

# Copier Access Code Settings

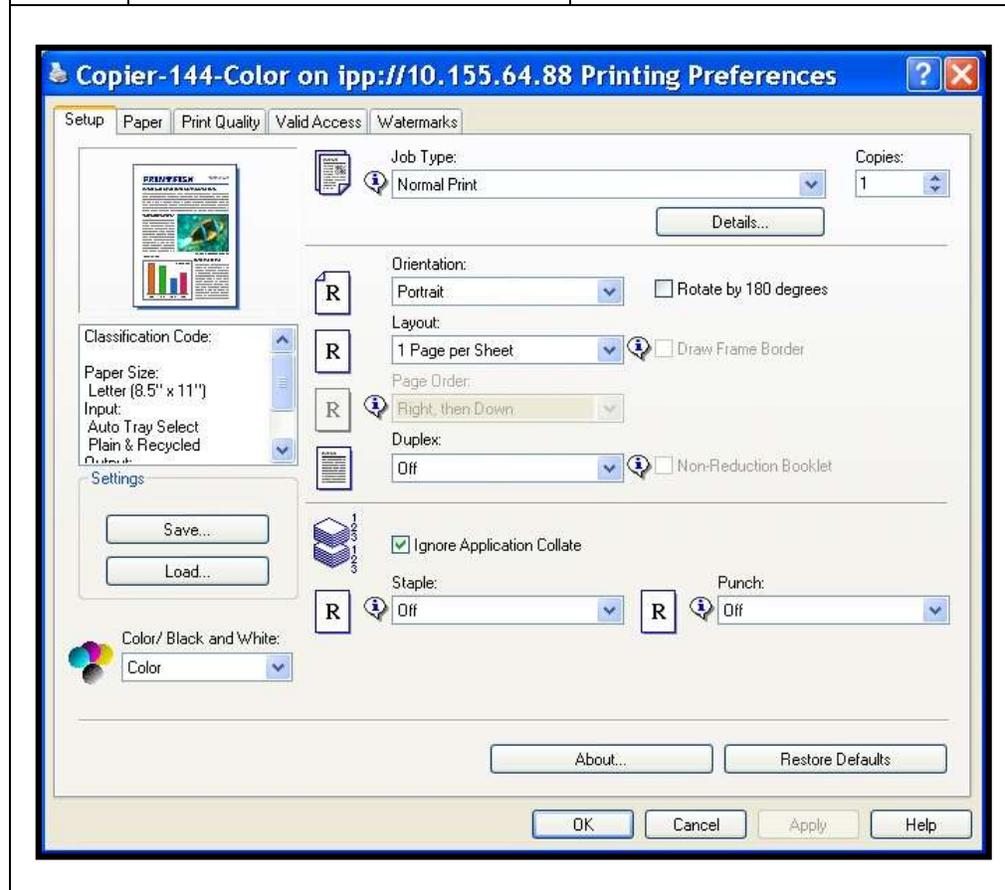
## Introduction

There is a requirement that the copier code be used when printing to a copier. The code is entered on the Valid Access tab under the Printing Preferences option.

## Entering the copier code

The following table explains the steps to enter the copier access code.

Step	Action	Result
1.	Click <b>Start</b> select <b>Printers and Faxes</b> .	
2.	Right mouse click on the <b>Copier</b> , select <b>Printing Preferences</b> .	Similar to the printers, the number after the word “Copier” refers to the room number where the copier is physically located.

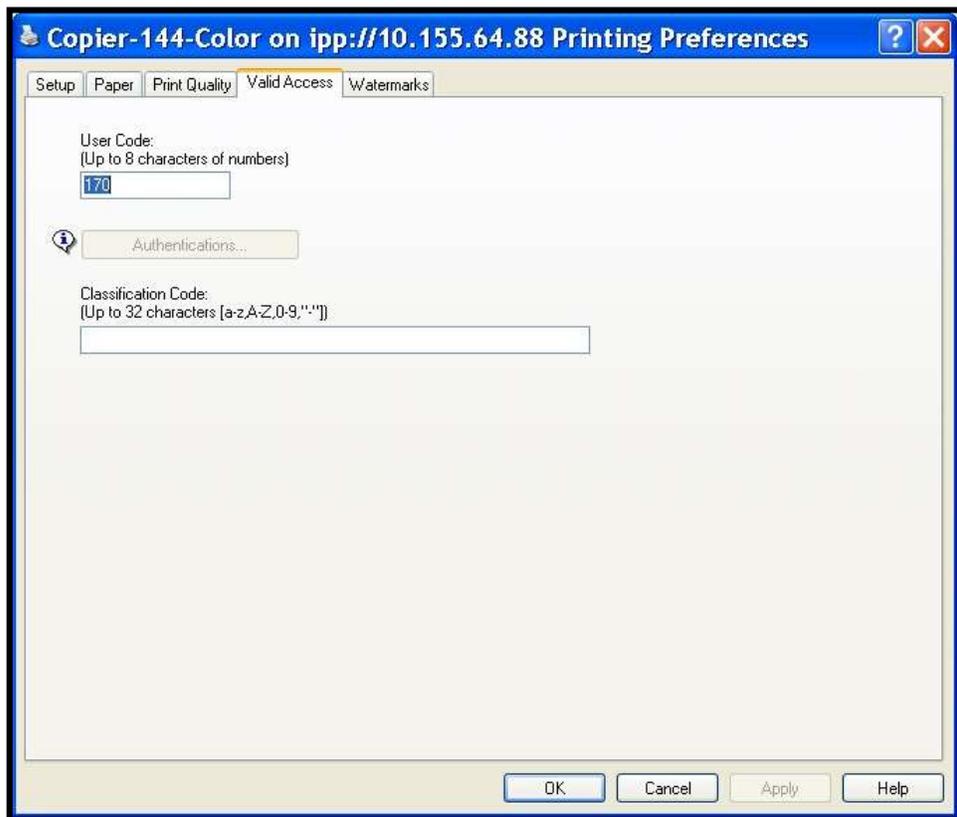


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## Copier Access Code Settings, Continued

### How to Entering the copier code (continued)

Step	Action	Result
3.	Click on the <b>Properties</b> button to start selecting the copier settings.	Copier properties dialog box will be displayed.
4.	Click on the <b>Valid Access tab</b> .	Access Code properties will be displayed.



5.	<p><b>Valid Access tab</b> – enter you valid assigned access code.</p> <p>The Access Code assignments are physically listed at each copier.</p>	<p>This is the area in which you will place the appropriate billing code for the copier job.</p>
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