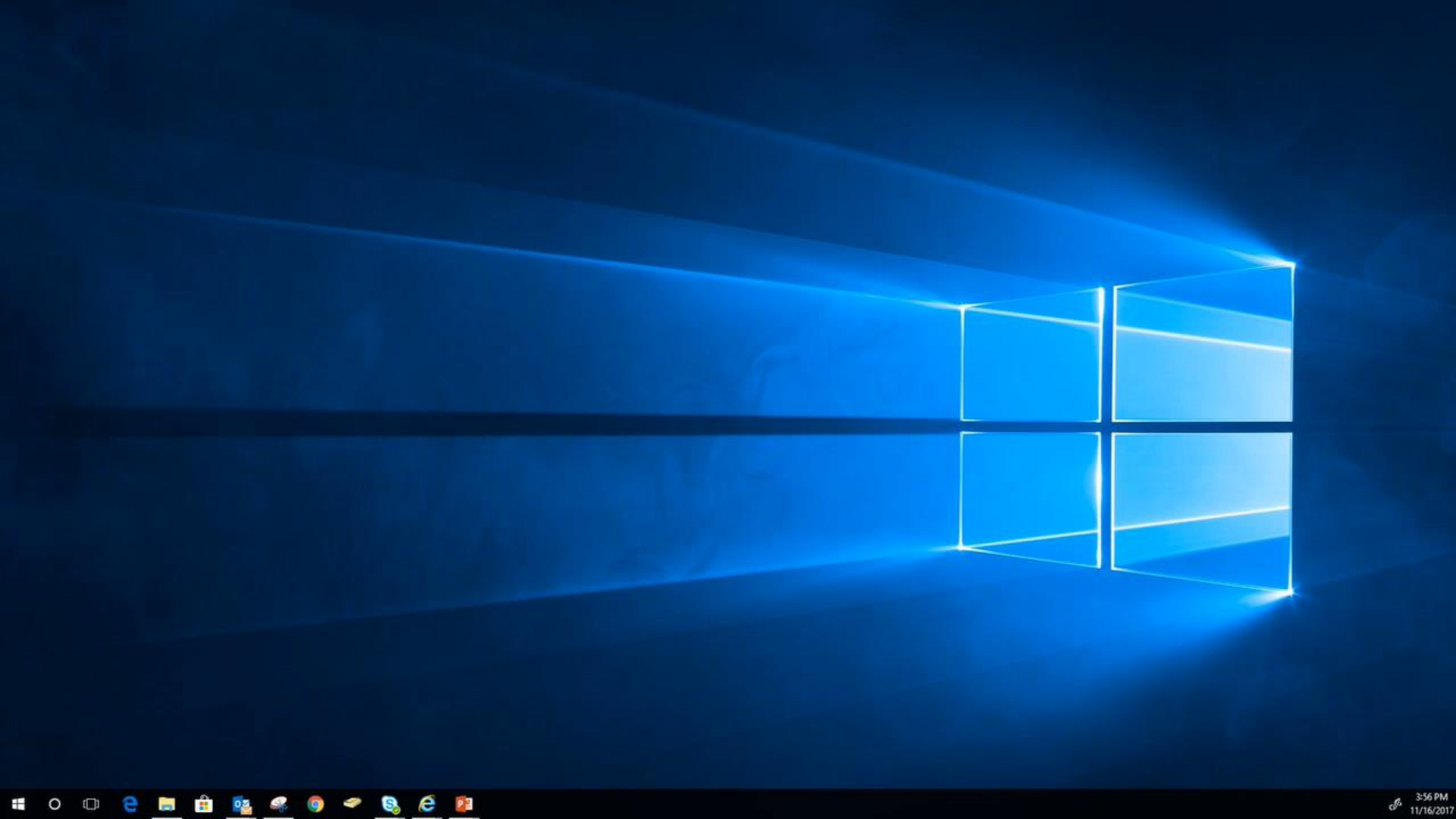
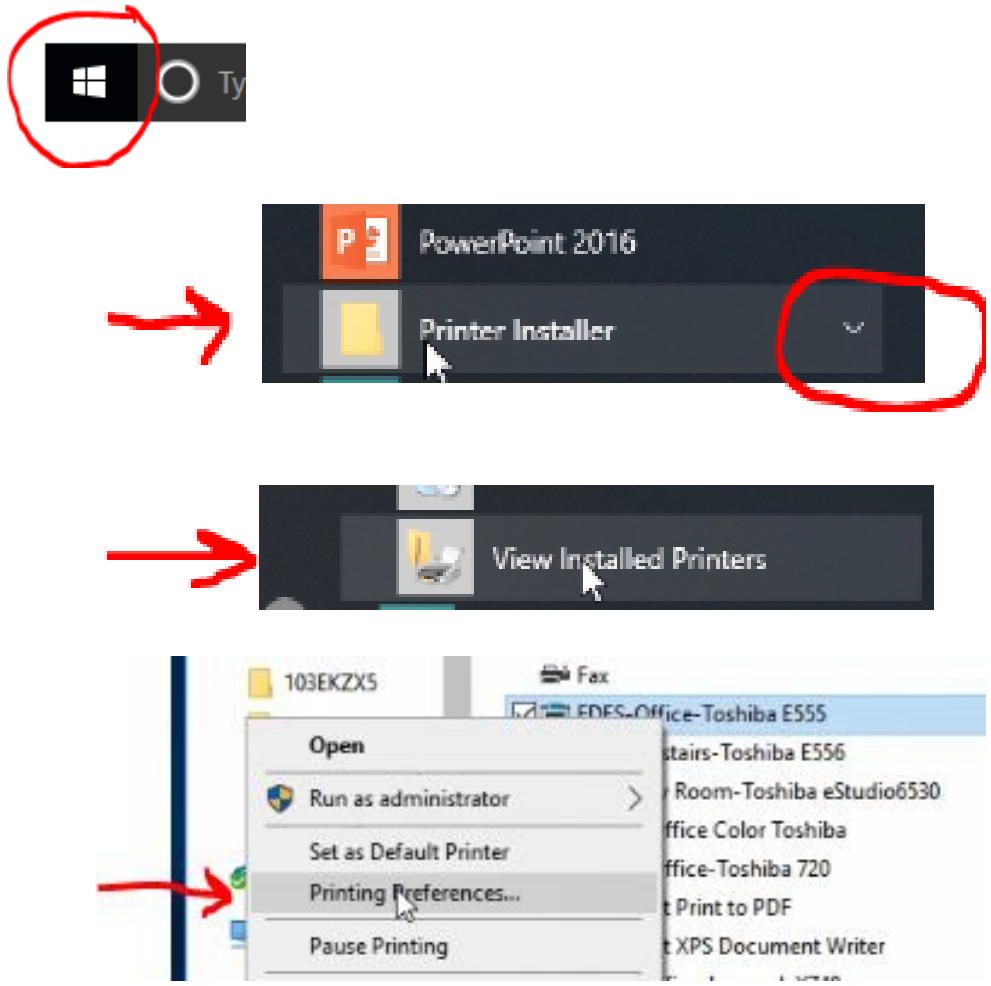
Printers-Part 2:
Setting Up Private Print Codes

PrinterLogic

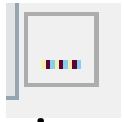

3:56 PM
11/16/2017

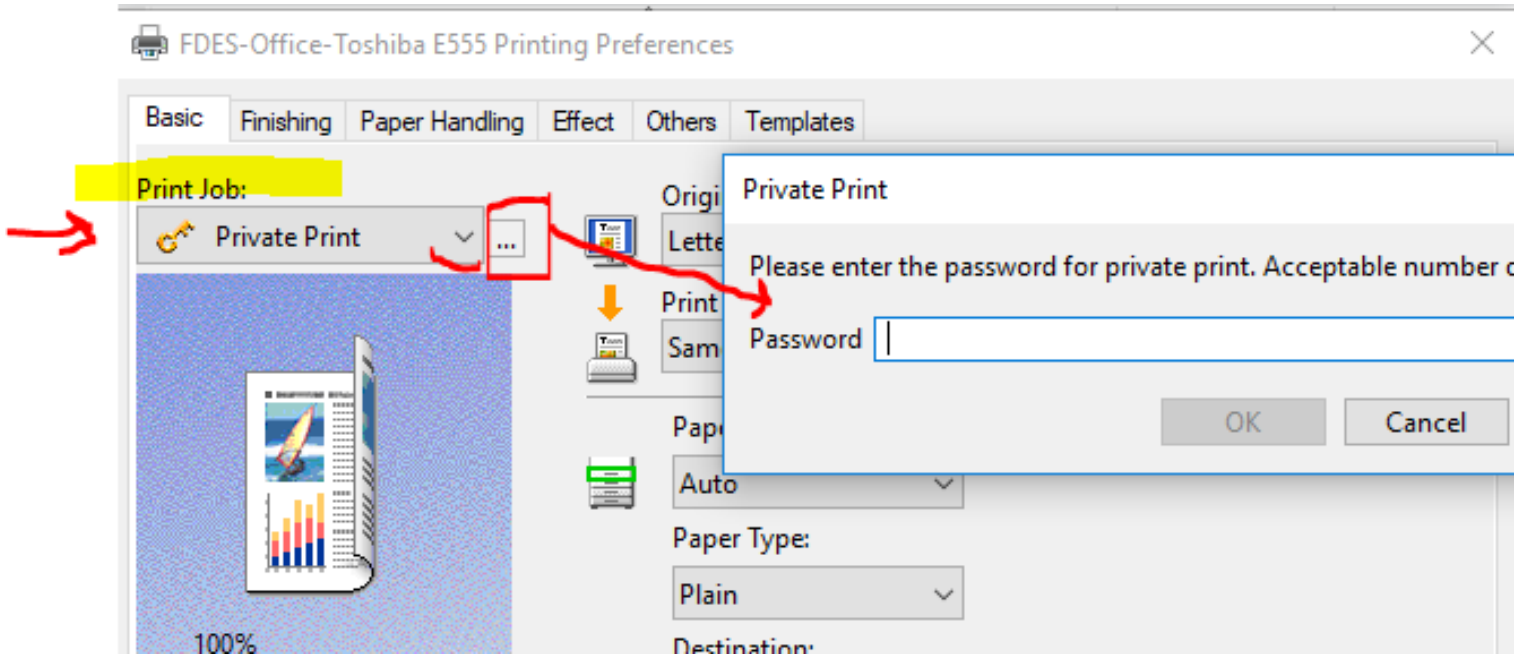
Setting Up Private Print Codes

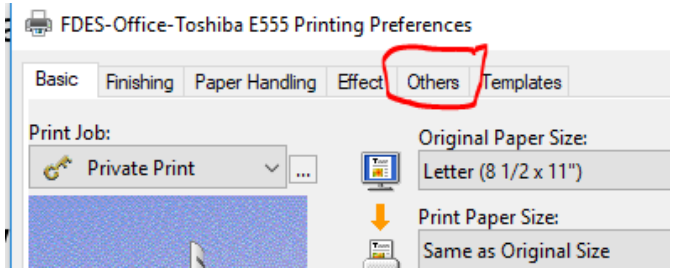
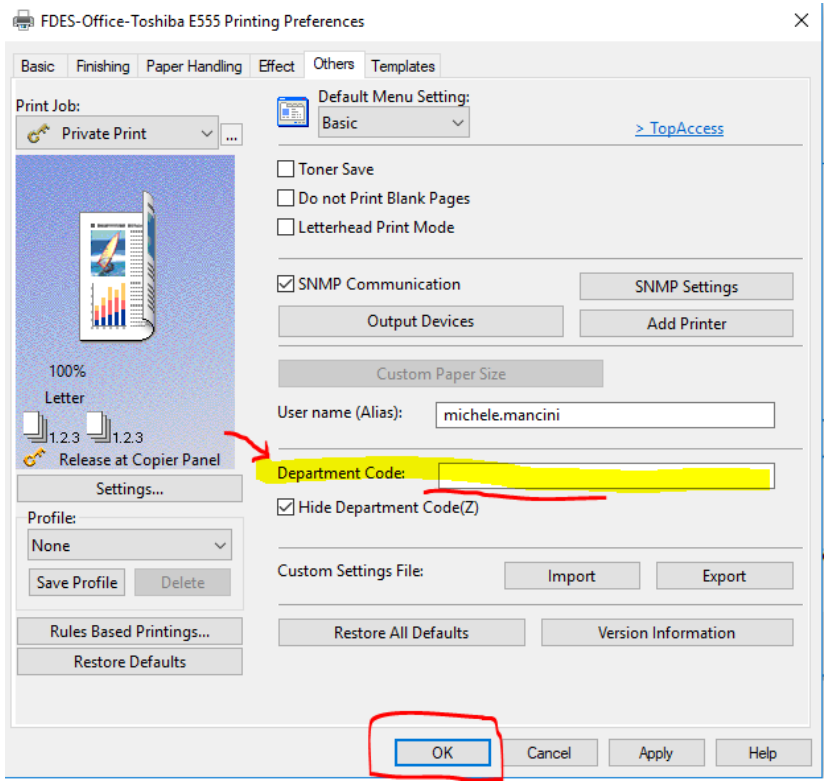
- **Click** on the **Window Key** (lower left corner)
- Scoll through the programs list until you get to “**P**”
- Find the “**Printer Installer Folder**” and **click on the down arrow next to it** to expand the list.
- Scroll down again and select “**View Installed Printers**”
- Find the printer to 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!