

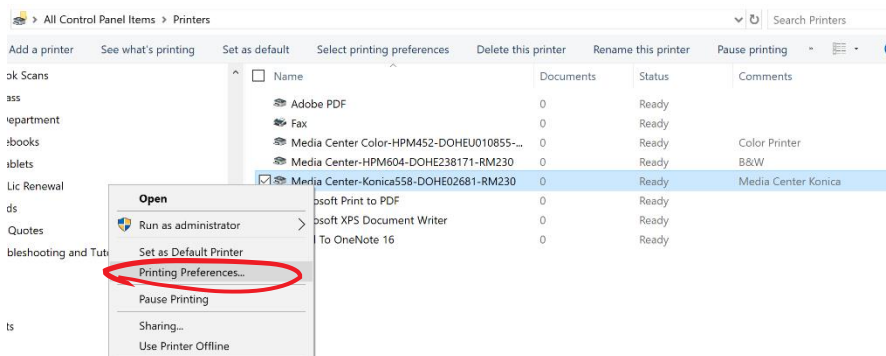
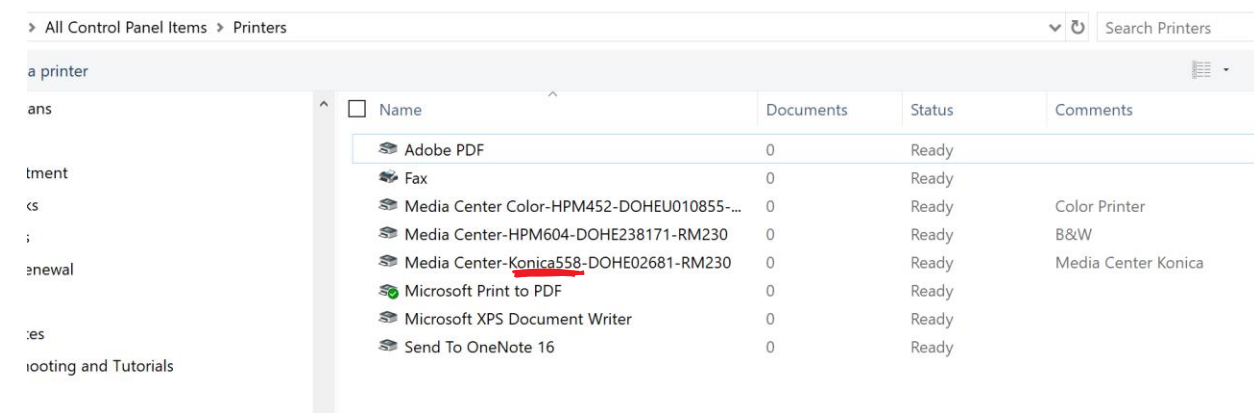
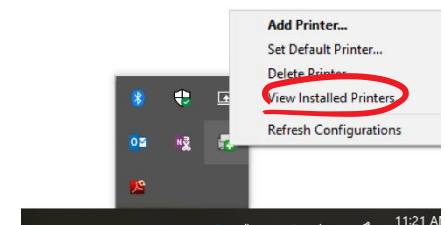
Set Print Preferences (so Konica will print to your user box).

In order to set up secure printing on the Konica from your computer, you need to adjust the print preferences so that your user box number and your password are saved. Follow these simple steps to do that.

Find the **printer logic icon** in the task bar (you may need to click on the **carrot** to see it) and **right click on it**.



Click **“View Installed Printers”** to open your installed printers.



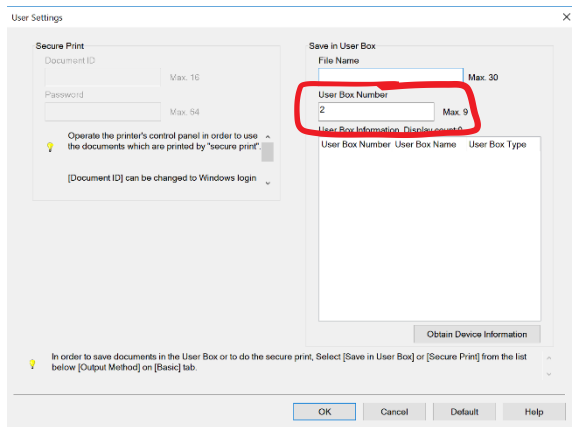
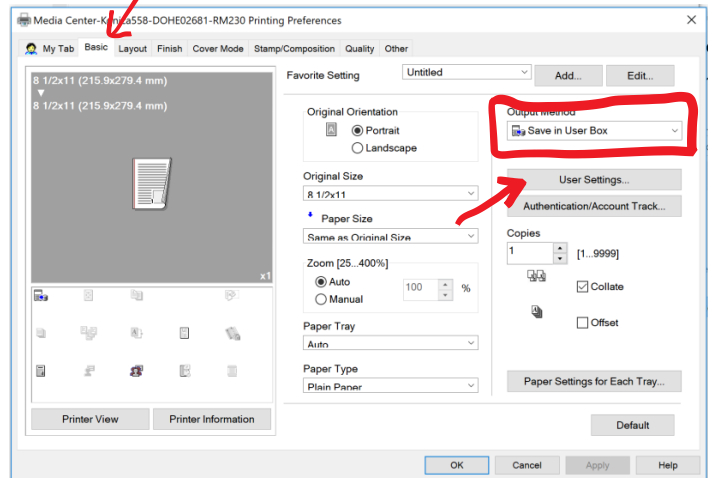
Right click on the Konica printer you wish to set preferences on and then select **“Printing Preferences”**. (This only has to be done for the Konica printers, but does need to be done for each Konica you wish to print to.)

Set Print Preferences (so Konica will print to your user box).

Click on the “basic” tab.

Change the Output Method to “Save in User Box”.

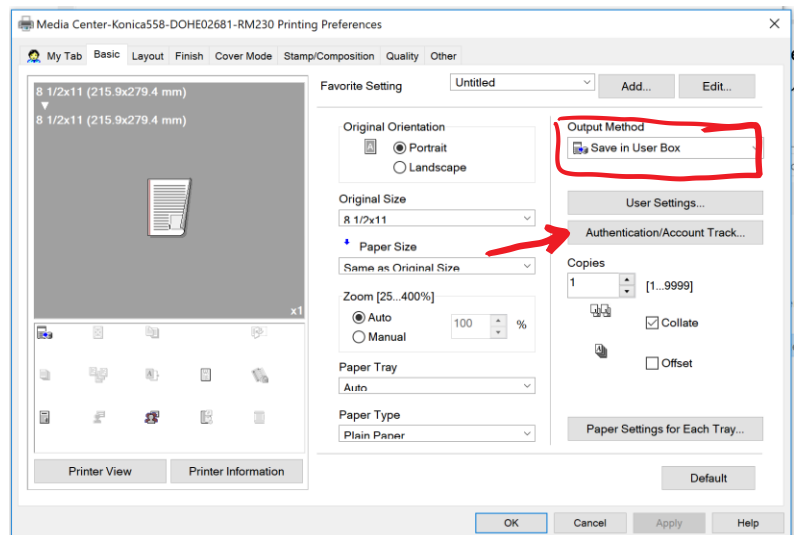
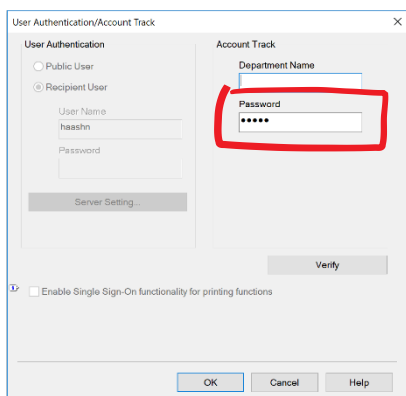
Select “User Settings.” (You will need to know your user box # for this step – you can find it by looking at the Konica)



Leave the “file name” box blank and enter your user number in the “User Box Number” box (if you don’t know this number, log into the Konica you are adjusting and find your user box number) then click OK.

Click “Authentication/Account Track”

Leave the “Department Name” box blank and enter your password (this is your employee ID#-the same password you use to access your User Box on the Konica)



Click OK and then OK again.

You should be able to print to the Konica Securely! If you have issues, talk to your LTE!