Set up Print Driver to Password Print W/Account Track

These instructions will demonstrate how to set up your print driver to print to a Bizhub 200/250/350 when **Account Tracking** is enabled.

*** *Note* *** **If this is not set up, your computer will appear to send a print job, but nothing will come out of the machine**

The Konica Minolta Universal Print Driver may not be capable of Account Tracking

Windows XP/Windows 7 (32-Bit)

1. *Windows XP*
   a. Click **Start -> Control Panel**
   b. Click **Printers and Other Hardware**
   c. Click **Printers and Faxes**
   d. Click **Printers and Other Hardware**
2. *Windows 7*
   a. Click **Start->Control Panel**
   b. Click **View devices and printers**
3. Click **Printers and Faxes**
4. Right-click the printer that requires the password and click **Printing Preferences...**
5. Click the **Setup** tab
6. Click **User Authentication/Account Track...**
7. Check the **Account Track** checkbox and enter the desired **Username** and **Password**
8. Click **OK**
9. Click **OK** on the Printing Preferences window
10. The settings have been saved

Windows 7 (64-Bit)

To use Account Tracking on a 64-bit system, The Windows XP 64-bit PostScript (PS) driver must be installed

1. Click **Start->Control Panel**
2. Click **View Devices and Printers**
3. Click **Printers and Other Hardware**
4. Right-click the PostScript print driver and select **Printing Preferences**
5. Click the **Setup** tab and click **User Authentication/Account Track...** button
6. Make sure that the **Account Track** checkbox is checked and enter the **Username** and **Password**
7. Click **OK**
8. Click **Apply**
9. Click **OK**
10. The settings have been saved