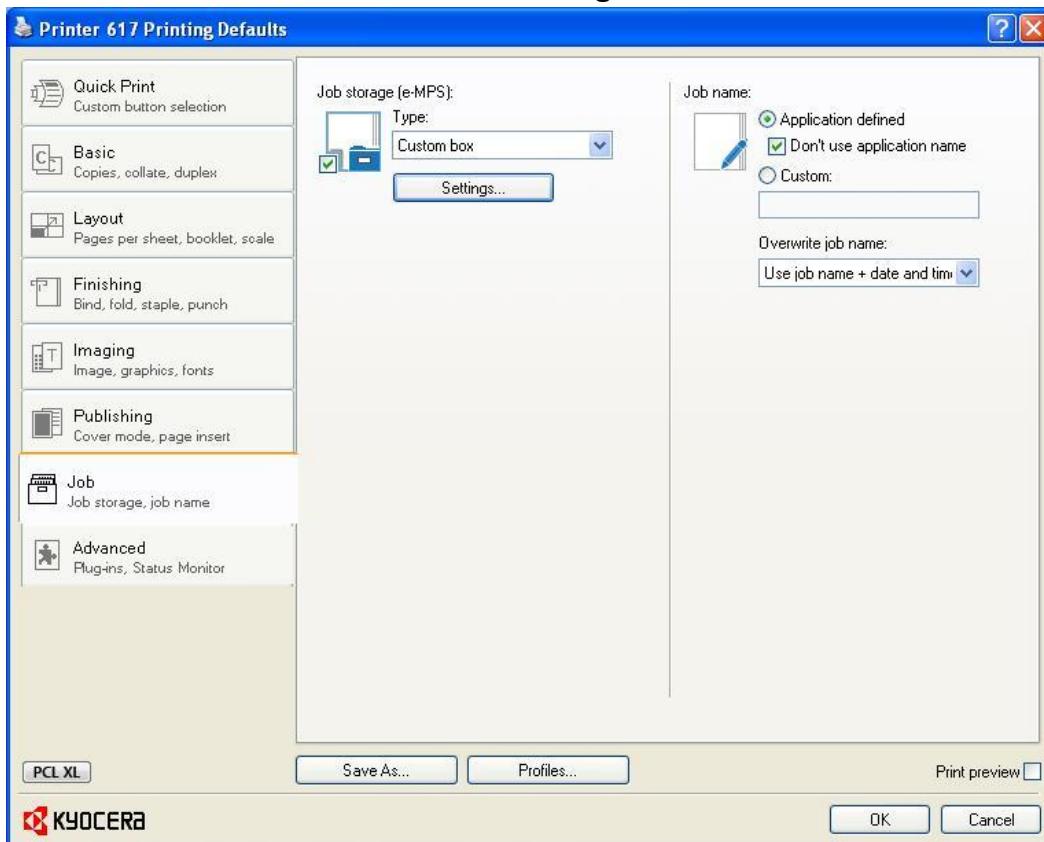


- 6) Change the option to **Use specific account ID:**
- 7) Type in your account code
- 8) Click **OK** to everything



## Setting Document Box

- a) Go to **Start** menu -> **Control Panel** -> **Devices & Printers**
- b) Right-Click the printer and choose **See Whats Printing**
- c) Go to **Properties**
- d) Under the **Advanced** tab, choose **Printing Defaults...**



- e) Click the **Jobs** tab on the left-hand side
- f) Under **Job storage**, make sure the **Type** is **Custom box**



g) In the Settings, select 'Use specific box number'

A screenshot of a Windows-style dialog box titled "Custom Box Settings". The dialog has a blue title bar with a question mark icon and a close button. Inside, there are four radio button options: "Use specific box number" (which is selected), "Prompt for box number", "Display box number list", and "Verify box number for each login user". Below the "Use specific box number" option are two text input fields labeled "Box number:" and "Password:". At the bottom of the dialog are two buttons: "OK" and "Cancel".

- h) Enter your box number and password
- i) Click **OK** twice
- j) Under the **General** tab, choose **Printing Preferences...**
- k) Repeat steps (e) to (i)
- l) Click **OK**