How to turn on Kyocera Job Accounting

1. Click on the Start button and select Devices and Printers from the menu on the right.

2. Find the Kyocera copier that is installed on your computer. It should follow the naming scheme of: Building name, Room number or location, and model of the device. Right click on the device
and select **Printer Properties** from the menu.
3. Select the **Device Settings** tab at the top right of the properties dialogue box.
4. Click on the **Administrator** button on the device settings menu.
5. Select the **Job Accounting** tab from the Administrator dialogue box.

6. Check the box next to **Job Accounting** to turn the feature on for the device. Then select the radio button next to **Prompt for account ID**. Click on the **OK** button to close the
7. Click the **OK** button again to close the Printer Properties dialogue box.

8. Now when you print to the copier you should see a box that prompts you for your account code. The code you need to enter is your employee ID.

When you enter you code the copier will verify your account and print the document that was sent. If you have any issues with these instructions please submit a SchoolDude ticket so someone from the Tech Department can help. Thank you.