Instructions to set the Copier User Code

Click Start and Select Devices and Printers

NOTE: Use left mouse click unless otherwise stated.



Right Click on the Copier to display the Copiers context menu.

💬 💬 📾 🕨 Control Panel 🔸 Hardware and Sound 🔸 Devices and Printers 🕨 🔹 👍	Search Devices and Printers	Q
Add a device Add a printer		0
Devices (5)		
CEC 50480 DELL P2311H DELL P23		
Printers and Faxes (7)		
Right Click Pam Office B&W Dem Office Clor Copier Dell 2330dn Laser Printer PS3 Fax Fax Decument Writer Decument Wr		
12 items		

Click on Printer Properties.



Click on the Advanced tab.

General Sharing	olor Copier Properties	Color Mana	Click	Advanced Options	X
-	Dean Office Color Co	opier			
Location: Comment:					
Model: Features Color: Yes	Gestetner MP C4503	PCL 6 Paper available:			
Double-side Staple: Yes Speed: 60 p Maximum r	ed: Yes pm esolution: 1200 dpi	Letter (8.5" x 11" 11" x 17" Letter (8.5" x 11" Letter (8.5" x 11"))	*	
	Pre	ferences	Print Test Page		
			ОК	Cancel	Apply Help

In the Advanced tab click on Printing Defaults...

	Sharing	Ports	Advanced	Color Management	Security	Accessories	Advanced Options	
Alway	ays availa	ble		. Ineed	2			
Avai	ilable fror	n	12:00 AM	To	12:00	AM		
Priority	: 1		*					
Driver:	G	estetne	r MP C4503	PCL 6	•]	New Driver		
Sport	ol print de	ocume	nts so progr	am finishes printing	g faster			
0	Start print	ting im	er last page mediatelv	is spooled				
O Prin	t directly	to the i	orinter					
-	6							
Hold	d mismat	ched d	ocuments					
E Hold	d mismat t spooled o printed	ched d docun docum	ocuments nents first ients		lick			
Hold	d mismat t spooled p printed ble advan	ched d docun docum ced pri	ocuments nents first nents nting featur	<u>د</u>	lick			
Hold	d mismat t spooled p printed ble advan nting Defa	ched d docun docum ced pri aults	ocuments nents first nents nting featur Prir	es C	lick Separa	ator Page		

[OPTIONAL] To set the copier to print in Black and White, in the Printing Default Window One Click Presets tab, click on Color and Select Black and White.

One Click Presets Detailed Setting	gs Configuration/About	
Current Setting	One Click Preset List:	Anage Preset List
	Basic Setting	1→2 2 on 1 1 sided
Basic Setting	2 on 1 (2 sided) Black a	and White (2 sided)
Document Size:	Job Type:	
Letter 10.3 A 117	Normal Print	▼ ► Details
Print On:	- That man er mit	
Print On: Same as Original Size	Document Size:	Input Tray:
Print On: Same as Original Size	Document Size:	Input Tray:
Print On: Same as Original Size	Document Size: Letter (8.5" × 11") Orientation:	Input Tray: Input Tray: Input Tray: Paper Type:
Settings Summary	Document Size: Letter (8.5" x 11") Orientation:	Input Tray: Auto Tray Select Paper Type: Plain & Recycled
Settings Summary	Document Size: Letter (8.5" x 11") Orientation:	Input Tray: Auto Tray Select Paper Type: Plain & Recycled Copies: (1 to 999)
Settings Summary	Ocument Size: Letter (8.5" x 11") Orientation: Portrait Color/Black and White:	Input Tray: Auto Tray Select Paper Type: Plain & Recycled Copies:(1 to 999) 1

Current Setting	One Click Preset List:	Amage Preset List
	Basic Setting	1→2 2 on 1 1 sided
	_1→2,	
Basic Setting	2 on 1 (2 sided) Black an	nd White (2 sided)
Basic Setting Document Size: Letter (8.5" × 11") Print On:	2 on 1 (2 sided) Black an Job Type:	nd White (2 sided)
Basic Setting Document Size: Letter (8.5" x 11") Print On: Same as Original Size	2 on 1 (2 sided) Black ar Job Type: Normal Print Document Size: Letter (8.5" x 11")	Input Tray:
Basic Setting Document Size: Letter (8.5' x 11") Print On: Same as Original Size	2 on 1 (2 sided) Black ar Job Type: Normal Print Document Size: Letter (8.5" x 11") Orientation: Portrait	Details Input Tray: Auto Tray Select Paper Type: Plain & Recycled

In the Printing Defaults Window Click on the Detailed Settings tab

Under User Code enter up to an 8 digit code, Select Apply, and Select OK.

One Click Presets Detailed Setting Current Setting	S Configuration/About	NOTE: Must be in Job Setup	
	Job Setup Basic Job Setup Job Setup Job Type: Normal Print Classification Code:	Paper Edit Finishing Restore Defaults Details	
Basic Setting Document Size: Letter (8.5" x 11") Print On: Same as Original Size	(Up to 32 alphanumeric char User Code: (Up to 8 digits) () Authenticati	on	
Settings Summary Register Current S	lick [Third]	Click [Sec	or