HOW TO SET DEFAULT ACCOUNTING CODE AND DOCUMENT BOX

- 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...

Printer:	Printer733	٥
Presets:	Default Settings	0
	Print Panel	0
	-	

- 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) Choose 'Job Settings' and fill out the appropriate details for the Custom Box, as shown in the screenshots below

TASKalfa 5002i Print Panel - Document1				
Basic	Job settings:	Job name:		
Layout	Printer settings 🗘	 Application defined Custom 		
Finishing		Application defined Overwrite job name:		
🔣 Imaging	Job accounting: Account ID:	Use job name + da ᅌ		
Publishing	Choose account	Job e-mail notification:		
📮 Job	Account ID list			
Watermark	User Login:			
	Password:			
	 Prompt for name 			
	 Basic Layout Finishing Imaging Adjustment Publishing Job 	Item Detail		
KYDCERa		Cancel OK		
Custom Box Settings				
• Use Specific Box Number				
Box Number:	1			
Password:	••••			
O Prompt for Box Numb	per			
	Cancel OK			

- 8) Click OK twice
- 9) 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

Printer:	Printer 651	*
Presets:	Default Settings-1	*

10) Click OK

11) Press Print