Configuring Department IDs – Windows 7/8

Use the following instructions ONLY if your printer requires Department IDs (copy/print codes):

1. Click The START button (round button with Windows flag logo) and select “Devices and Printers:"

2. Find the icon representing the printer you just installed and Right-Click on it. Select “Printer Properties” from the context menu that appears next to the mouse cursor.
3. Check to make sure that you do not see this ‘change properties’ windows under the default ‘general’ tab, if not then proceed to 3a. If so, you’ll need to click this button and perhaps even enter an admin password in order to gain access to the following settings.

3a. In the Properties window select the “Device Settings” tab. Check ‘Use Department ID Management and then click the following “Settings” button.

4. Enter your assigned Department Code in BOTH the Department ID and the Password fields, and match the check boxes to the following screenshot. Contact your supervisor, department head, or division chair for your group’s code if you don’t know it. OK your way out of all settings, you should now be ready to print!