Set up Print Driver to Password Print w/Authentication

These instructions will demonstrate how to set up your print driver to print to a Bizhub 200/250/350 when **User Authentication** is enabled AND _**Allow Print without Authentication** is **OFF**._

*** NOTE *** If this is not set up, and the copier requires a username/password to print, your computer will appear to send a print job, but nothing will come out of the machine.

Windows XP/Windows 7 Standard Print Driver – PCL/PS

1. **Windows XP**
   a. Click **Start->Control Panel**
   b. Click **Printers and Other Hardware**
   c. Click **Printers and Faxes**
2. **Windows 7**
   a. Click **Start->Control Panel**
   b. Click **View Devices and Printers**
3. Right-click the printer that requires the password and click **Printing Preferences...**
4. Click the **Setup** tab for a _PCL_ driver OR click the **Basic** tab for a _PS_ driver
5. Click **Authentication/Account Track...**
6. Check the **User Authentication** checkbox and enter the username/password
7. Click **OK**
8. Click **OK** on the _Printing Preferences_ window

Windows XP/Windows 7 Universal Print Driver

1. **Windows XP**
   a. Click **Start->Control Panel**
   b. Click **Printers and Other Hardware**
   c. Click **Printers and Faxes**
2. **Windows 7**
   a. Click **Start->Control Panel**
   b. Click **View Devices and Printers**
3. Right-click the _Universal Print Driver_ and click **Printing Preferences...**
4. In the window that opens, select the printer and click **OK**
5. In the warning popup (informing you that you are connecting to the following device), click **OK**
6. Click the **Setup** tab for a _PCL_ driver OR click the **Basic** tab for a _PS_ driver
7. Click **Authentication/Account Track...**
8. Check the **User Authentication** checkbox and enter the username/password
9. Click **OK**
10. Click **OK** on the _Printing Preferences_ window