

**TOSHIBA**

# How to Guide...

**Project Code**



Version 1 - July 2016

**TOGETHER  
INFORMATION**

# Project Code

## Highlight Feature

- You can allocate a cost per client or project.
- Intuitive usage, which eliminates laborious administrative tasks.

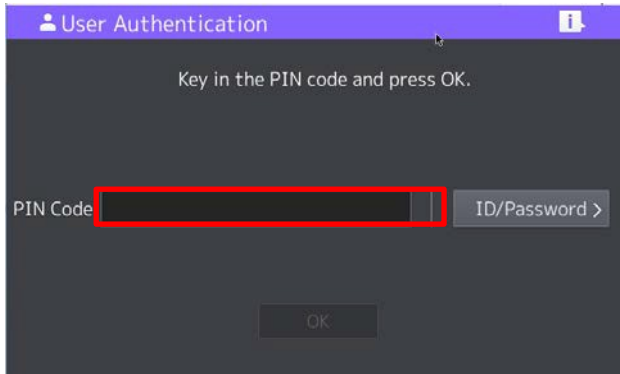
By using the Project Code feature you can easily allocate the costs of your print, scan, copy or fax to up to 100 different projects or clients per MFP.

## Pre-requisite

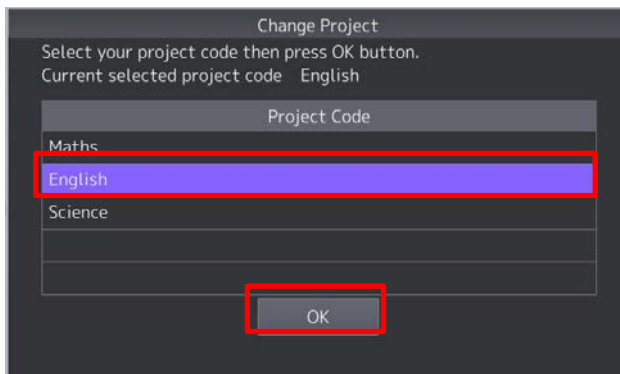
- eS2000AC, eS5005AC series, eS4508A series Machines.
- Machine must have Authentication enabled and Project Code configured.
- v3 Universal Print Driver.

# Project Code – Log in

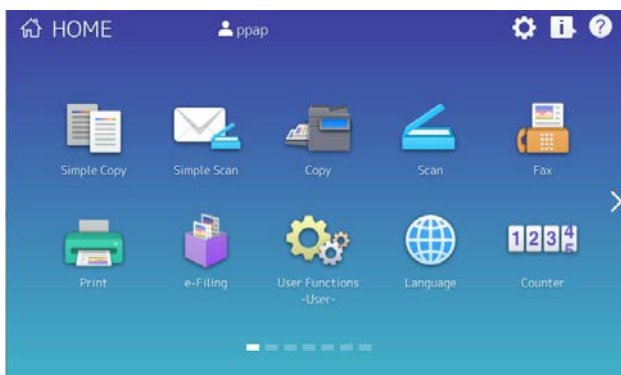
Authentication and Project Codes need to be configured via TopAccess.



1. Authenticate.



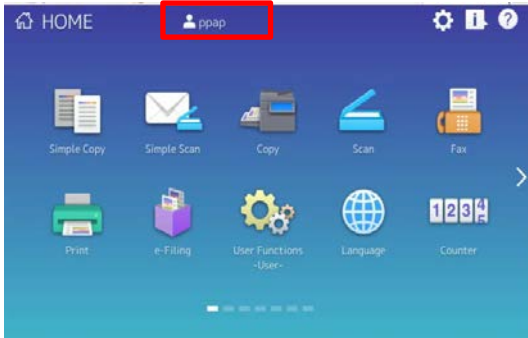
2. Select the “Project Code”. All jobs will be counted on this project. Select “OK”.



3. Now any print, copy, scan or fax will be counted on the previous selected Project Code.

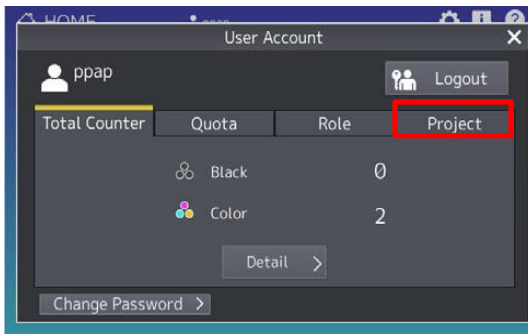
# Project Code – Changing Projects Codes

Changing to another Project Code when you have already authenticated

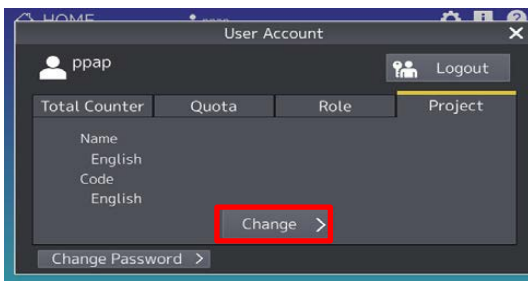


1. Select User Account

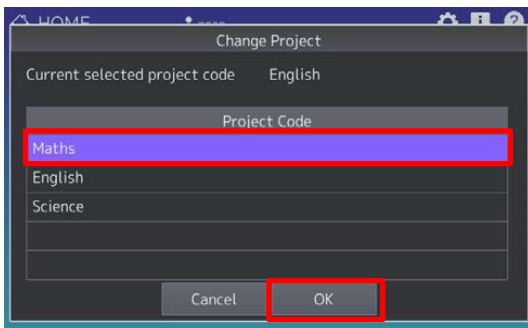
“ ppap ”.



2. Select “Project Tab”.

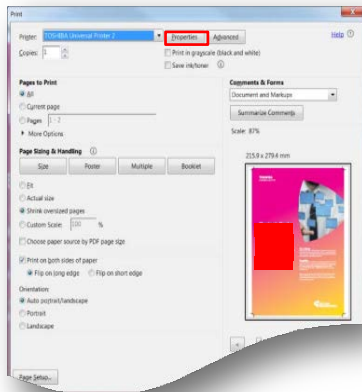


3. Select “Change”.



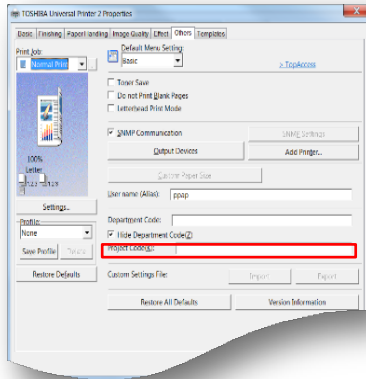
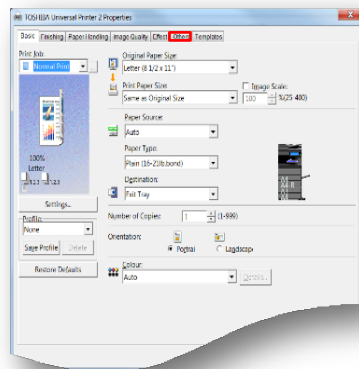
4. Select the new “Project Code” and then select “OK”. This will take you back to the default screen.

# Project Code – From the PCL printer driver



1. File Print, select “Properties”.

2. Select the “Others Tab”.



3. Go down the page to “Project Code(K)”.

4. “Type” in your Project Code and select “ok” and Print.

