

Turning on job accounting in Windows

1. Open the control panel. It depends on your version of Windows as to the easiest way to do this, but usually searching works best.
2. Once the control panel is open, choose “Devices and Printers” or “View devices and printers”.
3. Right click on the machine you need to turn on job accounting for, and choose Printer properties.
4. If you see “Change Properties” at the bottom left with a shield, click on that. If not, go to the next step.
5. Click on the Device Settings tab in the top right corner.
6. Click on the Administrator... button on the left near the bottom.
7. Click on the Job Accounting tab in the top right.
8. If you want the computer to remember your ID, click on the Job Accounting button and keep “Use specific account ID” selected and type in your ID. If you want it to ask every time you print which ID to use, select “Prompt for account ID”.
9. Click OK. Make sure to click OK on the second screen as well. If you click cancel or click on the X to close this window, it will NOT save.
10. Test printing and you should be all set.