**Code Printing for PC/Mac**

**Printing with a Code**

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**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.

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**Code Printing for PC**

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

   ![Figure 1](image)

   **Figure 1**

2. Click **Printers and Scanners**.

3. Find the printer you wish to manage and click on it.

4. Click **Manage**.

   ![Figure 2](image)

   **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](image)

   **Figure 3**
7. Click the **Auto Job Control Review** checkbox.

![Image](image_url)

**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.

![Image](image_url)

**Figure 5**
Code Printing for PC/Mac: Printing with a code

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](image)

3. From the list, select Job Handling.

![Figure 7](image)
4. Click on the **Authentication** tab.

![Figure 8](image)

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

![Figure 9](image)
6. Click the **lock** icon to save the user number.

![Figure 10](image)

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