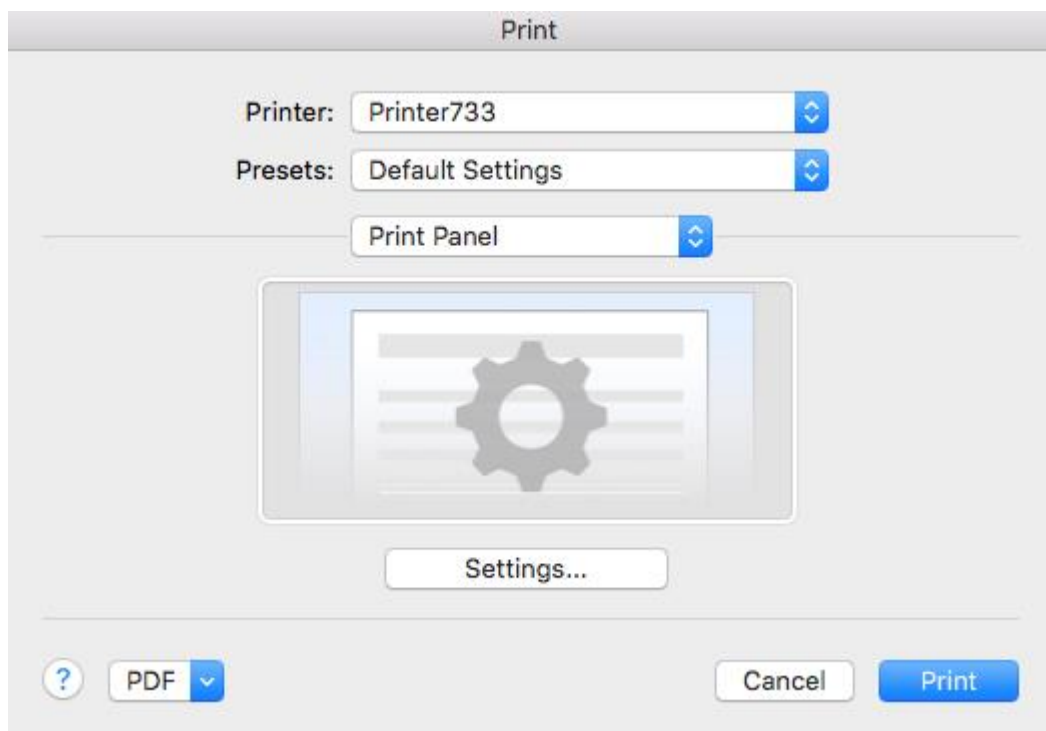
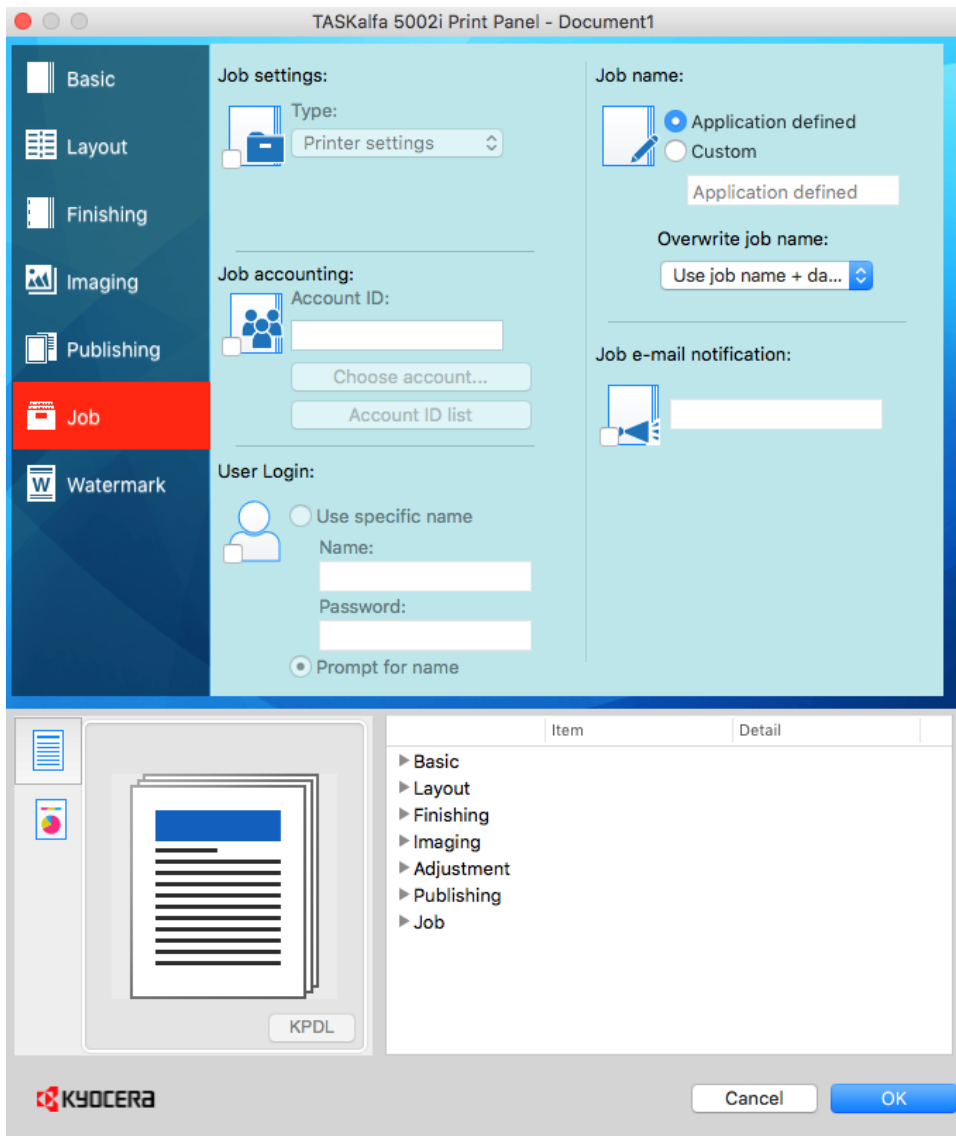


HOW TO SET DEFAULT ACCOUNTING CODE ON MAC OS X

- 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 'Print Panel' and click Settings...

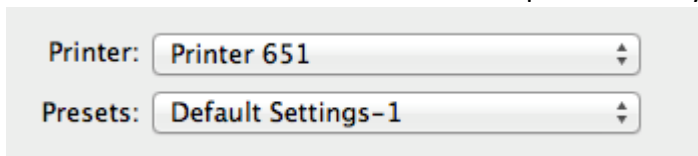


- 5) On the window that appears, select the **Job** tab on the left-hand side
- 6) Choose 'Job Accounting' and type in your job accounting code



7) Click OK

8) 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



9) Click OK

10) Press Print