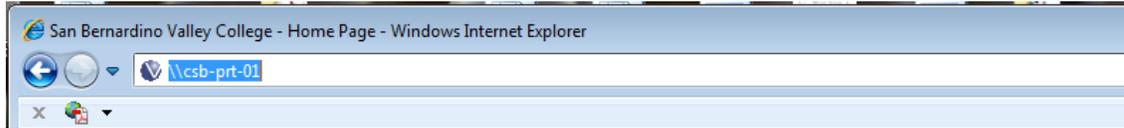


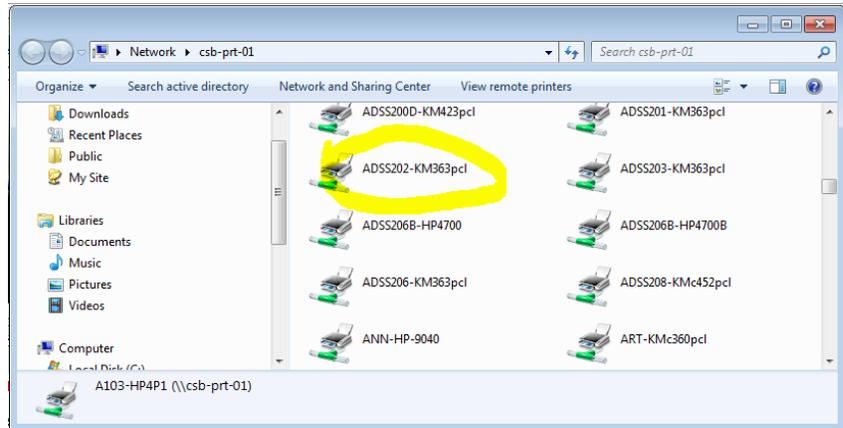
## Instructions for setting up computer to print to Copiers:

If you have already installed the copier to your computer, Skip to Page 2.

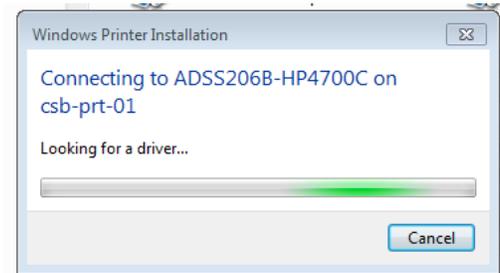
Open Internet Explorer on your computer. Type: [\\csb-prt-01](http://\\csb-prt-01) in the address bar and hit enter.



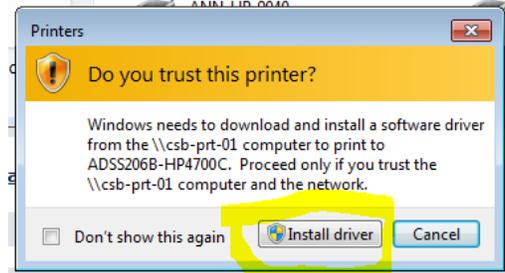
The Printer Selection box will come up. Find your printer/copier in the list and Double Click on it. Devices are listed by room number. All of the Konica-Minolta Copiers have a KM and the model number in the name after the room number. The naming convention works like this (Bldg. Room#)-KM (=Konica Minolta) (Model#) (print driver type).



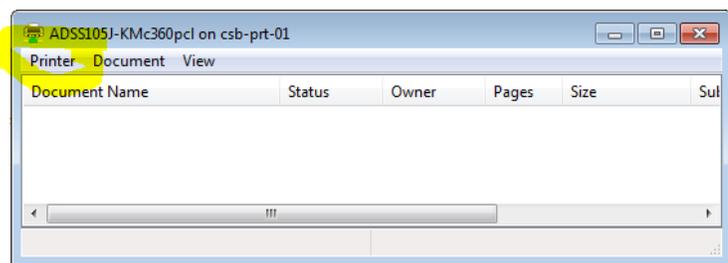
A box similar to the one on right will come up and close after the printer is installed.



You may see a box similar to this asking you to trust the printer. If you see this box, click the "Install Driver" button.



To set copier as your default printer select "Default Printer" from the Printer Menu.



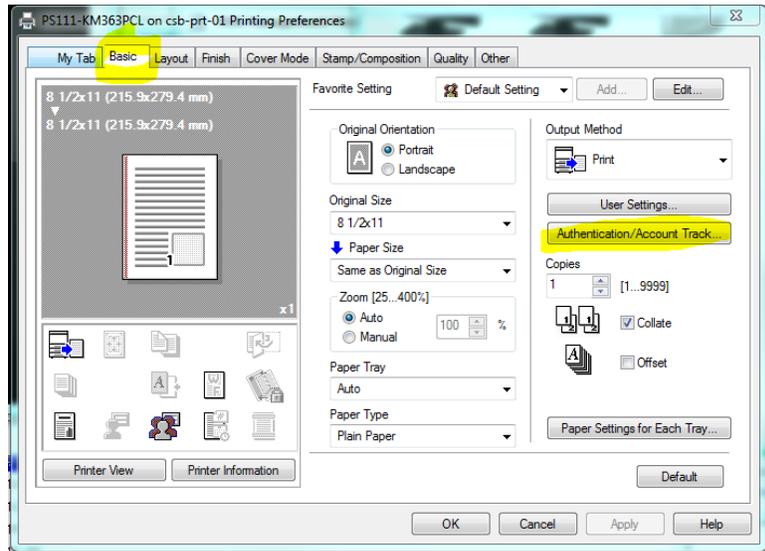
# Changing Copier to Use Account Code

From the Printer control panel right click your printer and choose Printing Preferences. You can find this in the Control Panel>Printers. Or you can open Word >Print> Printer Properties.

You should see the box to the right.

Click on “Basic” Tab

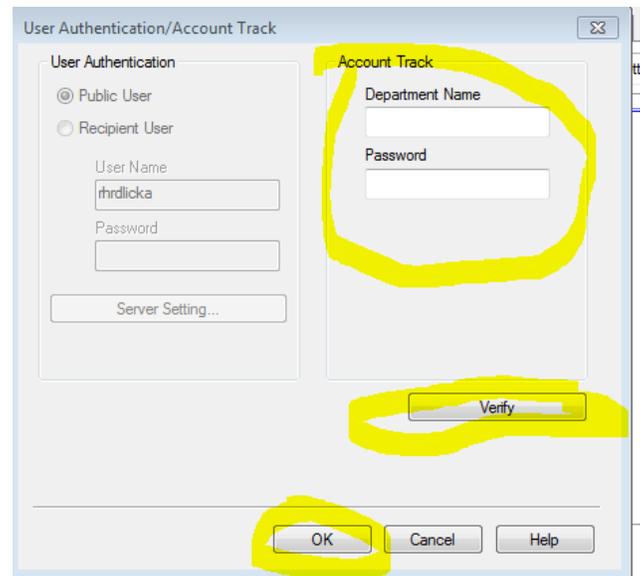
In the “Printing Preferences” Click on the “Authentication/Account Track” button.



Type your Employee ID in the Password box. Put Your Name in the Department Name box. (If this box is grayed out, the copier is not configured to use “Account Track”)

Click the “Verify” button this will check to see if your account number works

Click OK.



Without these settings when you send a print job to a copier with “Account Track” turned on your print jobs will not print they will just be deleted by the copier.

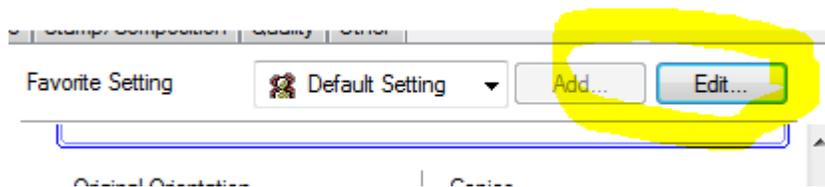
Your computer should now be able to print to the copier. If you are using color see the next page, otherwise you are done.

# Color users:

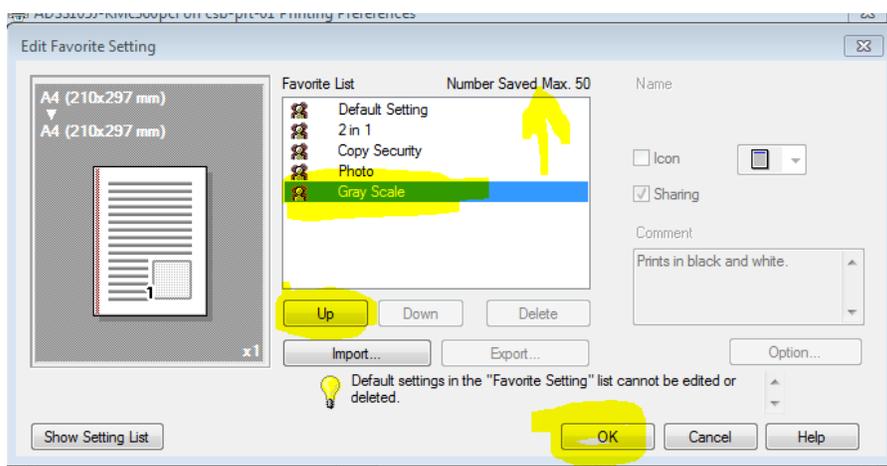
You will be charged for all color copies/printouts coming from your account.

The following settings will help to keep you from accidentally printing Color!

Back in the Printer Preference Dialog box Click the Edit button in the Favorite Settings.



Click on the Gray Scale Profile and move it to the top of the list using the "Up" button.



Click OK