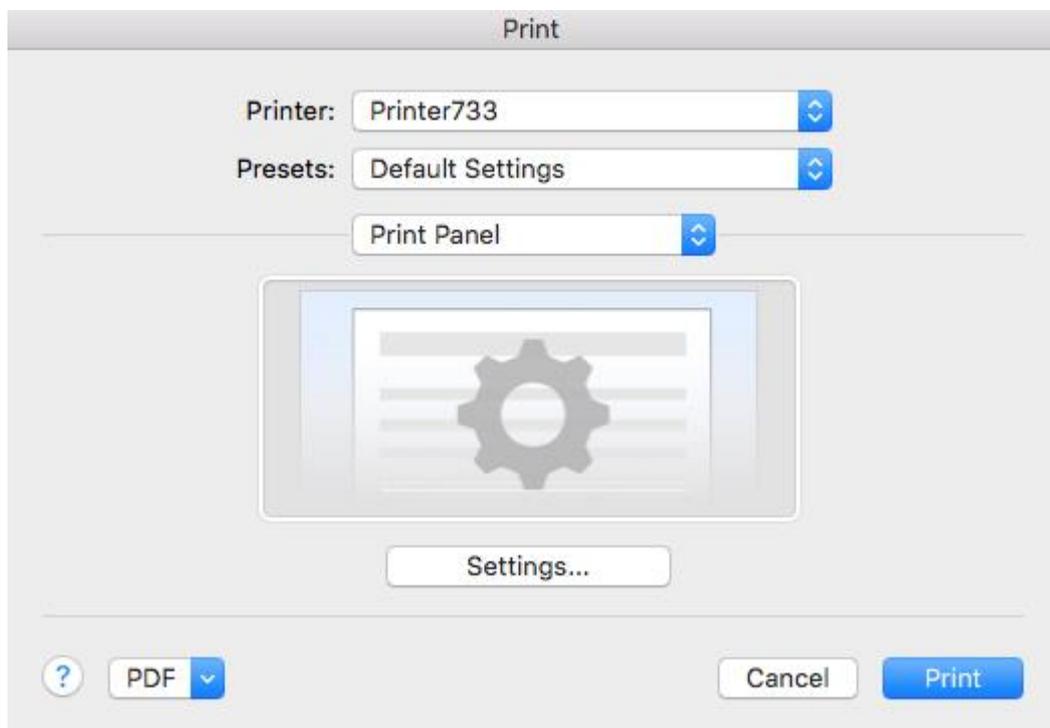
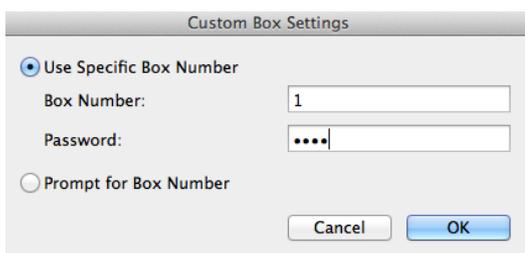
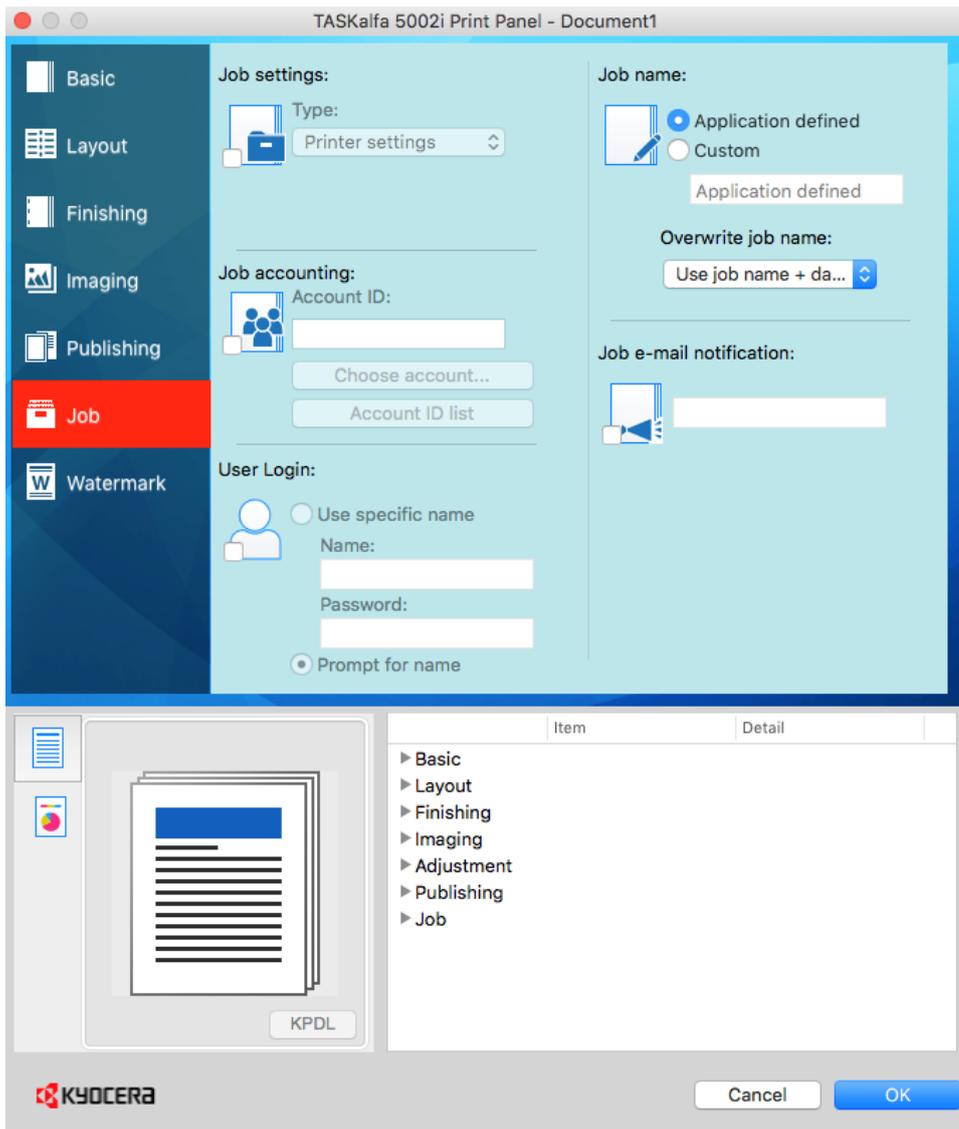


HOW TO SET DEFAULT ACCOUNTING CODE AND DOCUMENT BOX

- 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...

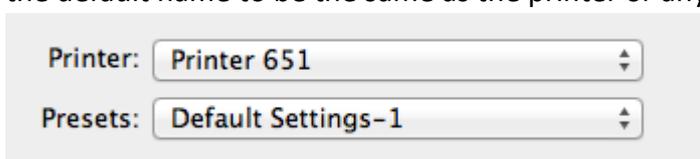


- 5) On the window that appears, select the **Job** tab on the left-hand side
- 6) Choose 'Job Accounting' and type in your job accounting code
- 7) Choose 'Job Settings' and fill out the appropriate details for the Custom Box, as shown in the screenshots below



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



10) Click OK

11) Press Print