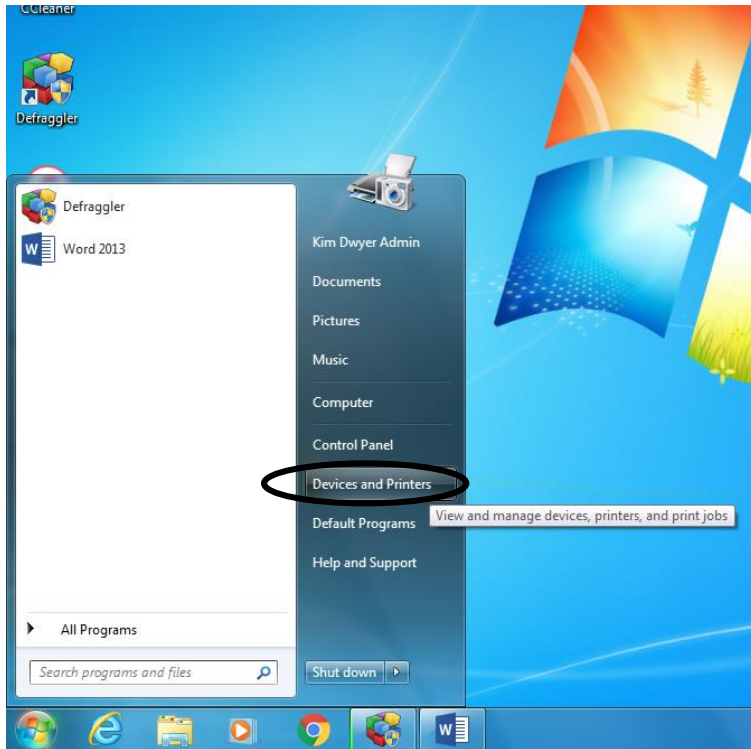
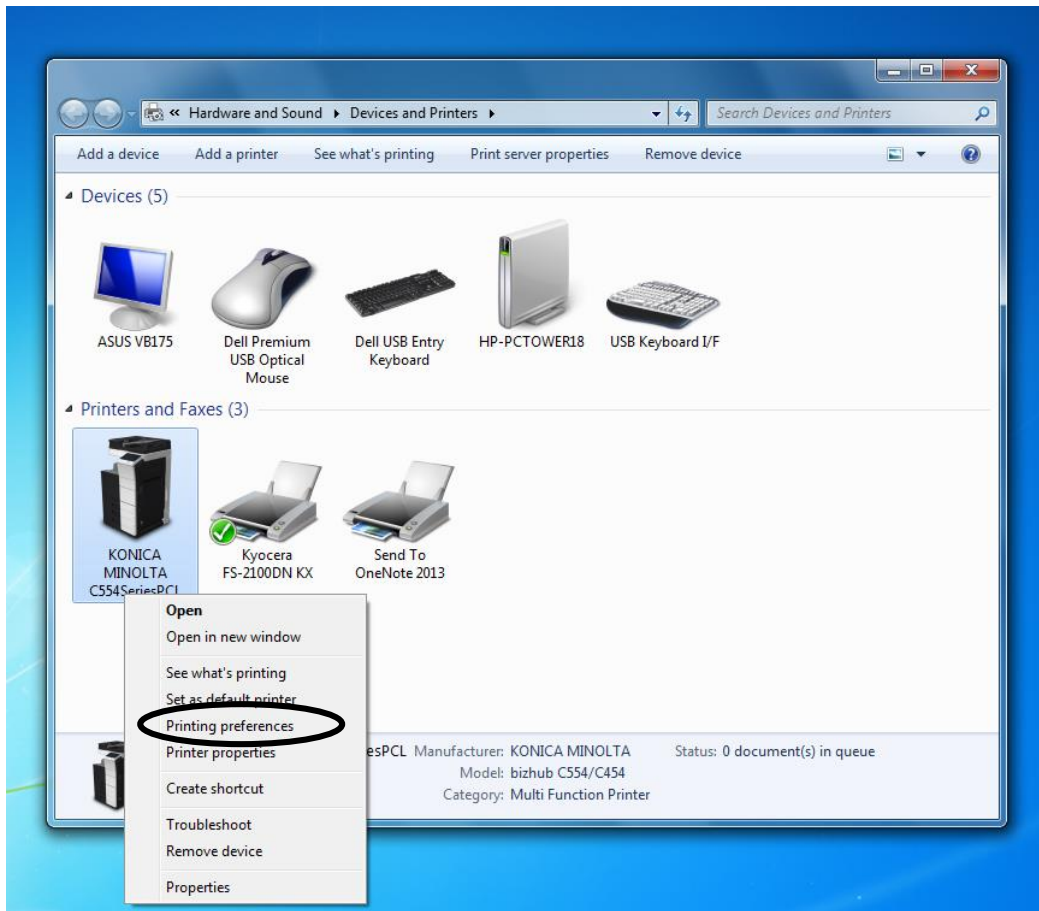


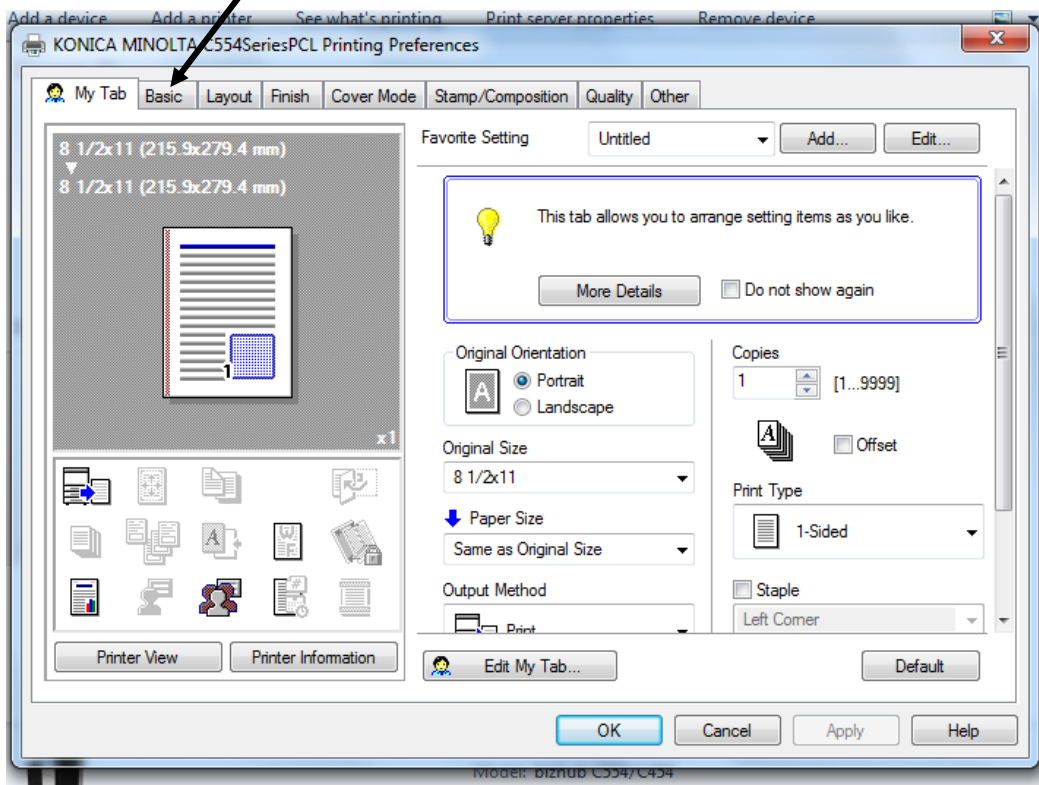
In order to be able to print to the Office Printer from the HS IMC Teacher Computer, you must first log into the PC, then click on the Office Icon (bottom left psychedelic circle) then select Devices and Printers.



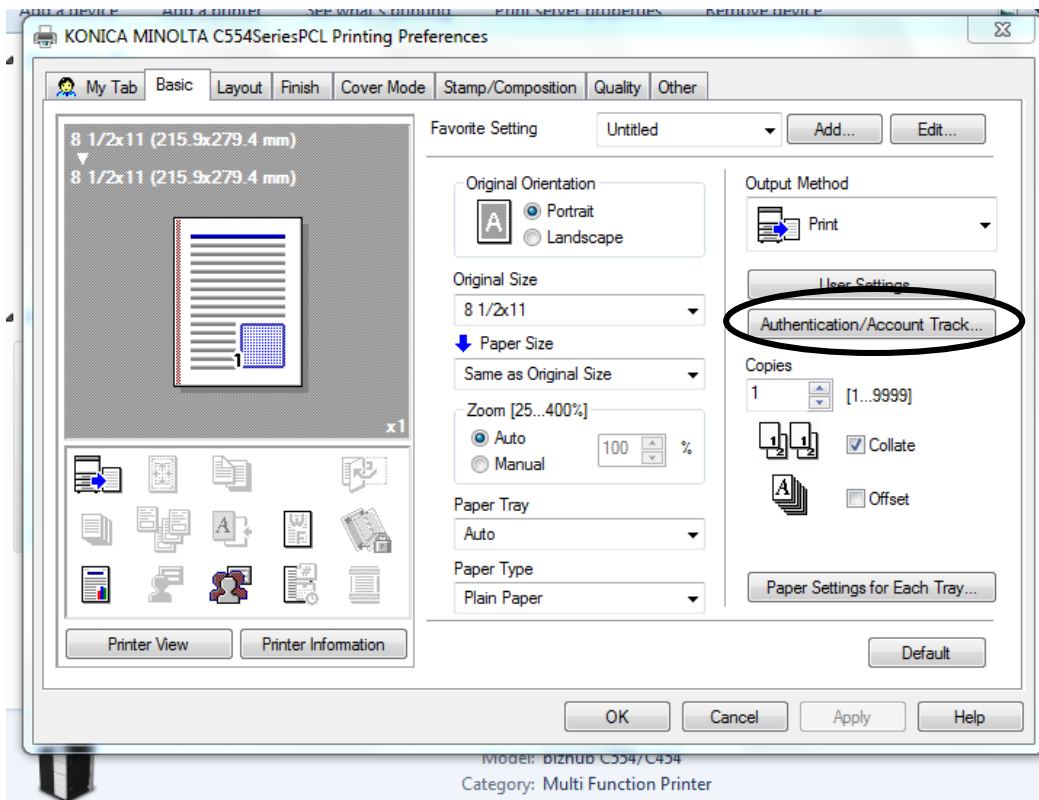
Right-click on the Konica Minolta C554Series Office Printer, in order to bring up the drop-down menu as shown below. Click on Printing Preferences.



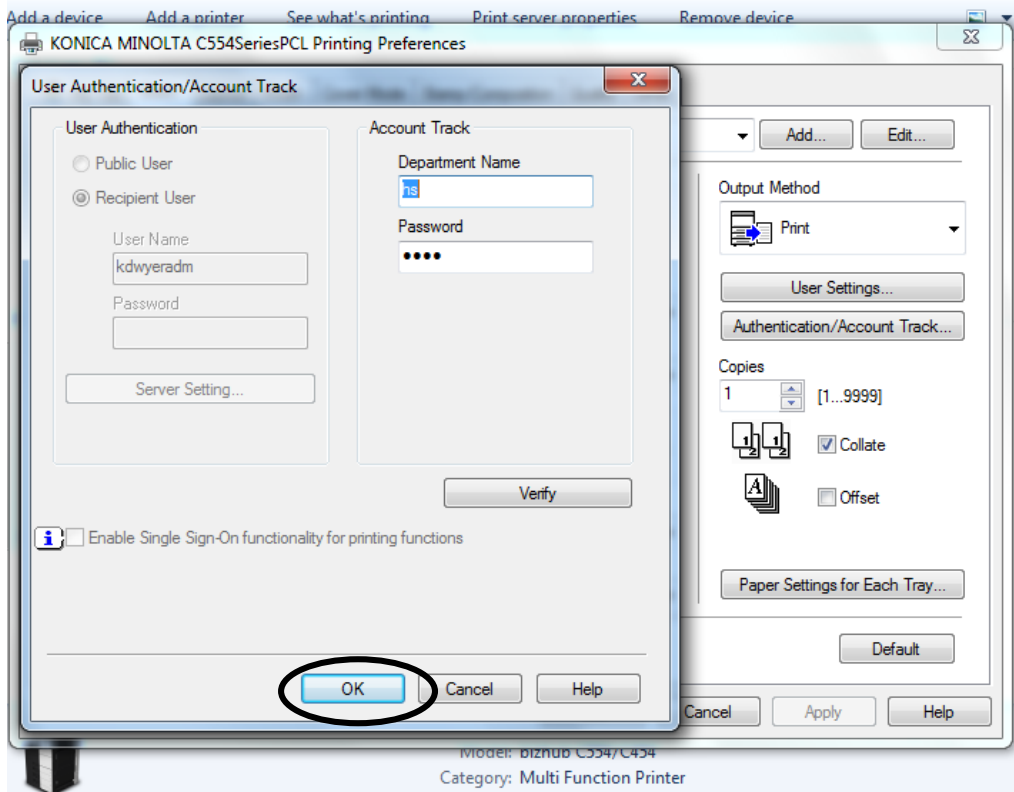
Select the Basic Tab



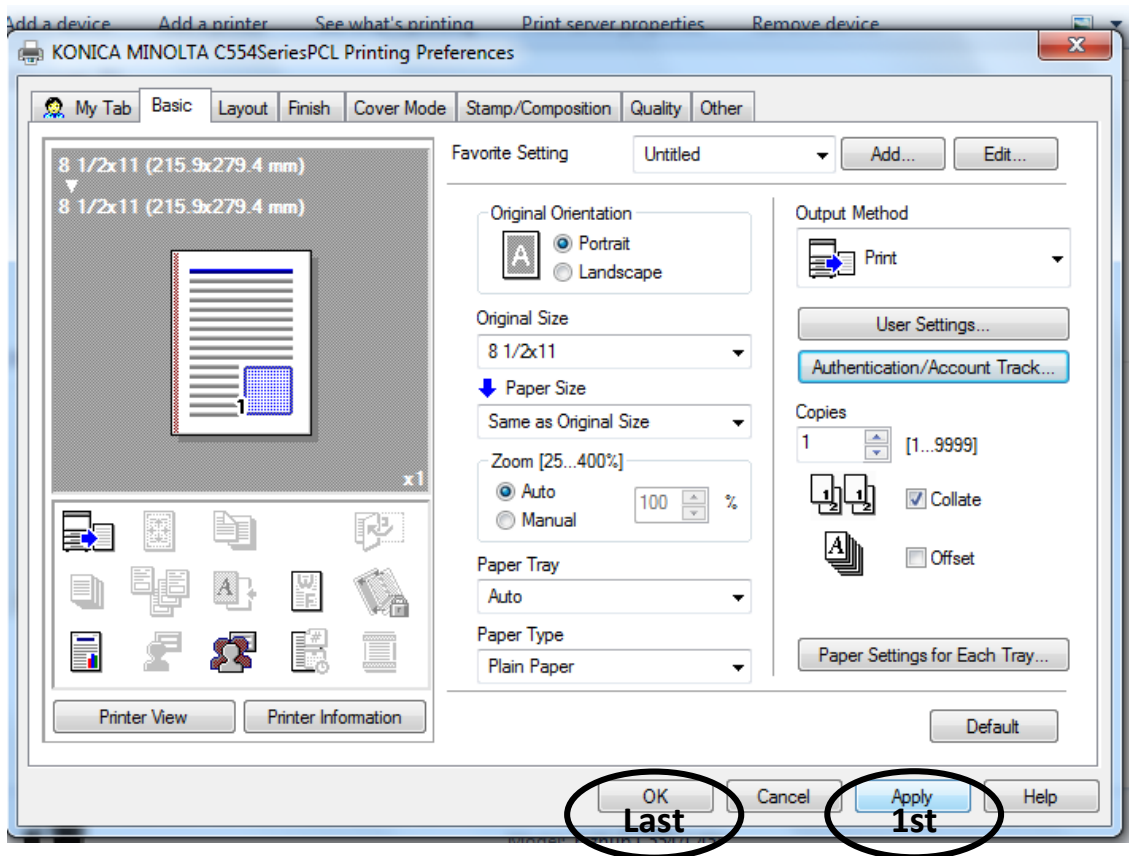
Then you need to select the Authentication/Account Track button on the right side.



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.



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



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