

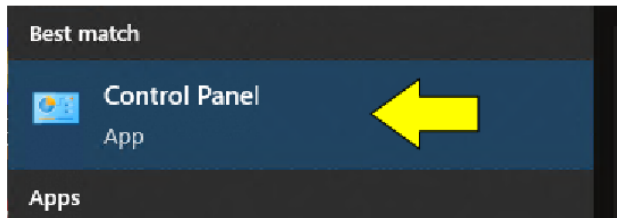
When account track is enabled, the password will either need to be entered each time, or more commonly, saved into the driver.

To save the account track password in the printer driver:

1. Click start and type **control panel**



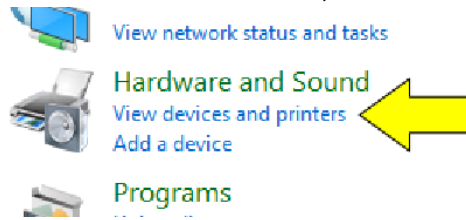
2. In the list, click **Control Panel**



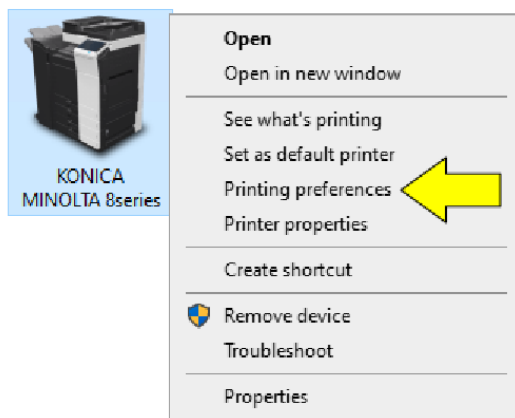
3. Beside **View By** select **Category**



4. Under **Hardware and Sound**, click **View Devices and Printers**

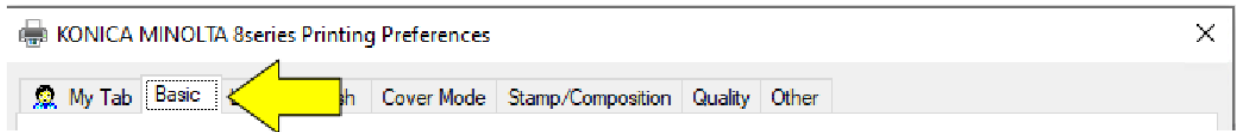


5. **Right-Click** the printer and select **Printing Preferences**





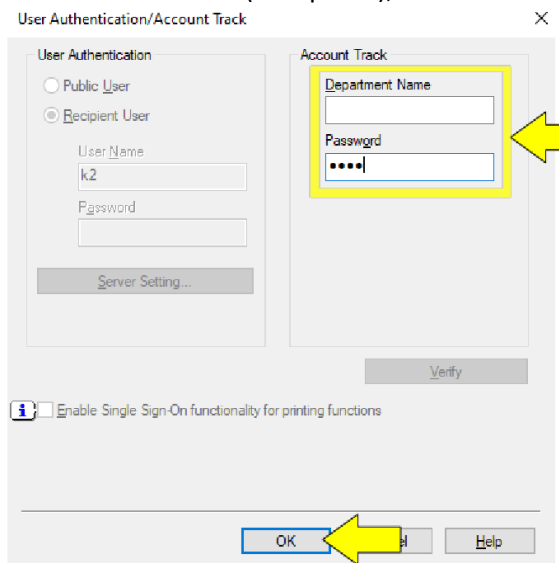
6. If not already selected, click the **Basic** tab



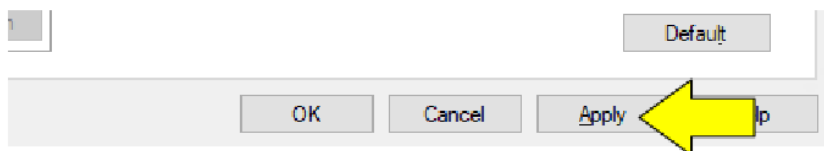
7. Click **Authentication/Account Track**



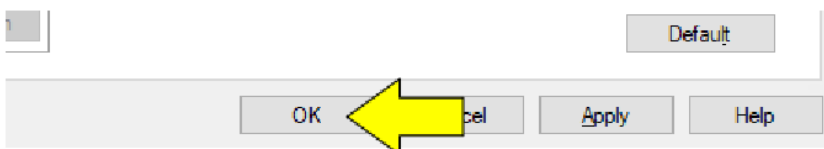
8. Enter the **Username** (if required), the **Password** and then click **OK**



9. Click **Apply**



10. Click **OK**



11. The password is now saved and will be used for printing

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