

HOW TO SET DEFAULT ACCOUNTING CODE

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

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