

## 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

General Lock Settings User Login Job Accounting Job accounting Ouse specific account ID:	
✓ Job accounting	
Prompt for account ID Prompt for account ID and validate Display account ID list	
Account IDs: Account ID Description	Add
	Delete
	E dit
	Import
	Export

- 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...

Printer 617 Printing Defaults		?(
<ul> <li>Quick Print Custom button selection</li> <li>Basic Copies, collate, duplex</li> <li>Layout Pages per sheet, booklet, soale</li> <li>Finishing Bind, fold, staple, punch</li> <li>Imaging Image, graphics, fonts</li> <li>Publishing Cover mode, page insert</li> <li>Job Job storage, job name</li> <li>Advanced Plug-ins, Status Monitor</li> </ul>	Job storage (e-MPS): Type: Custom box Settings	Job name: On't use application name Custom: Uverwrite job name: Use job name + date and time v
PCL XL	Save As Profiles	Print preview
PCL XL	Save As Profiles	Print previ

- 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'

Custom Box Settings	? 🛛
<ul> <li>Use specific box number</li> <li>Box number:</li> </ul>	
Password:	
O Prompt for box number	1
🔿 Display box number list	
Verify box number for each login user	
ОК	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)
- I) Click **OK**