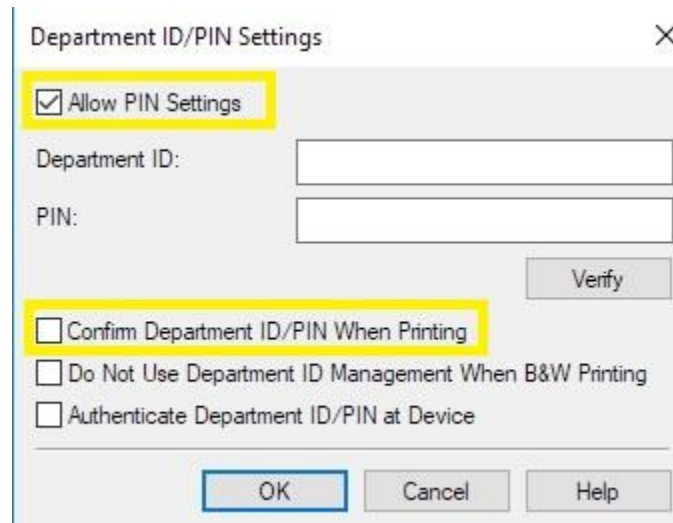# Auto Populate Department ID And PIN in Print Driver

Windows

1. Open the Control Panel > Devices and Printers
2. Right-Click the instance of the driver that you would like the ID/PIN to auto populate
3. Select **"Printer Properties"** from the context menu
4. From the tabs at the top of the Printer Properties menu, select **"Device Settings"**
5. As shown in the following screenshot, make sure that that the radio button beside **"Use Department ID Management"** is filled, and then select the **"Settings"** button to the right
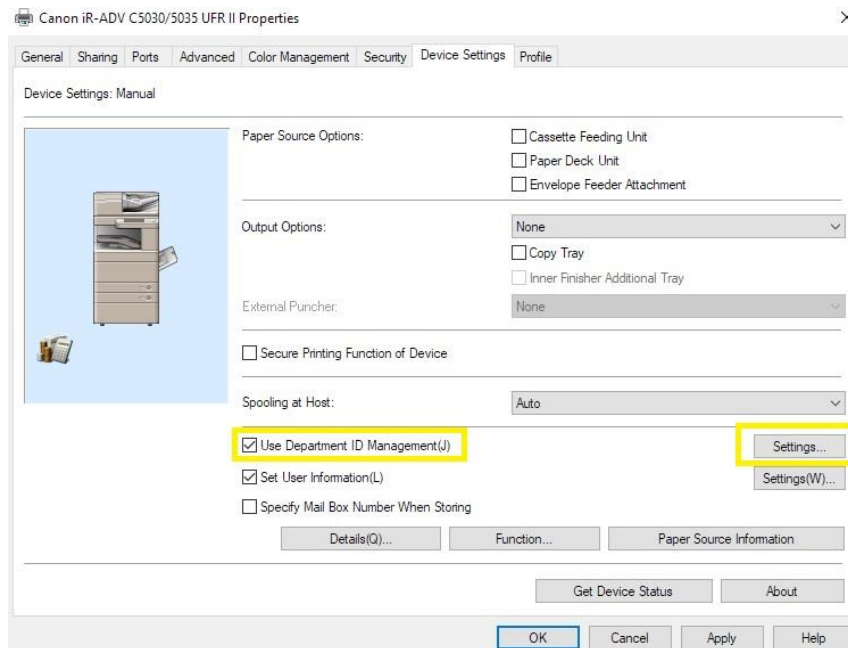
6. On the settings page, ensure that the radio button is checked next to **"Allow PIN Settings"** and that the radio button next to **"Confirm Department ID/PIN When Printing"** is unchecked.

7. You can now add in both your ID and PIN numbers and verify that they are correct for the device in question. These settings will then allow the user to print without being prompted to add in the code each time that they print a job.