

Quick Reference for Konica Minolta

1. Setting up the printer from your computer

1. Select **Start>Control Panel>Printers & Faxes**
2. Select **Add Printer** located in the left-hand margin of the screen.
3. Click on **Next**
4. Select **Network printer**
5. Select **Next**
6. On the Specify a Printer screen, select **Connect to this printer (or to browse for a printer)**.
7. In the space provided entitled **Name:** type in the following:
[\\tamuq-printers\](#)
8. Select your desired printer from the drop-down list.
9. Select **Next**.
10. In the Default Printer screen, select **NO** and then **Next**.
11. Click on **Finish**.

2. Testing the printer

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 (see Figure 1 below) 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**.
14. Click on **Apply** and **OK**.

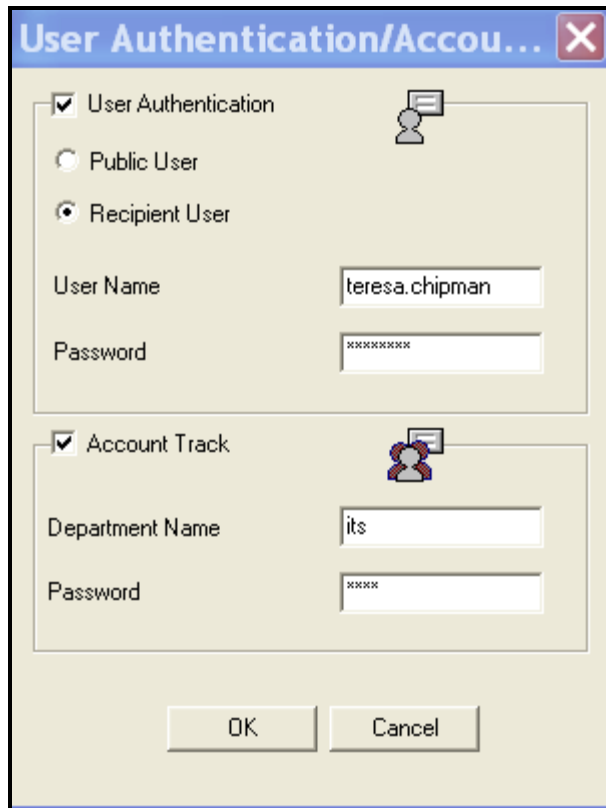


Figure 1

3. **Secure Printing**. If you are ready to print to the Konica printer and you want it to be confidential, open the document you want to print and follow the steps below.
 1. Select **File>Print**
 2. Select the Konica Printer from the drop-down arrow and click on the **Properties** button.
 3. On the Konica printer property screen, scroll down to the Output section. (See Figure 2 below).

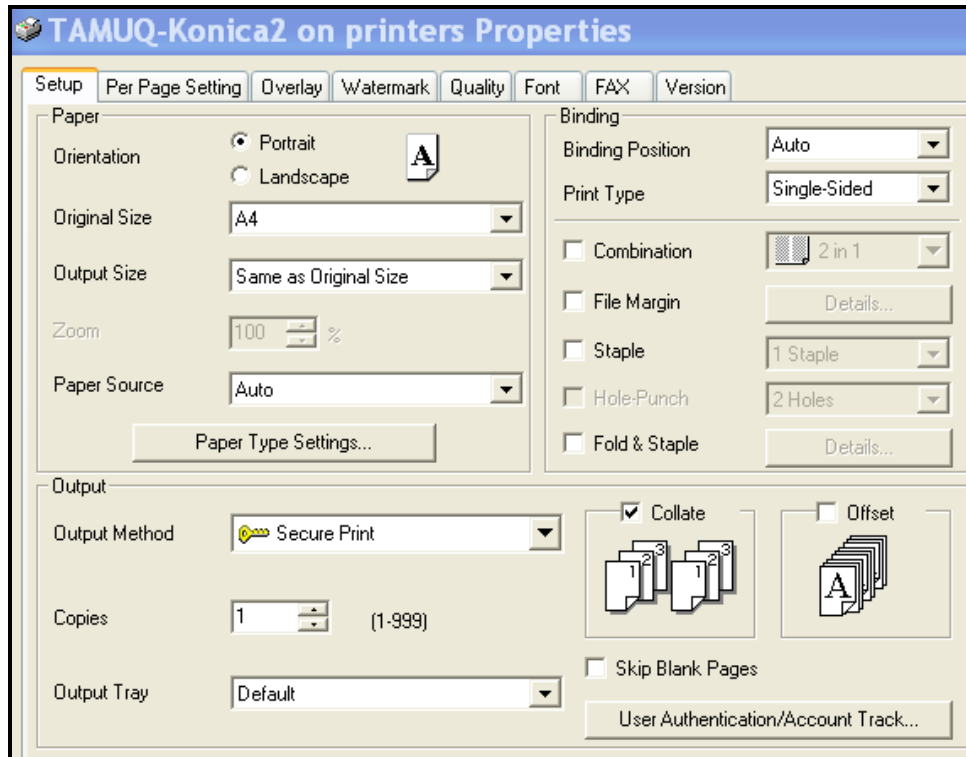


Figure 2

4. Next to the Output Method, click on the down arrow and select **Secure Print** (see Figure 2 above).
5. The Secure Print Settings screen will appear (see Figure 3 below).

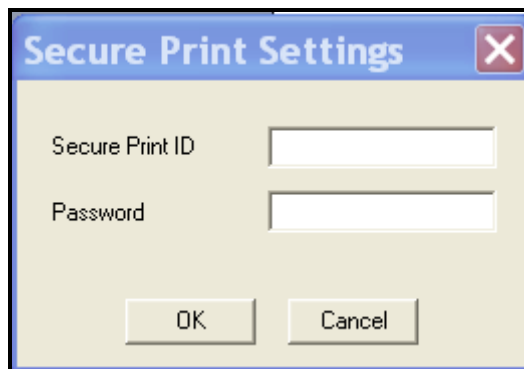


Figure 3

6. Enter a Secure Print ID. Chose any name you would like for your document (Note: The printer is case sensitive) (see Figure 3 above).
7. Enter a password for your document. Anything you would like (once again the printer is case sensitive) (see Figure 3 above).

8. Select **OK**. Continue to click on **OK** until you are back to the original print screen.
9. Select the number of copies you need and print.

Now go to the printer.

1. Log into the printer with your username and password.
2. Select the Box button at the top of the printer.
3. Select System User Box option located on the screen.
4. Select Secure Print User Box option on screen.
5. Type in the name you gave the document (remember this is case sensitive).
6. Type in the password you gave the document.
7. Press OK.
8. Select your document from the list.
9. Press the Print button shown on the screen.
10. Press the START button.