In order to be able to print to the Office Printer from the HS IMC Teacher Computer, you must first log into the PC, then click on the Office Icon (bottom left psychedelic circle) then select Devices and Printers.



Right-click on the Konica Minolta C554Series Office Printer, in order to bring up the drop-down menu as shown below. Click on Printing Preferences.



## Select the Basic Tab

dd a device Add a proter See what's prin KONICA MINOLTA C554SeriesPCL Printing Pre	tina Print server properties R ferences	Remove device		
XX         My Tab         Basic         Layout         Finish         Cover Mode           8         1/2x11 (215.9x279.4 mm)         1	Stamp/Composition   Quality   Other   Favorite Setting Untitled	✓ Add Edit		
8 1/2x11 (215.9x279.4 mm)	This tab allows you to an More Details	range setting items as you like.		
x1	Original Orientation Portrait Candscape Original Size	Copies 1 (19999) A Offset		
	8 1/2x11	Print Type		
Printer View Printer Information	Output Method	Staple Left Comer		
OK Cancel Apply Help				
	Wodel: biznub C554/C454			

Then you need to select the Authentication/Account Track button on the right side.

🧟 My Tab 🛛 Basic	Layout Finish	Cover Mode	Stamp/Composition	Quality	Other			
8_1/2x11 (215.9x	279.4 mm)	I	avorite Setting	Untitle	ł	•	Add	Edit
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				ОК	Ca	ancel	Apply	Help

Here you have to enter "hs" for Department Name, and 3220 for Password. Always a good idea after you enter this to click the Verify button to make sure you typed it in properly and that it is going to work.

a device Add a printer See w KONICA MINOLTA C554SeriesPCL Pri	hat's printing Print server properties nting Preferences	Remove device
ser Authentication/Account Track	×	
User Authentication  Public User  Recipient User  User Name  kdwyeradm  Password  Server Setting	Account Track Department Name To Password ••••	Add Edit  Output Method  Print User Settings  Authentication/Account Track  Copies  1 (19999)
1 ] Enable Single Sign-On functionality f	Verify or printing functions	Collate
	OK Cancel Help	Paper Settings for Each Tray Default Cancel Apply Help
	Category: Multi Function Pri	inter

Once Verification is successful, press OK, and then you need to press Apply first on the next dialogue box, and lastly press OK.

dd a device Add a printer See what's prin KONICA MINOLTA C554SeriesPCL Printing Pre	rting Print server properties R eferences	
🧟 My Tab Basic Layout Finish Cover Mod	e Stamp/Composition Quality Other	
8 1/2x11 (215.9x279.4 mm)	Favorite Setting Untitled	✓ Add Edit
8 1/2x11 (215.9x279.4 mm)	Original Orientation Portrait Call Landscape	Output Method
	Original Size 8 1/2x11 ▼ ↓ Paper Size Same as Original Size ▼	User Settings Authentication/Account Track Copies 1 99991
	Zoom [25400%]	
	Paper Tray Auto	Offset
	Paper Type Plain Paper	Paper Settings for Each Tray
Printer View Printer Information		Default
	Last	Cancel Apply Help

You're DONE! Now, just remember to select the Office printer whenever you want to print there.