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 'Job Accounting' and enter the job accounting code of the user (as in screenshot below)

	Prin	nt
Printer: Presets:	Printer 651 Default Settings	¢
Preview	Job Accounting	ob Accounting
Paper Size: A4 Copies: 1	Ac	ccount ID:
		Choose Account Account ID List
? PDF •		Cancel

5) Still in the third dropdown, choose 'Job Settings' and fill out the appropriate details for the Custom Box, as shown in the screenshots below

	Print		
Printer: Printer 6	\$		
Presets: Default	Settings 🗘		
Job Setti	ings +		
Preview	Job Name:		
Paper Size: A4	Application Defined		
Copies: 1	O Custom:		
	Document1		
	Overwrite Job Name:		
	Use job name + date ‡		
	Job Storage (e-MPS)	Custom P	Cattlena
	Custom box ‡	Custom Bo	ox Settings
	Settings	• Use Specific Box Number	
		Poy Number	1
	Job E-mail Notification	box Number.	1
		Password:	••••
		OPrompt for Box Number	
? PDF T	Cancel		Cancel OK

- 6) Click OK
- 7) 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	\$

- 8) Click OK
- 9) Press Print