How to Add a Department Copier Code on a Sharp Copier

1. Add the Sharp Copier by following the steps listed above

2. Navigate to the Control Panel and select Devices and Printers
   
   NOTE: If you are using Windows, select Printers and Faxes

3. Right click on the printer and select Printing Preferences

4. Click on the Job Handling Tab

5. Check the User Number box and enter the User Number
   
   NOTE: The user number is “0” plus the department accounting code (e.g. 01234)

6. Select OK. The copier is now set up correctly
How to Add a Department Copier Code on a Canon Copier

1. Navigate to the **Control Panel** and select **Devices and Printers**.

2. Find the copier you wish to print to, **right click** on it and select **Printer Properties**.
3. In the window that opens, select the **Device Settings** tab and ensure that the **Use Department ID Management (J)** box is checked.

4. Click **Settings**. A smaller window will appear.

1. Ensure that the **Allow PIN Setting** checkbox is checked and type in your department ID. Click **OK** and close out the window.