## Printers-Part 2: Setting Up Private Print Codes





## Setting Up Private Print Codes

- Click on the Window Key (lower left corner)
- Scoll through the programs list until you get to "P"
- Find the "Printer Installer Folder" and click on the down arrow next to it to expand the list.
- Scroll down again and select "View Installed Printers"
- Find the printer to add the private print code to, then **Right Click** on it and select **Printing Preferences**



## Setting Up Private Print Codes (Cont.)

- Under Print Job: click on the down arrow next to Normal Print and select Private Print from the list
- Click on the small box (next to Private Print) with the ellipse
- Enter your print code in the box and click OK
- You have to add it in one more place...



## Setting Up Private Print Codes (Cont.)

- Next you will click on the "Others" tab
- In the middle of the page enter your
   Department Code (same code as before).
- Then, **click** on the **OK** button
- That's it!

🖶 FDES-Office-Toshiba E555 Printing Preferences			
Basic Finishing Paper Har	ndling Effect (	Others Templates	
Print Job:		Original Paper Size	2
🔗 Private Print 🕓		Letter (8 1/2 x 11")	)
			·
	+	Print Paper Size:	
		Same as Original	Size
Hotes-Office-Toshiba E555 Printing Preferences			
Basic Finishing Paper Handling Ef	fect Others Templa	ates	
Print Job:	Default Menu Basic	Setting: ~	> TopAccess
	Toner Save Toner Save Do not Print Blar Letterhead Print	nk Pages Mode	
	SNMP Communication		SNMP Settings
	Output Devices		Add Printer
100%	Custom Paper Size		
Letter	User name (Alias):	michele.mancini	
🔗 Release at Copier Panel	Department Code:		
Settings	Hide Departmen	t Code(Z)	
None V			
Save Profile Delete	Custom Settings File: Import Export		
Rules Based Printings	Restore All Defaults Version Information		
Restore Defaults			
	_		
		OK Cancel	Apply Help