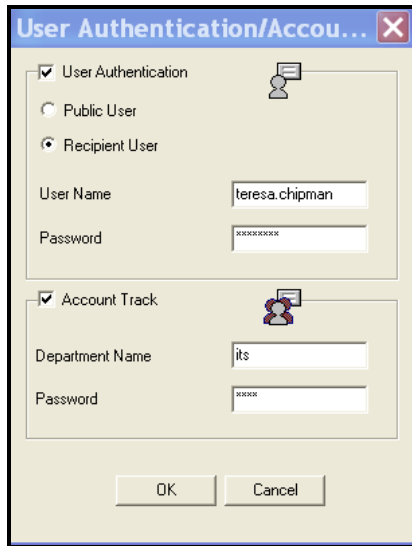


Enabling Printing to the Konica Minolta

Follow the steps below to enable printing from your computer:

1. Select **Start>Control Panel>Printers & Faxes**
2. Right click on the printer you have just added.
3. Select **Properties**
4. On the Properties screen, select **Printing Preferences** at the bottom of the screen.
5. On the next Printing Preferences screen, select **User Authentication/Account Track** at the bottom of the screen.
6. From the User Authentication/Account screen place a check mark in the box next to **User Authentication** (see Figure 1 below).
7. Click on the option **Recipient User** (see Figure 1 below).
8. For User Name: **Type in your TAMUQ username** here.
9. Password: **Your TAMUQ password.**
10. Check **Account Track.**
11. Department Name: Type in your department name. You can get this from the ITS Helpdesk.
12. Password: Type in your department's password. You can also get this from the ITS Helpdesk.
13. Click on **OK.**



The image shows a Windows-style dialog box titled "User Authentication/Account...". It contains two main sections. The first section, "User Authentication", is checked and includes radio buttons for "Public User" and "Recipient User", with "Recipient User" selected. Below these are text boxes for "User Name" (containing "teresa.chipman") and "Password" (containing "xxxxxxx"). The second section, "Account Track", is also checked and includes text boxes for "Department Name" (containing "its") and "Password" (containing "xxxx"). At the bottom are "OK" and "Cancel" buttons.

Figure 1

Figure 2