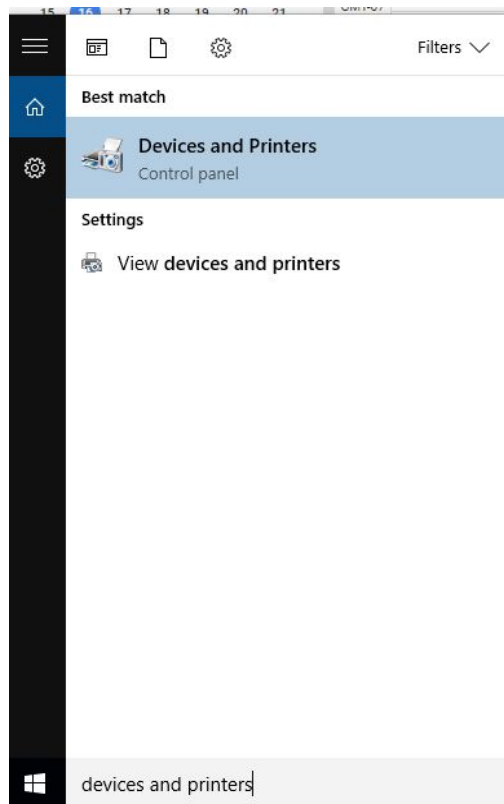
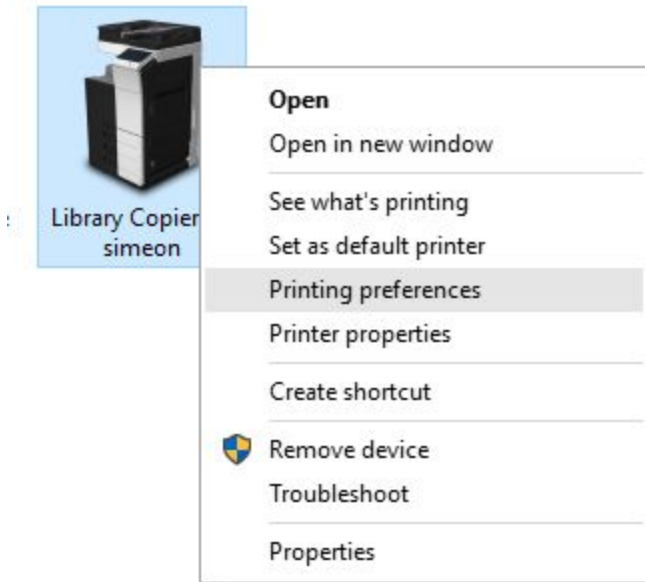


Adding A Copy Code:

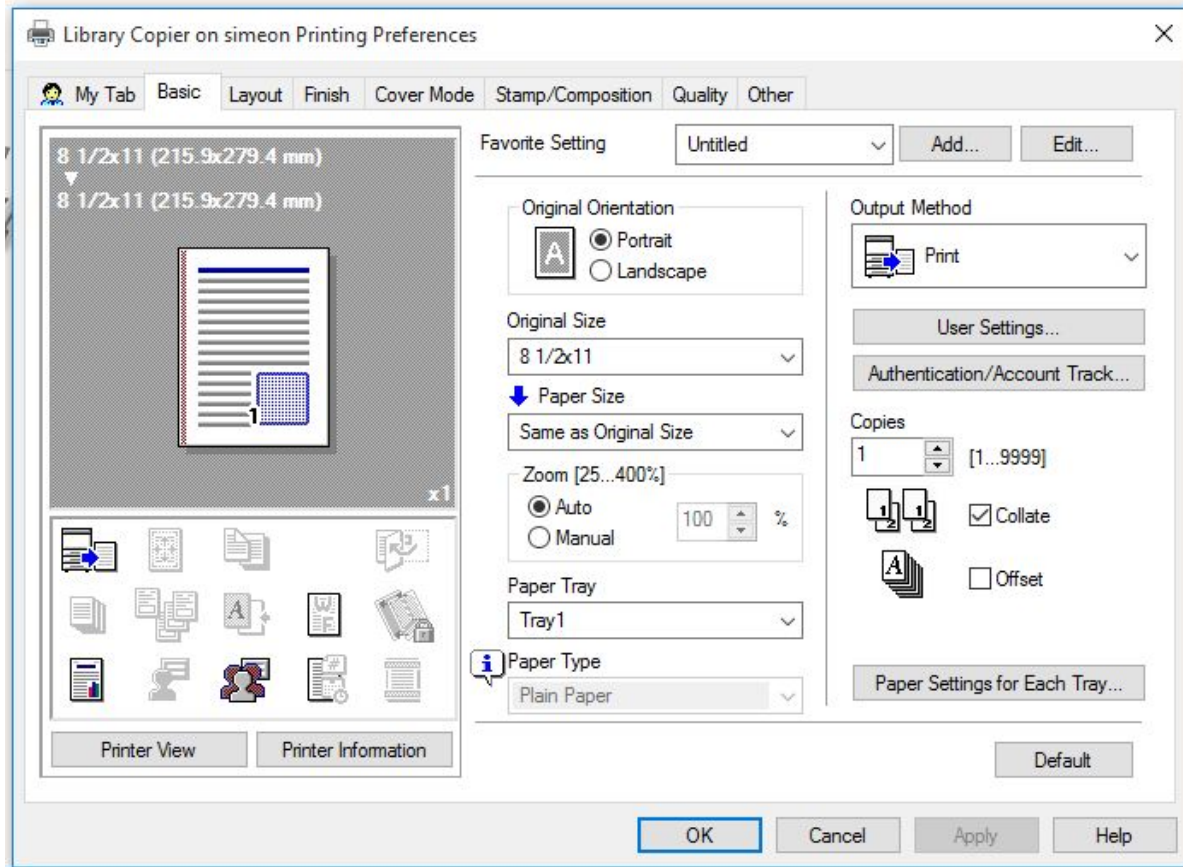
1. Sign into computer
2. Search “Devices and Printers”



3. Right Click on the Copier (Example uses Library Copier)



4. Select, "Printing Preferences"



5. Navigate to the "Basic" tab

6. Under "Authentication / Tracking..."

User Authentication/Account Track

Public User
 Recipient User

User Name
kvasquez

Password
[Empty]

Server Setting...

Account Track

Department Name
[Empty]

Password
[Empty]

Verify

Enable Single Sign-On functionality for printing functions

OK Cancel Help

7. Department Code can be left blank
8. Enter your departments Copy Code
9. Click "Verify"

DONE!

Thank you for taking the time to do this -- feel free to call Helpdesk at (916) 577 2345 with any questions.