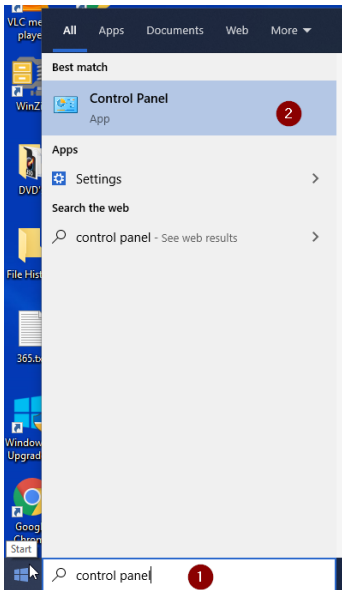
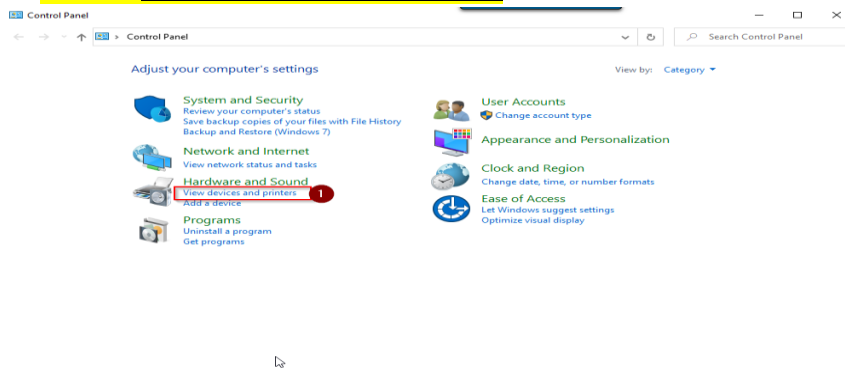


# How to Install a Printer

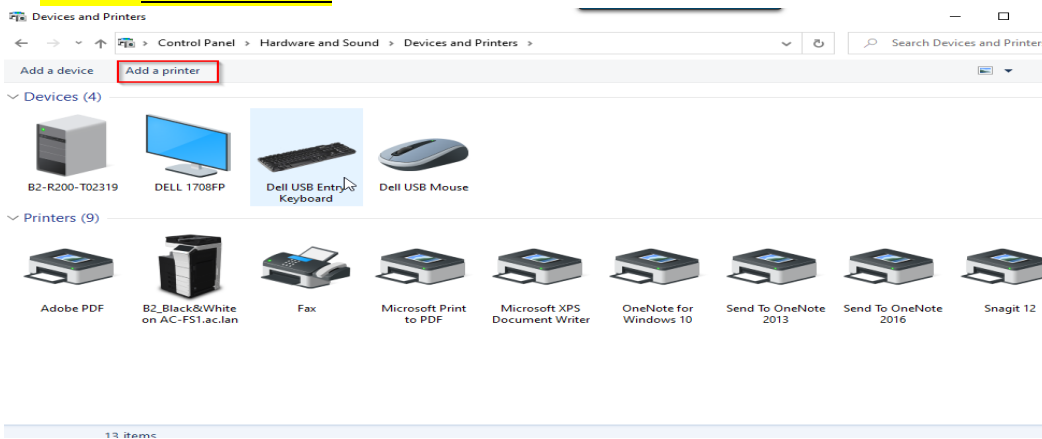
1. Go to the **SEARCH BAR** and type in **CONTROL PANEL** then select it.



2. Click on **VIEW DEVICES AND PRINTERS**.



3. Click on **ADD A PRINTER**.

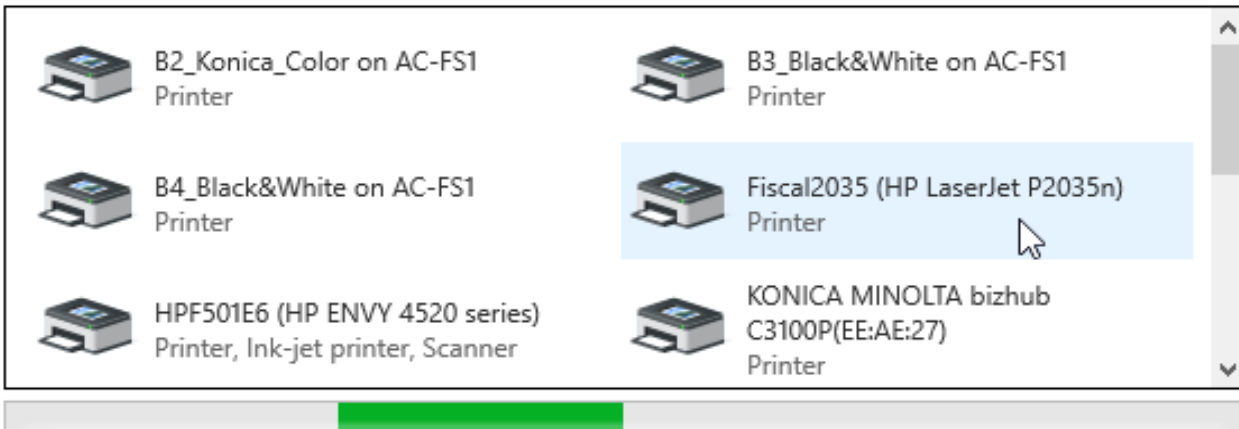


**4. Pick your printer (click on the printer you want to print to).**

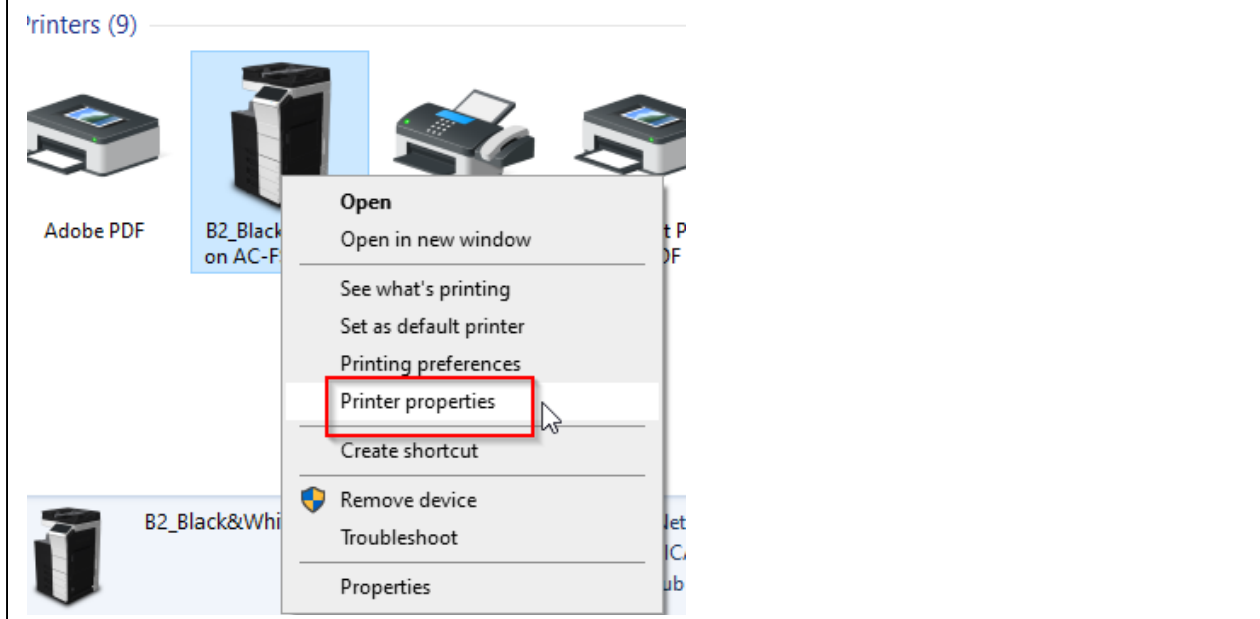
*B2\_Konica Color* is the colored printer in Bldg. #2 (Admin bldg.)

*B3 Black & White* is the printer in Bldg. #3 (ED/Alt bldg.)

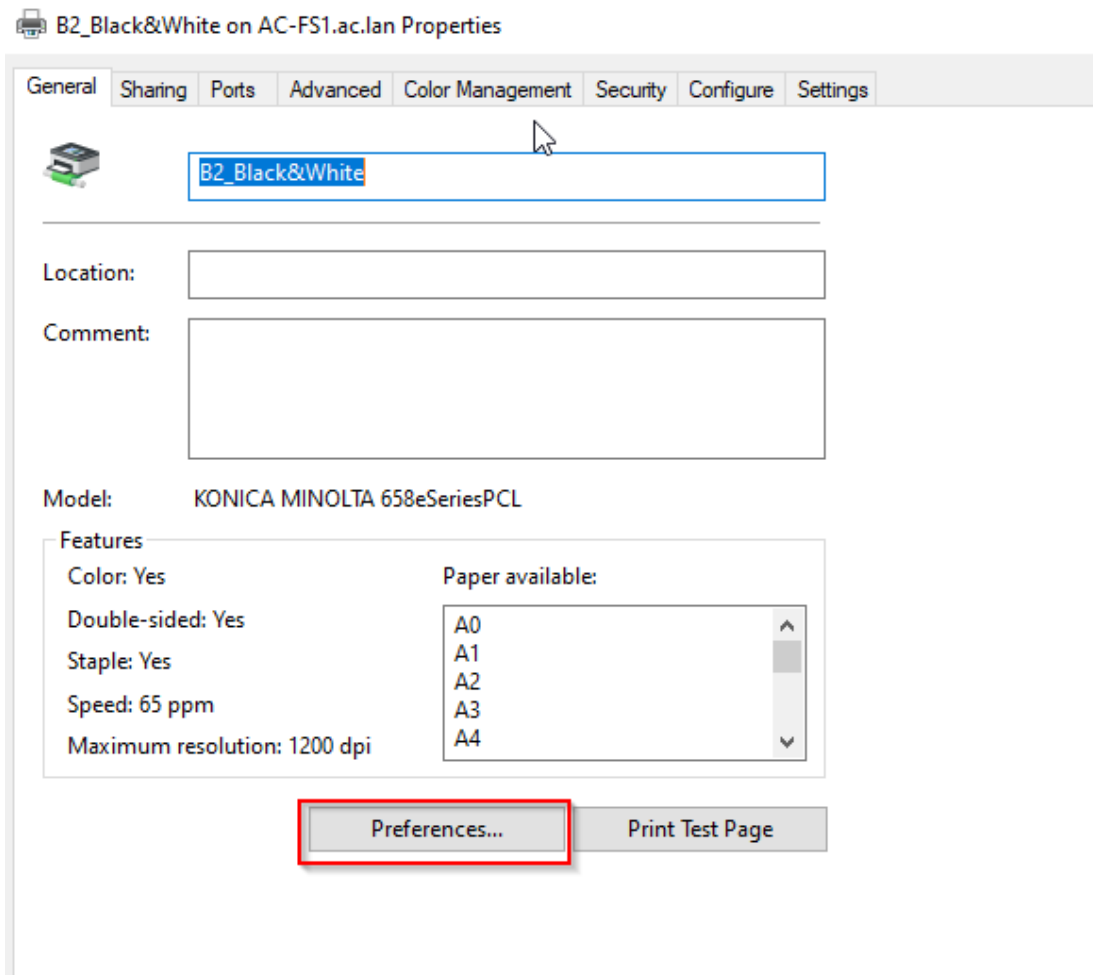
*B4 Black & White* is the printer in Bldg. #4 (ED/Alt bldg.)



**5. Right Click on the Printer you just Installed and go to PRINTER PROPERTIES.**

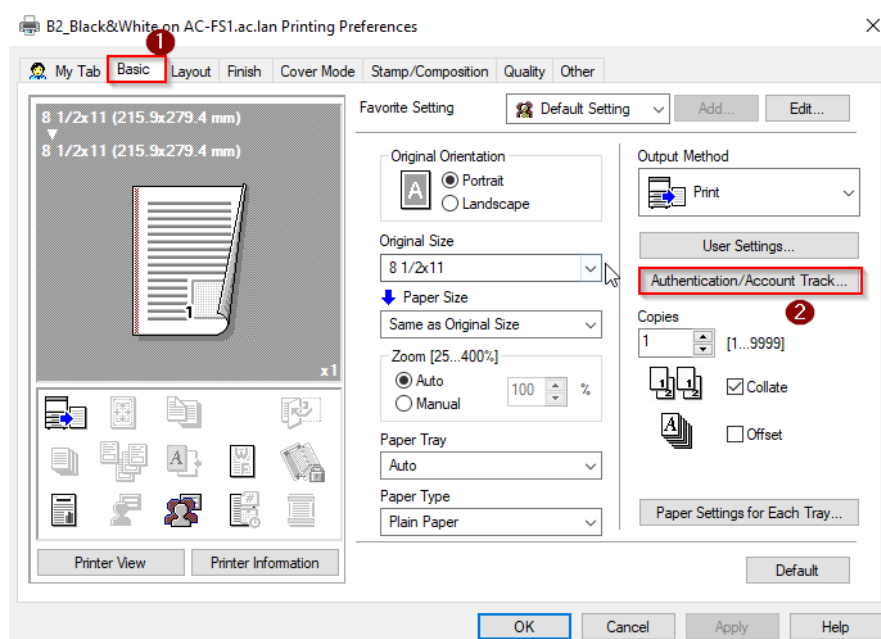


6. Click on **PREFERENCES** (Black & White printer in Bldg.#2 used as an example below).



7. Click on **BASIC**.

If printing to a Konica copy machine under **Authentication/Account Track...** enter **Password** (your password is your department's 4 digit code #)



Department Name is not necessary. Enter only **PASSWORD**.

User Authentication/Account Track

Public User  
 Recipient User

User Name  
tech

Password

Server Setting...

Account Track

Department Name

Password

Verify

Enable Single Sign-On functionality for printing functions

OK Cancel Help

**You should be able to print now! If not, enter a HELP ticket.**