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 7:

1. Click on the Start Menu and then select Devices and Printers.
2. Locate the BizHub you wish to use in your printer list and right-click on it.
3. Click Printing Preferences. The "Printing Preferences" window for the printer should appear.
4. Click on the **Authentication/Account Track** button. The "User Authentication/Account Track" window should appear.

5. Under **Account Track**, type the copier code in both the **Department Name** and **Password** fields. If you do not know your department's copier code, ask your supervisor.

6. Click **OK**. This will close the "User Authentication/Account Track" window and take you back to the "Printing Preferences" window.

7. From the "Printing Preferences" window, click **Apply**. You should then be able to print to the Bizhub printer that you selected.