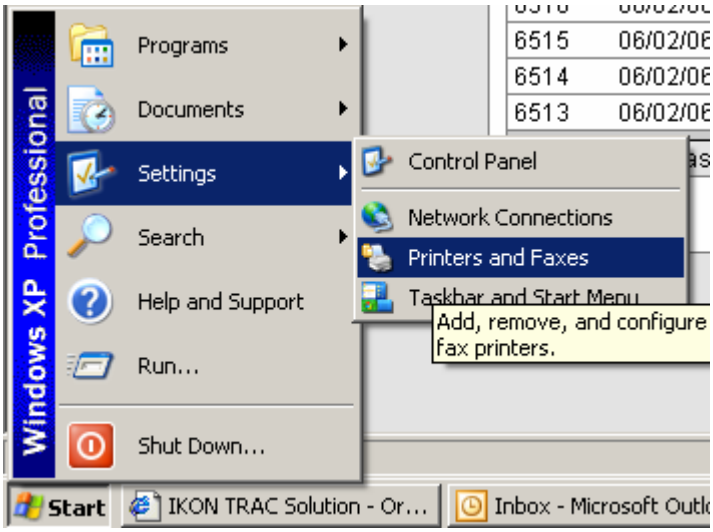
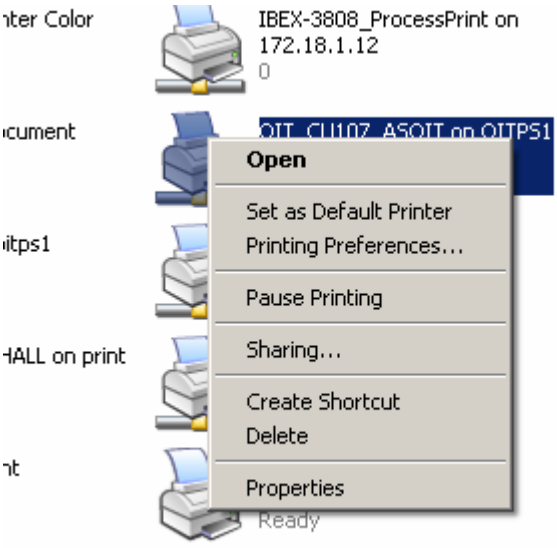
Enabling Canon ID Code Printing on a Windows XP workstation

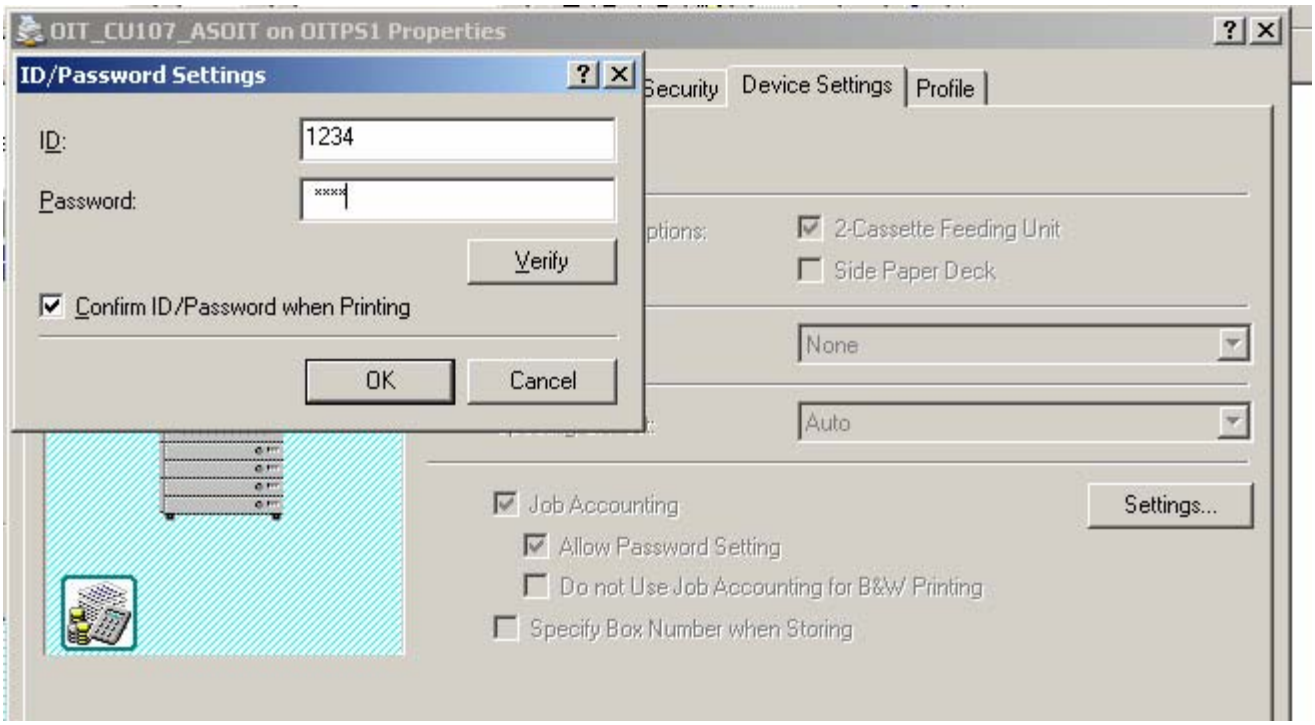
1. Navigate to Start/Settings/Printers or Start/Printers and Faxes to access the Printer and Faxes dialog box.



2. Right click on the printer driver for the Multi-Function Copier and select Properties.



3. Select the Settings button on the right hand side of the dialog box and insert copy ID code and Password.



4. If needed select confirm ID/Passord when Printing. This will prompt the user everytime that they print to verify the ID code and password and will
also allow for changing of ID code and password for billing to another department.

5. Select Apply and OK to exit print driver settings.