

Code Printing for PC/Mac

Printing with a Code

Introduction

Some printers require the use of a **User Number** in order to print. The instructions below will show you how to enable your printer for code printing and how to input your user number.

Code Printing for PC

1. Click on **Cortana** beside the **Start** button and search for **Printers**.



Figure 1

2. Click **Printers and Scanners**.
3. Find the printer you wish to manage and click on it.
4. Click **Manage**.

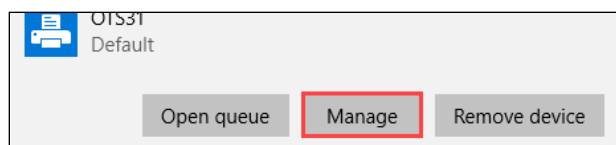
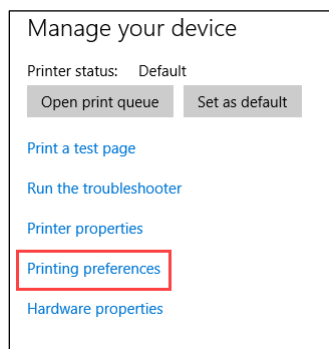


Figure 2

5. You will be taken to a **Manage your device** screen, select **Printing preferences**.



6. In the **Printing Preferences** window, click the **Job Handling** tab.

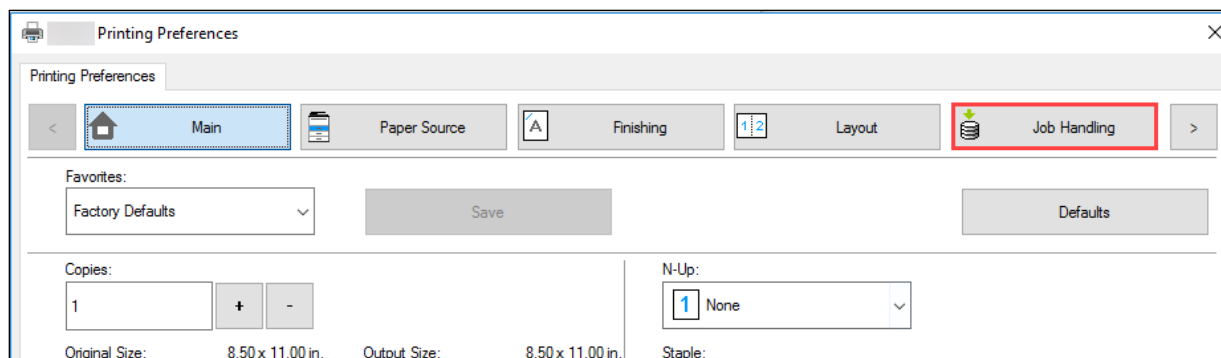
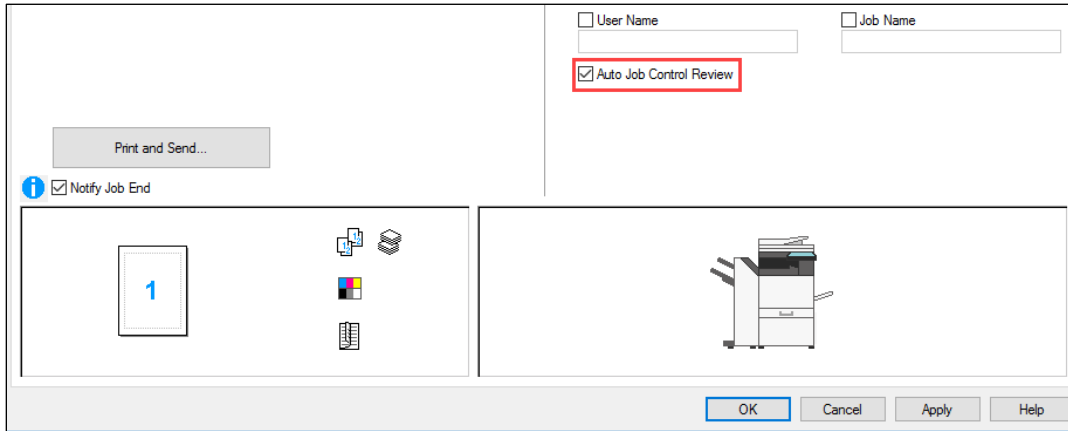


Figure 3

Code Printing for PC/Mac: Printing with a code

7. Click the **Auto Job Control Review** checkbox.



Figure

8. Depending on your department (Ex: Athletics), you may need to uncheck the box **Notify Job End**.
9. Click the **OK** button.

Printing using your User Number

1. After selecting the option to print your current document, the **Job Handling** window will appear.
2. Click the **User Number** box.
3. Click in the **text box** and enter your **User Number**.
4. Click the **OK** button.

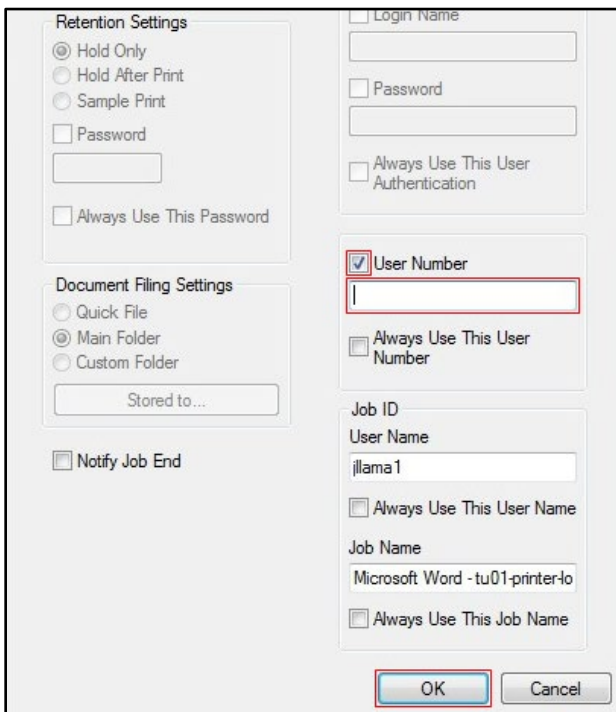


Figure 5

Code Printing for Mac

1. Open a document to print. In the example below we have opened a Word document.
2. Click on the drop-down arrow beside **Copies & Pages** to reveal a drop-down list of options.

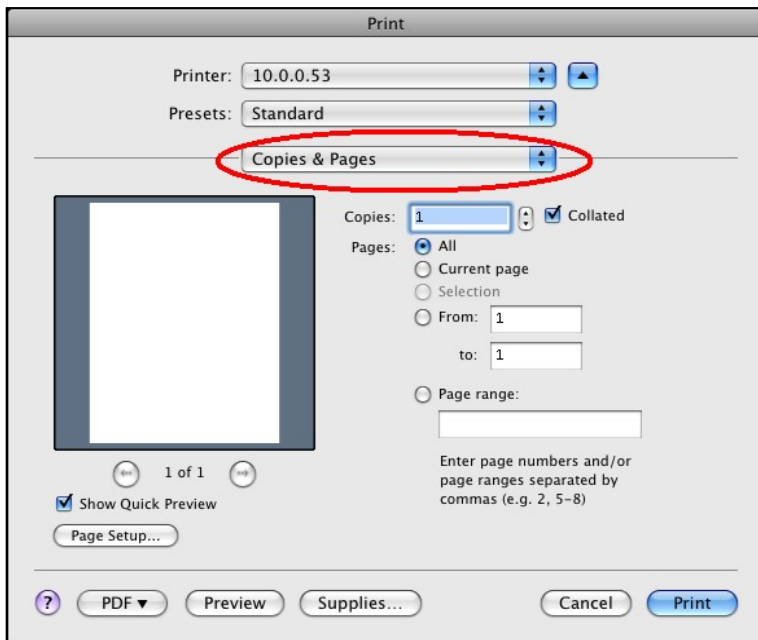


Figure 6

3. From the list, select **Job Handling**.

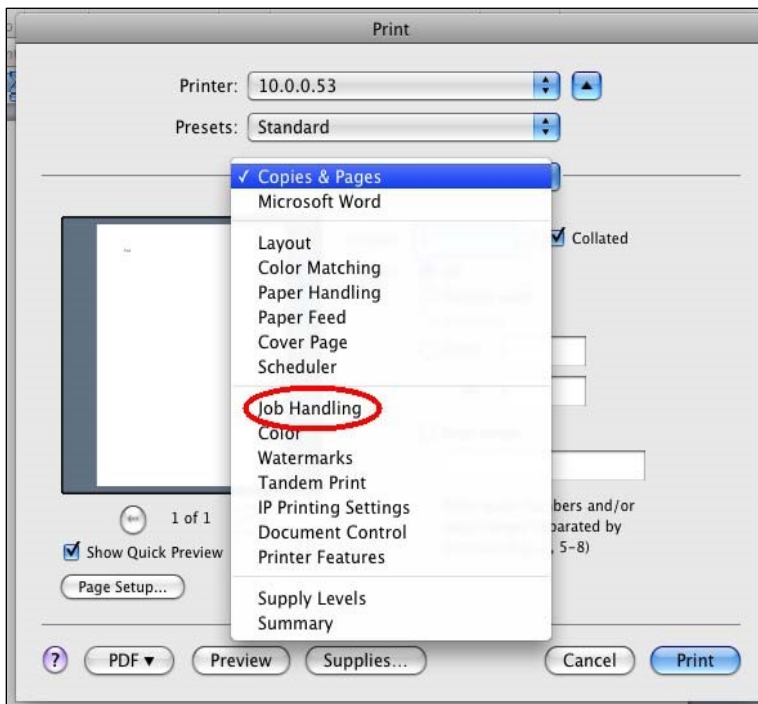


Figure 7

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4. Click on the **Authentication** tab.



Figure 8

5. Click on the radio button beside **User Number** and enter the user's number.



Figure 9

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6. Click the **lock** icon to save the user number.

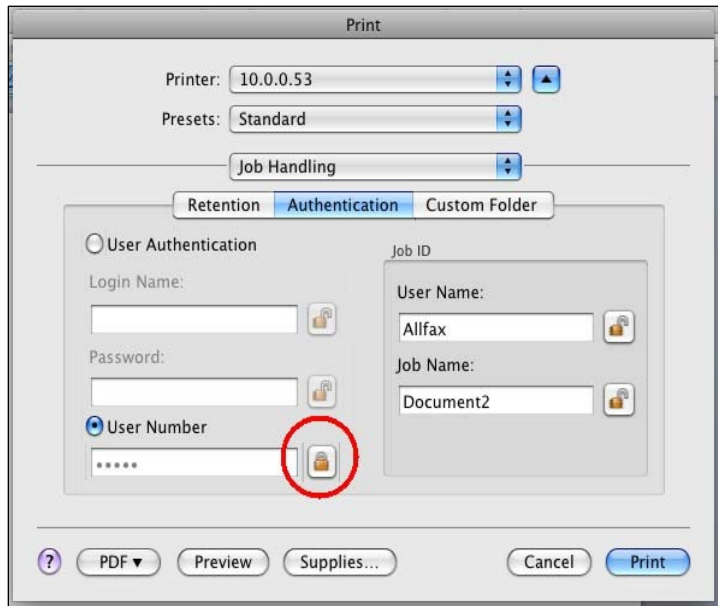


Figure 10

7. Once you are done, click **Print**.