Department codes and your printer driver





<u>This Guide</u>

Is a step by step visual instruction on how to input your department code to your printer driver on your work station. It has been designed for Toshiba's **Universal Printer Driver** and in this guide Windows 7 has been used.

This will enable you to print freely without having to input a code to a pop-up box every time you print.



1. Navigate to "Devices and Printers" in your Start Menu and select it.

2. Select the corresponding printer you wish to input your department code to... And **RIGHT CLICK**, then selecting **PRINTING PREFERENCES**.



3. Once the printer driver preferences page is open, navigate to the **OTHERS** tab and select.

HTOSHIBA - 6550c Series Printing	Preferences
Basic Finishing Paper Handling	mage Quality Effect Others Templates
Print Job:	Original Paper Size: A4 (210 x 297mm) ✓ Print Paper Size: Same as Original Size Image Scale: 100 100 100
100% A4	Paper Source: Auto Paper Type: Plain (Auto) Destination: Tray 2
Settings Profile:	Number of Copies: 1 (1-9999)
None Save Profile Delete	Orientation: Im Im Ortrait O Landscape
Restore Defaults	Colour: Auto Details
	OK Cancel Apply Help

4. Input your assigned department code into the department code dialog box, highlighted below.

-Then Click APPLY

Basic Finishing Paper Handling	Image Quality Effect Others Templates
Print Job:	Default Menu Setting: Basic ➤ ➤ TopAccess
	Toner Save Do not Print Blank Pages Letterhead Print Mode
	SNMP Communication SNMP Settings Output Devices Add Printer
100% A4	Custom Paper Size User name (Alias):
J1.2.3 J1.2.3 Settings	Department Code: •••• If Hide Department Code(Z)
None Save Profile Delete	Custom Settings File: Import Export
Restore Defaults	Restore All Defaults Version Information

5. After clicking **APPLY**, click the **OK** button to close printing preferences. Your department code will now be reflected whenever printing is required.