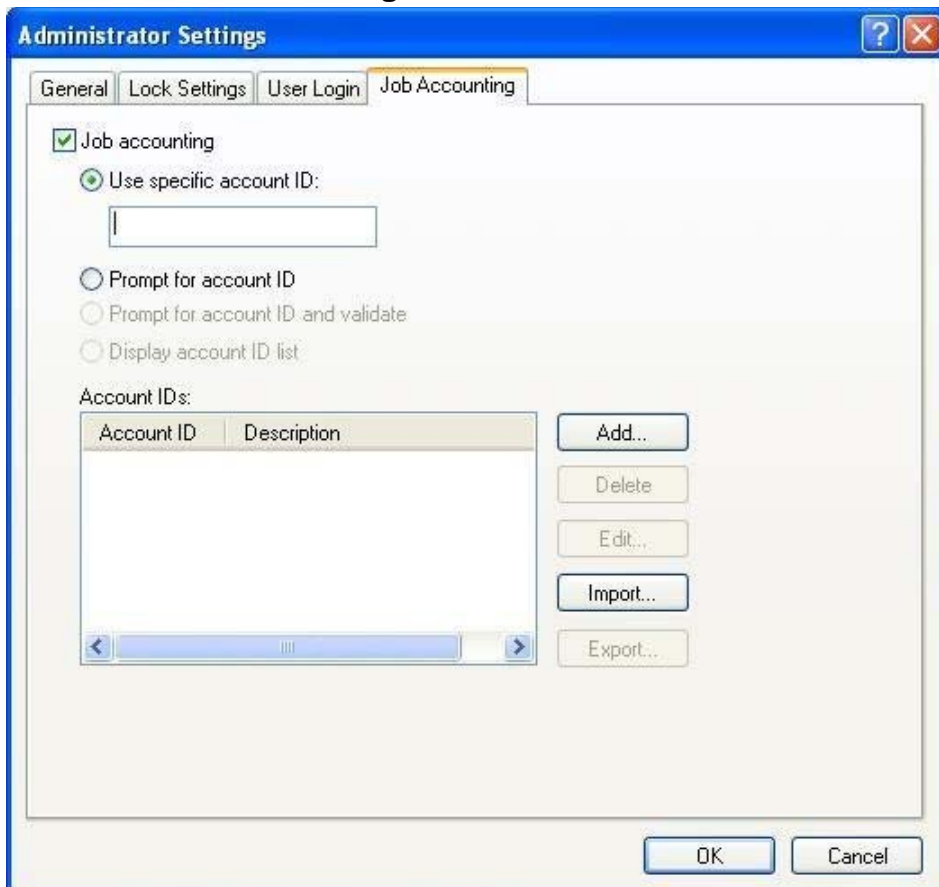




## HOW TO SET DEFAULT ACCOUNTING CODE

### 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



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