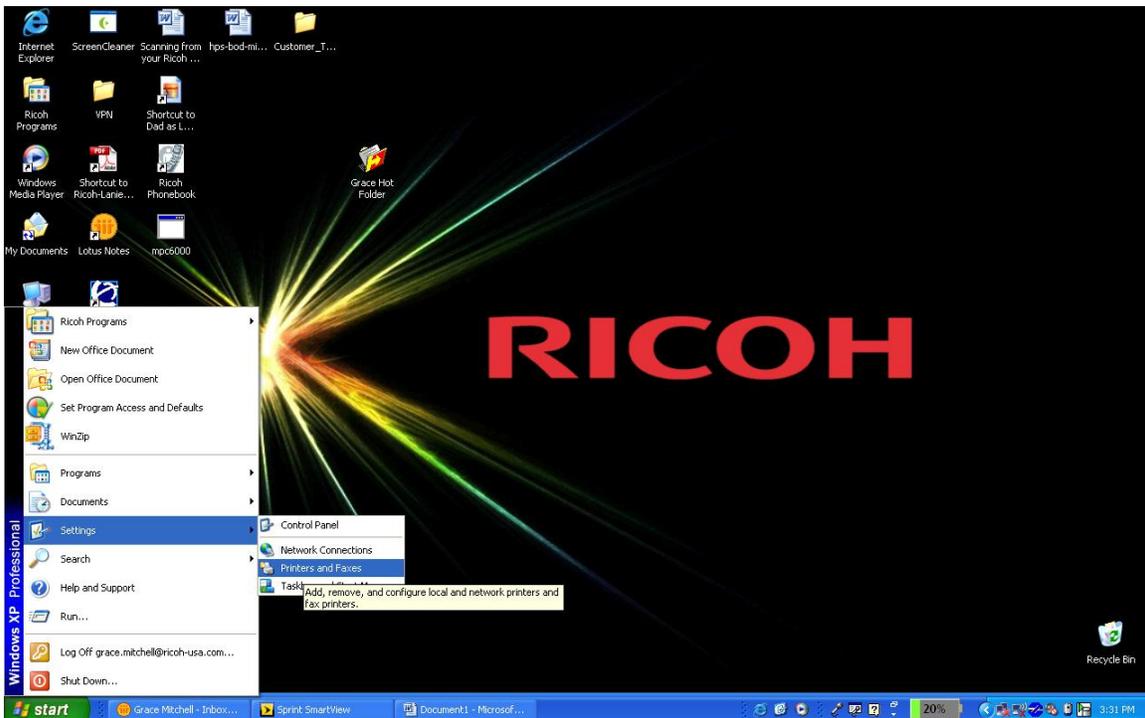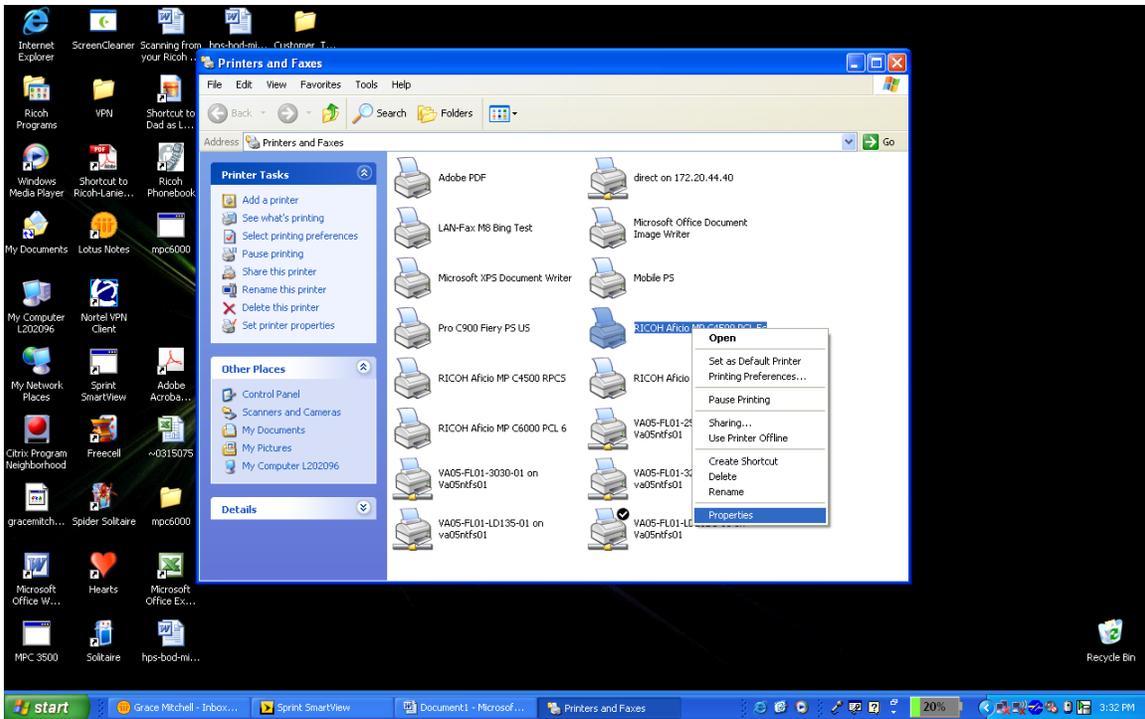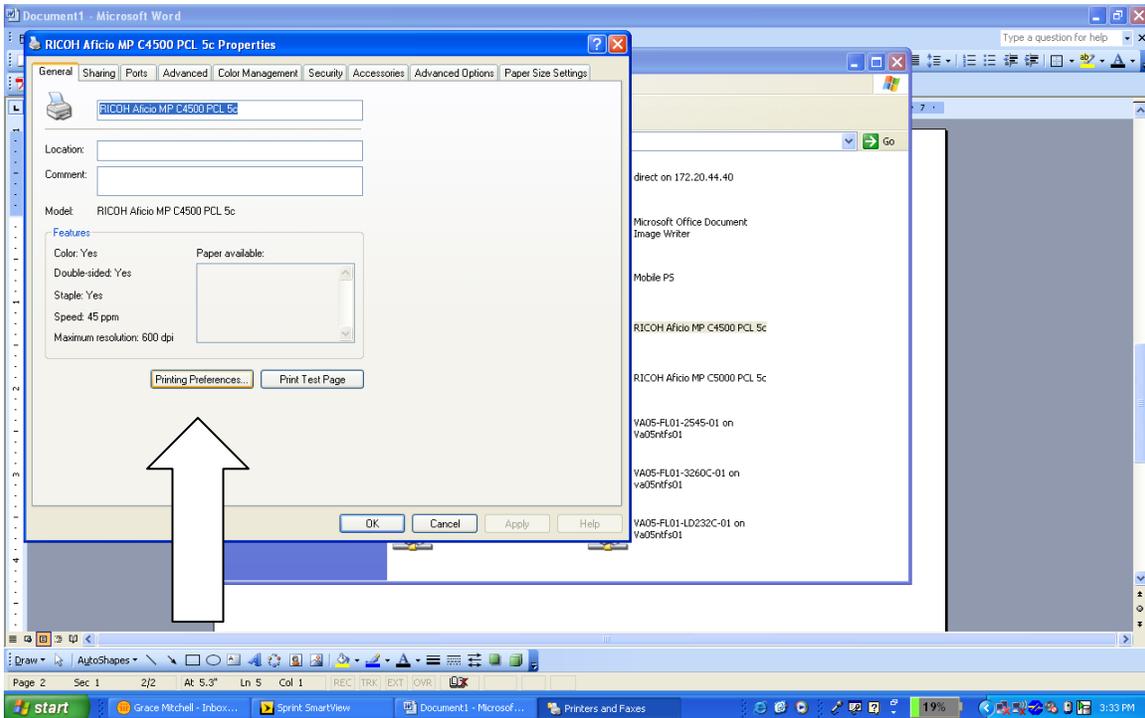Click on Start menu, at the bottom LEFT of your computer screen
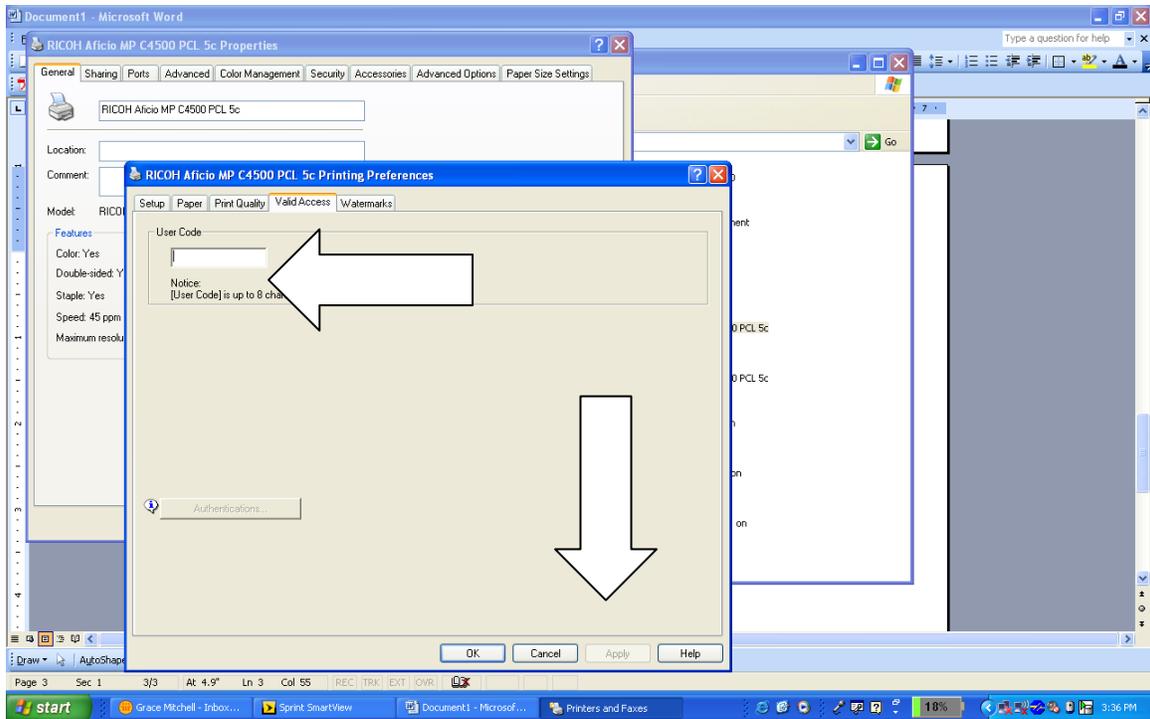

Click on Settings, then choose Printers and Faxes
(you may only need to choose Printers and Faxes, depending on your Windows version)

- Find the correct print driver, and RIGHT CLICK on the driver. You want to choose PROPERTIES.

Select Printing Preferences

Select the Valid Access tab, and enter your User Code (the same one that you use to make copies).
Once you have entered your User Code, BE SURE TO CLICK APPLY.

You have now defaulted your user code into the driver.