Set Up a Printer Code on a BizHub Copier (Windows 10)

Overview:

Before you can use a departmental BizHub printer, you must enter your department's copier code (Account Track).

Steps for entering your department's printer code using Windows 10:

1. On the bottom left corner of the screen, select the magnifying glass next to the Windows icon. Type **Printers** and then select **Devices and Printers** from the menu.

2. Select the BizHub you wish to use in your list and then select **Manage**.
3. Select **Printing preferences**.

4. Select the **Basic** tab and then select **Authentication/Account Track**.

5. On the right side of the window, under **Account Track**, type the copier code in both the **Department Name** and **Password** fields and then select **OK**.

   ![Authentication/Account Track](image)

   **Note:** If you do not know your department's copier code, ask your supervisor.

6. You will be brought back to the Printing Preferences window. Select **Apply** then select **OK** at the bottom of the window. You should be able to print to the BizHub printer.