Department codes and your printer driver

HOW TO ...

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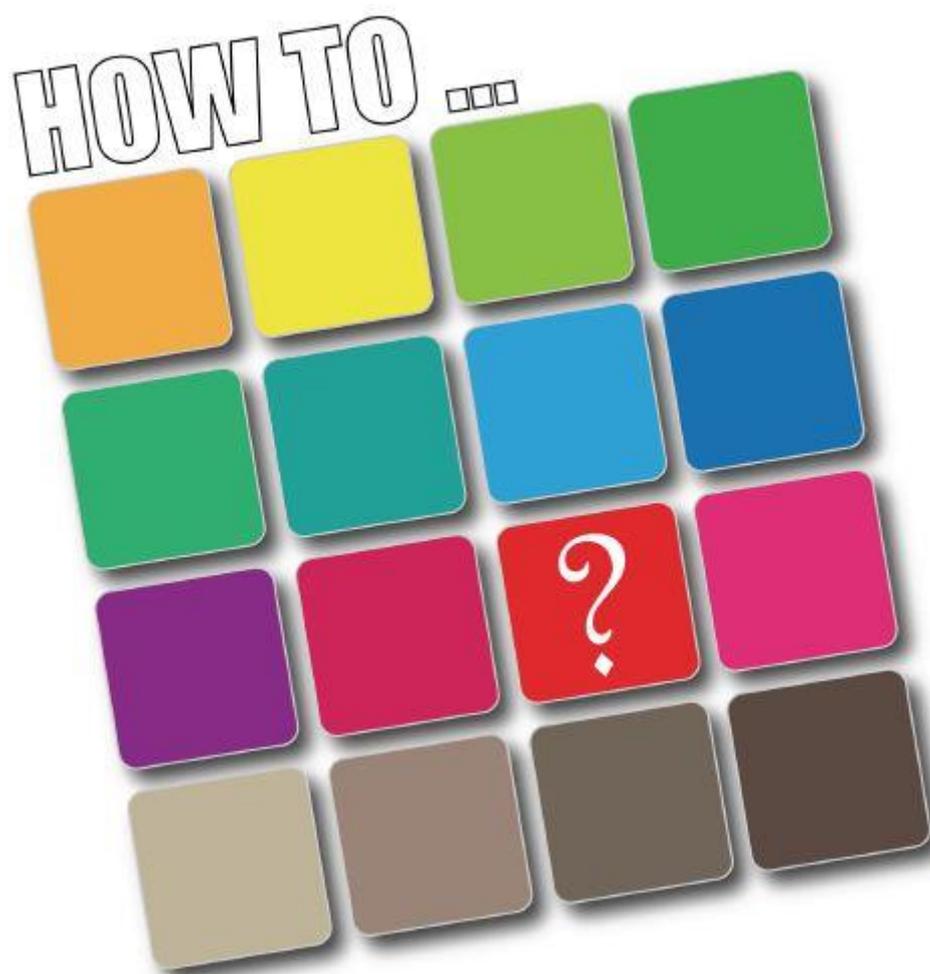
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This Guide

Is a step by step visual instruction on how to input your department code to your printer driver on your work station. It has been designed for Toshiba's **Universal Printer Driver** and in this guide Windows 7 has been used.

This will enable you to print freely without having to input a code to a pop-up box every time you print.

1. Navigate to **"Devices and Printers"** in your **Start Menu** and select it.
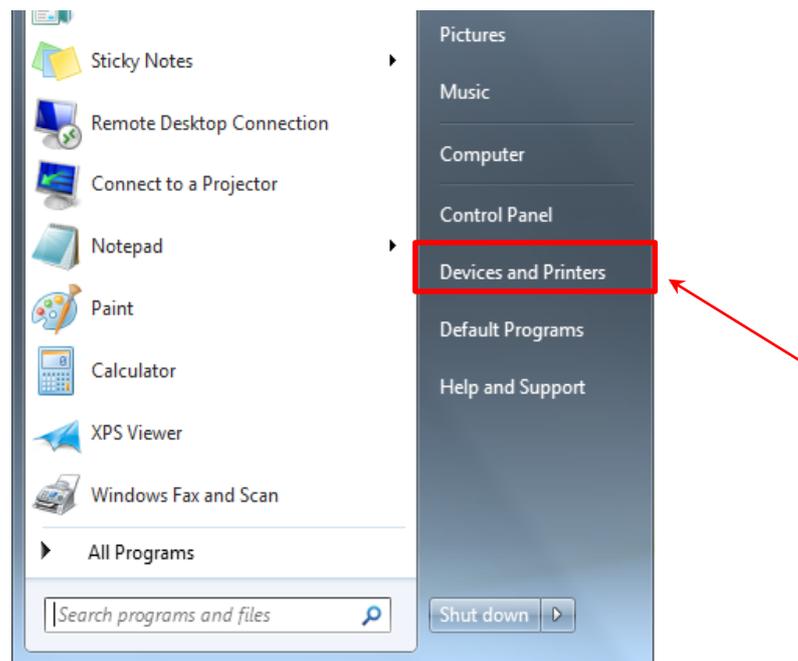
2. Select the corresponding printer you wish to input your department code to... And **RIGHT CLICK**, then selecting **PRINTING PREFERENCES**.
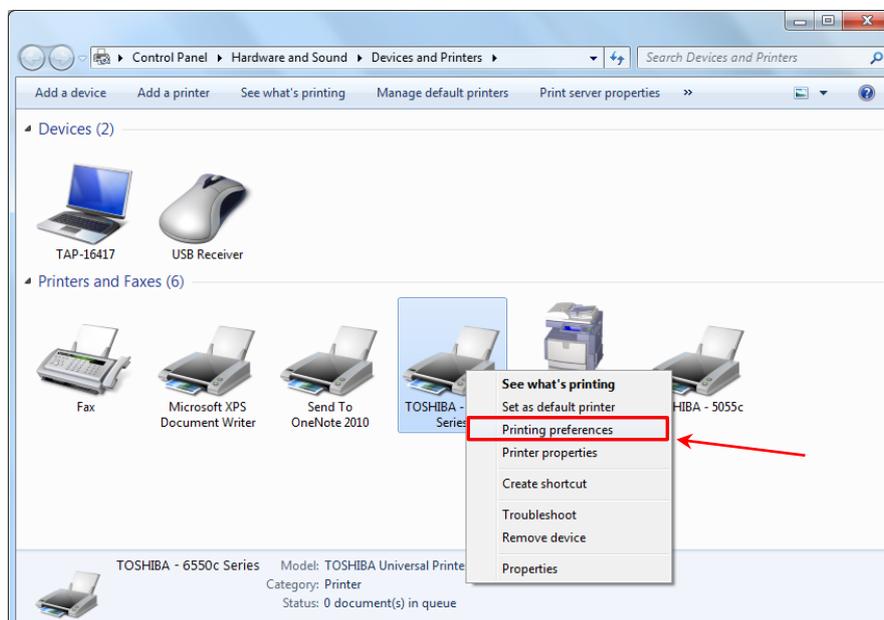
3. Once the printer driver preferences page is open, navigate to the **OTHERS** tab and select.
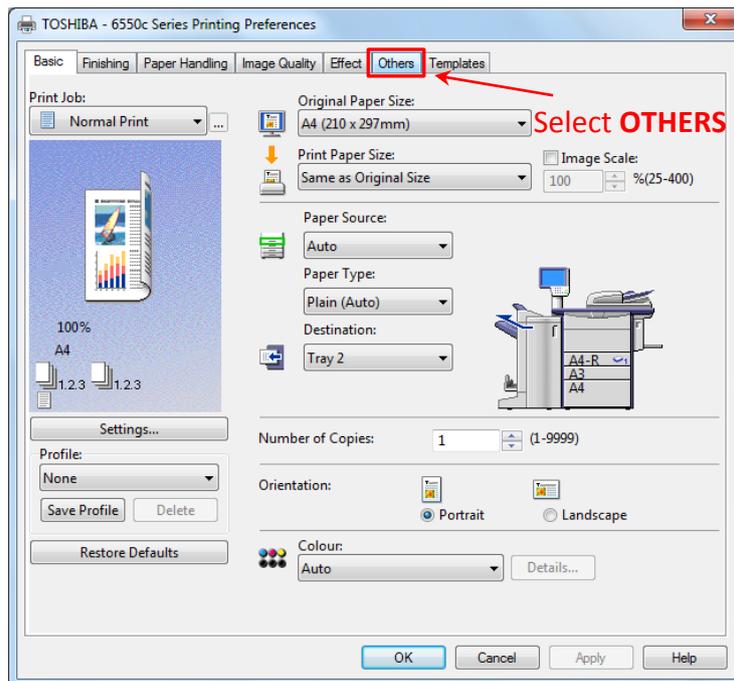
4. Input your assigned department code into the department code dialog box, highlighted below.

-Then Click **APPLY**
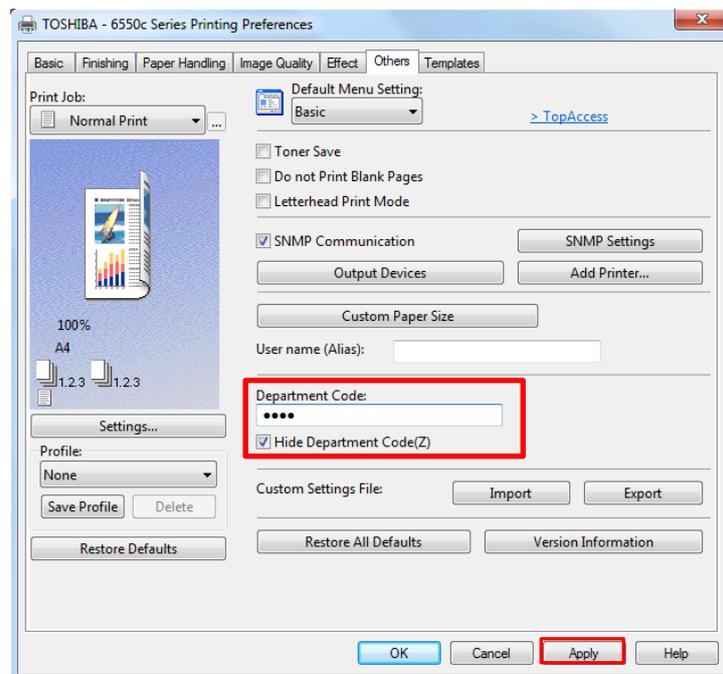
5. After clicking **APPLY**, click the **OK** button to close printing preferences. Your department code will now be reflected whenever printing is required.