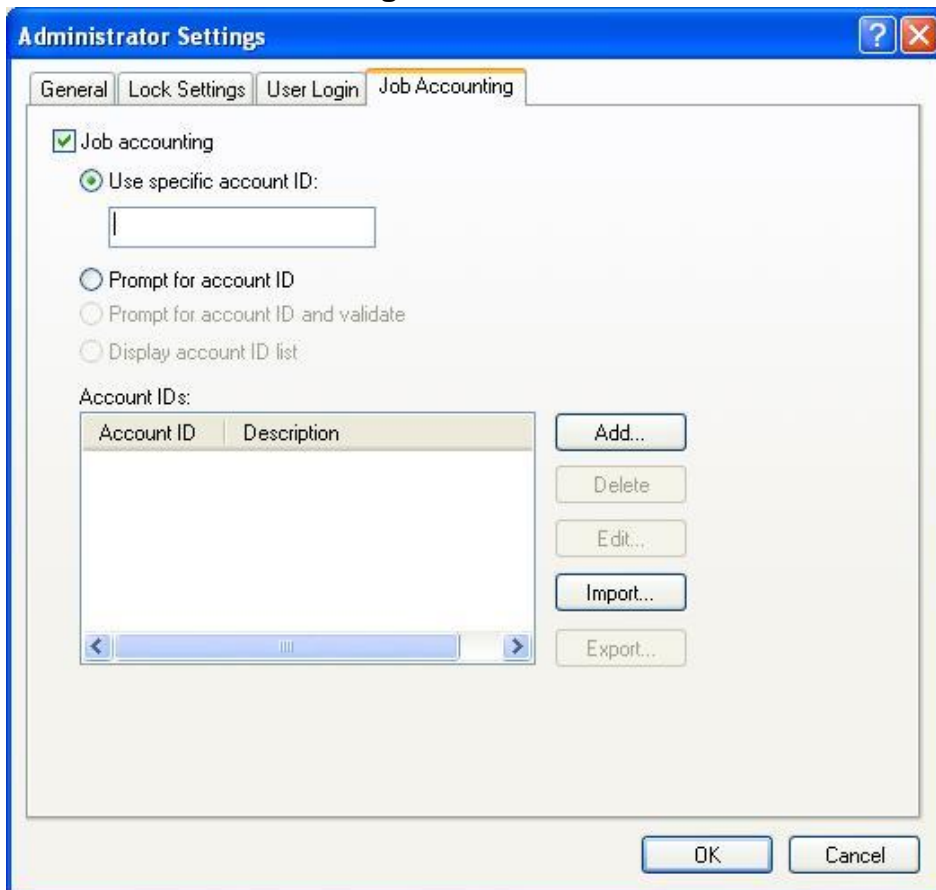# HOW TO SET DEFAULT ACCOUNTING CODE AND DOCUMENT BOX

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…**
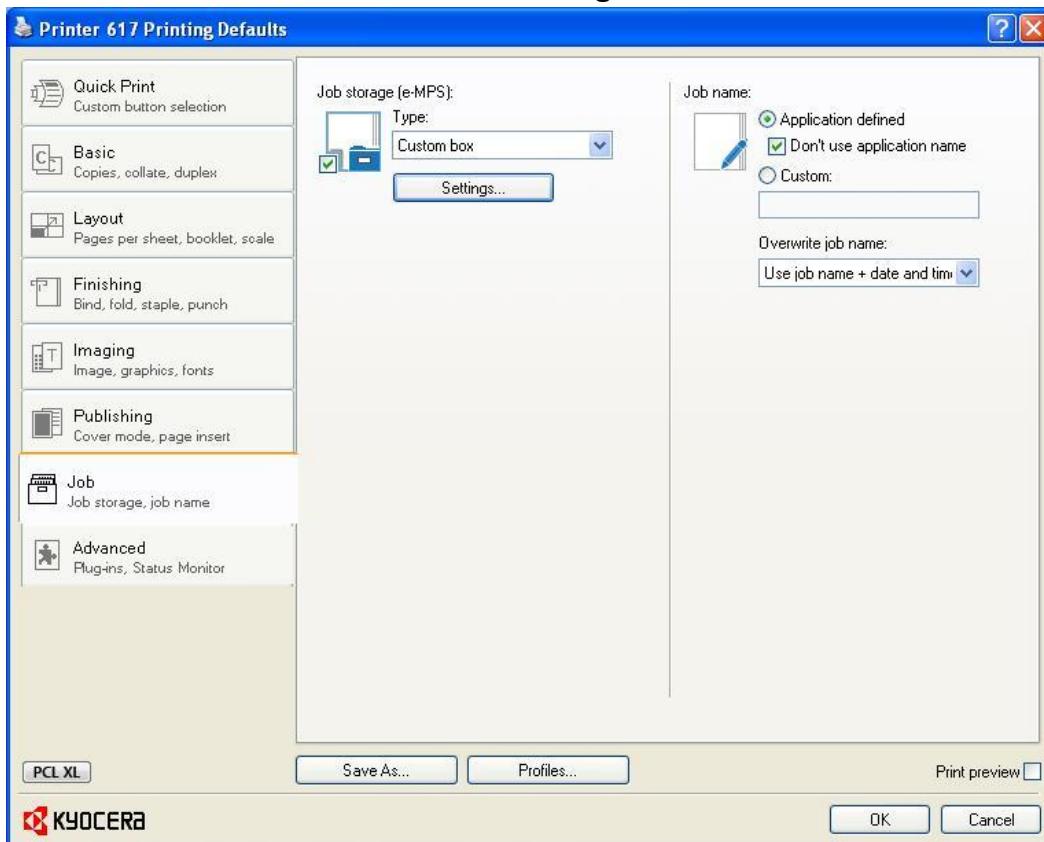
5) Select the **Job Accounting** tab

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'

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**