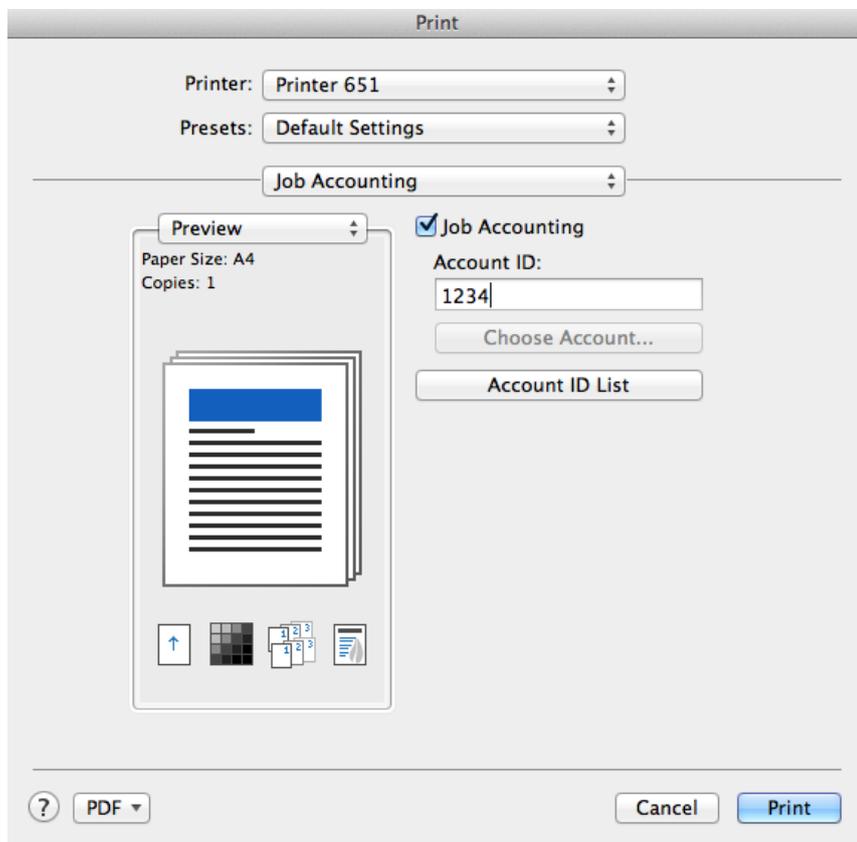
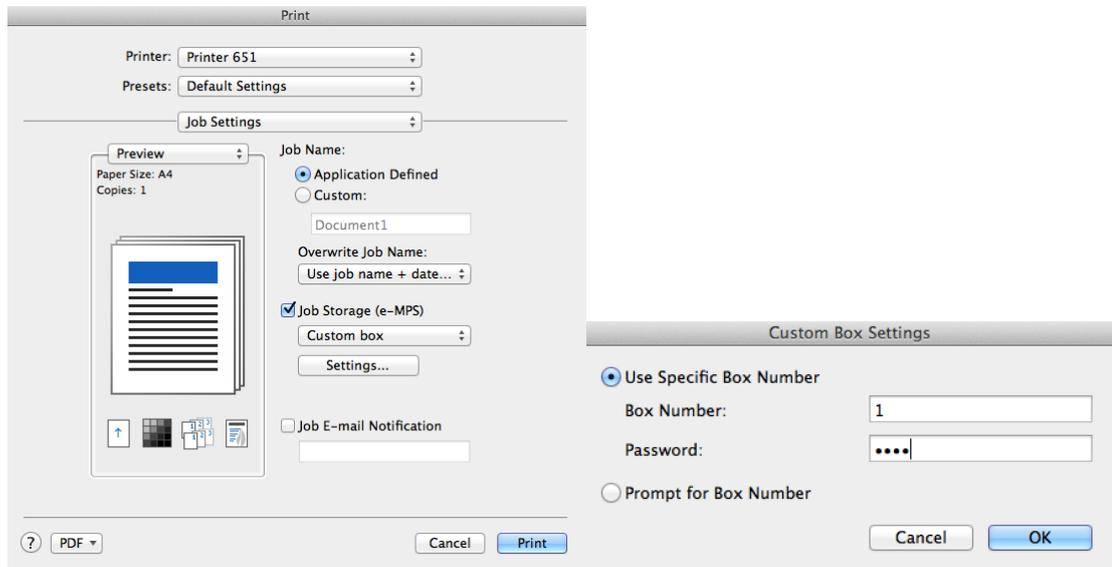


HOW TO SET DEFAULT ACCOUNTING CODE AND DOCUMENT BOX

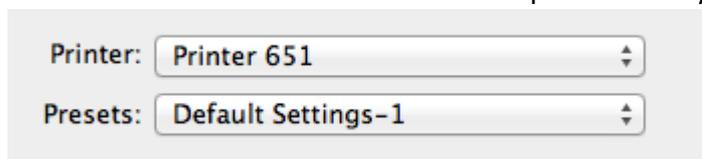
- 1) Go into a document such as a Word document.
- 2) Choose File -> Print...
- 3) Select the printer in the top dropdown box
- 4) In the third dropdown, choose 'Job Accounting' and enter the job accounting code of the user (as in screenshot below)



- 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



- 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



- 8) Click OK
- 9) Press Print