

WLC Copier Code Setup

1

Open the System Preferences and select the “Printers & Scanners” item.

2

Select the printer in printer list.

3

Click the “Options & Supplies” button.

4

Click the “Open Printer Utility” button.

5

Make sure “Department ID Management” is selected.

6

Enter your copier ID in the “Department ID” field.

7

Check to confirm the ID each time a printer job is submitted.

8

Save the settings.

