

## How to set the NACADA copier/printer code in your local computer printing preferences

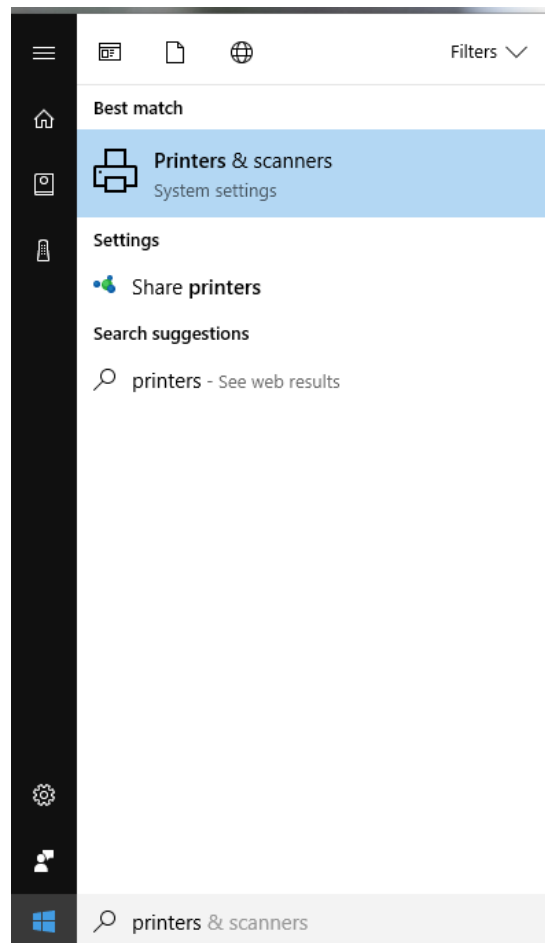
In order to print to the new Konica Minolta copier/printer, a code number must be inserted into the printing preferences for the printer driver on each local computer. Both the PCL and PS versions of the printer driver are installed on EO computers, so the steps below must be set for each.

### NOTES:

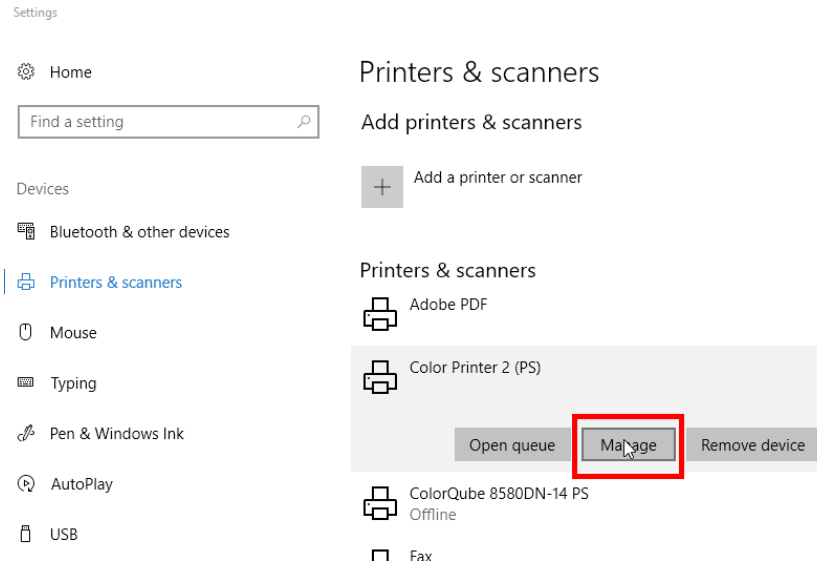
- The code may need to be re-entered if a future Windows Update overwrites the settings.
- The screenshots below may vary depending upon the version of Windows 10 installed on the PC.

### Windows 10

From the Start menu, search for and open "Printers & scanners".



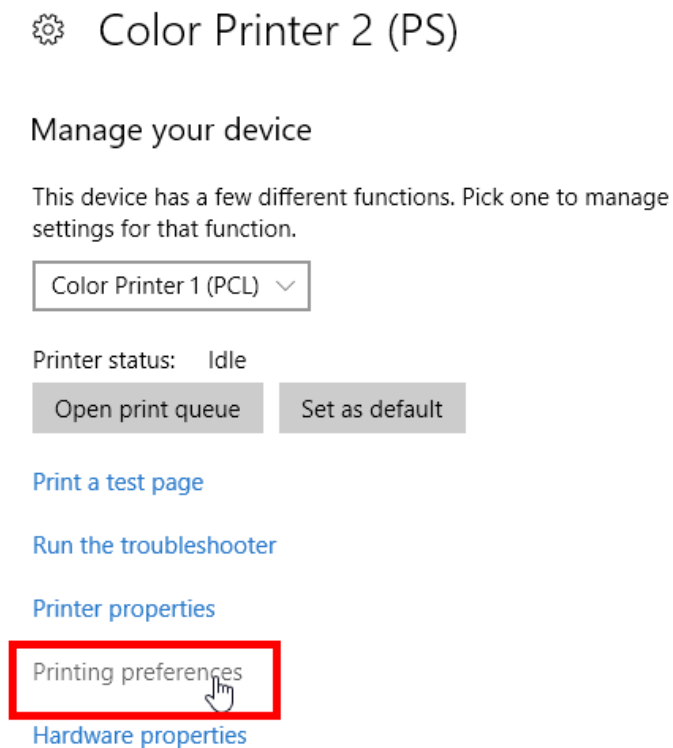
From the list of printers Click either of the Color Printer 1 (PCL) or the Color Printer 2 (PS) the printer. Most versions of Windows 10 will present a selection of buttons. Click the Manage button.



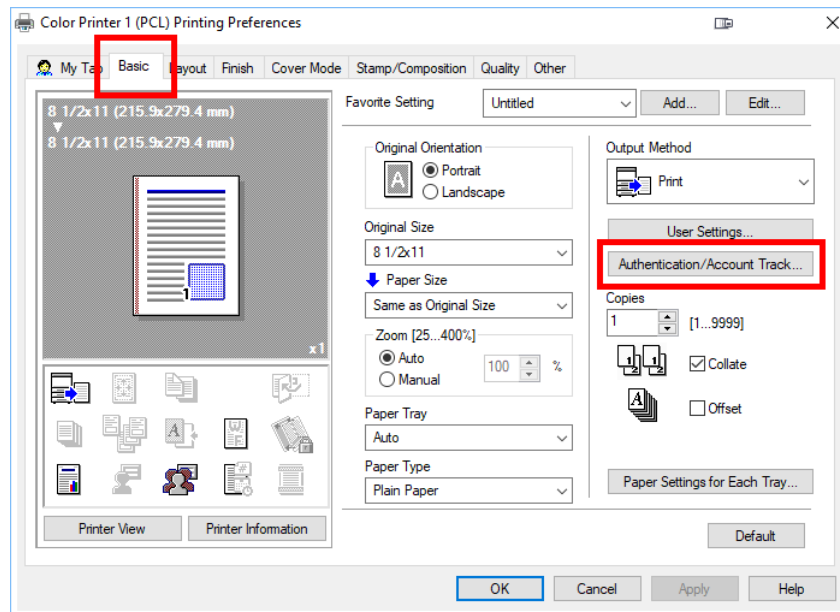
From the resulting dropdown list, Click the printer you'd like to set your copy code on.

Click "Printing preferences".

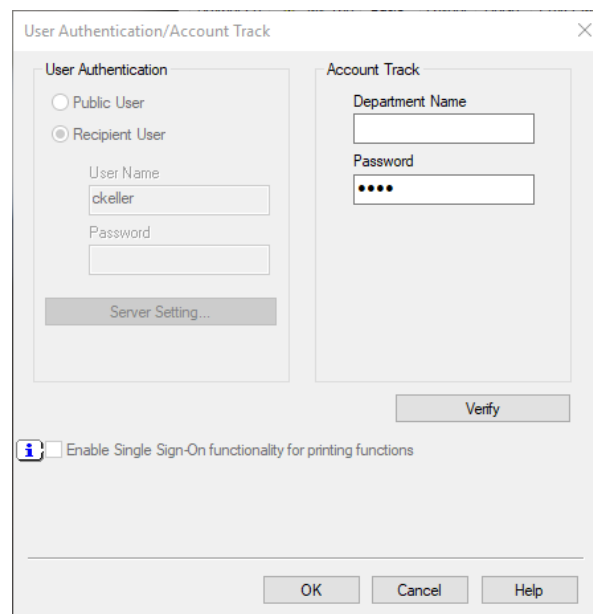
NOTE: You may need to minimize the settings window to see the preferences window that appears.



Select the "Basic" tab in the window that appears.  
Click the "Authentication/Account Track" button.



Enter the copy code "500" (without quotes) into the "Password" field, leaving the "Department Name" field blank.



Click the OK button to close the "User Authentication/Account Track" window.

On the "Printer Preferences" window, Click the Apply button to save the selection. Click the OK button to close the "Printer Preferences" window.

## Windows 7

From the Start menu, click "Control Panel".

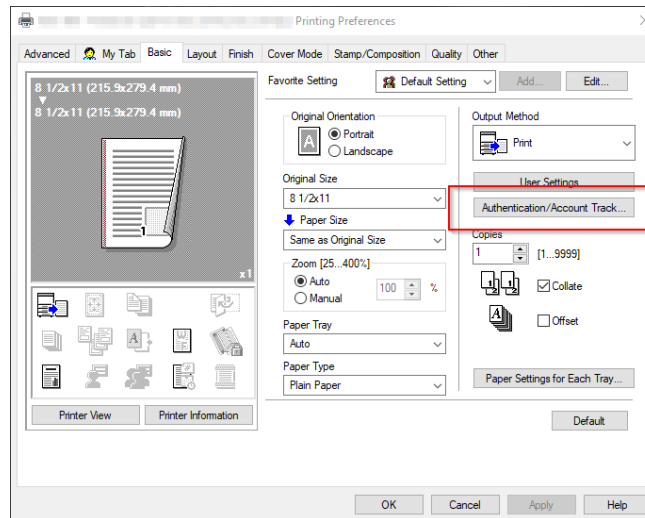
Click "Hardware and Sound".

Click "Devices and Printers".

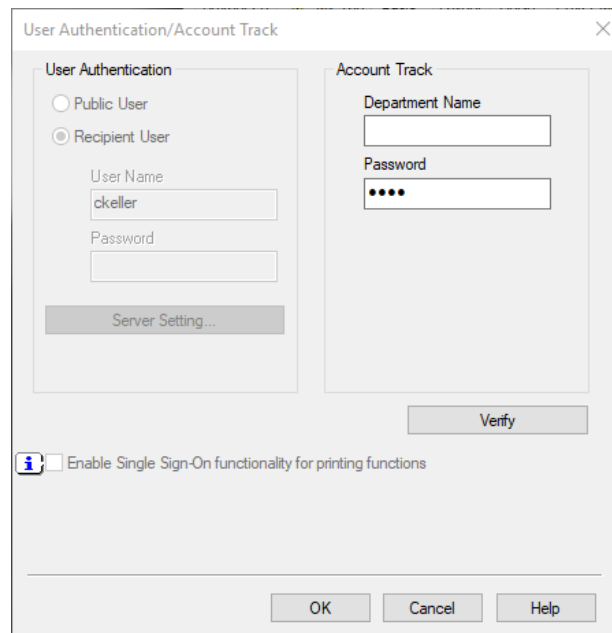
Right-click the printer you want to set your copy code on and select "Printing preferences".

Select the "Basic" tab in the window that appears.

Click the "Authentication/Account Track" button.



Enter the copy code "500" (without quotes) into the "Password" field, leaving the "Department Name" field blank.



Click the OK button to close the "User Authentication/Account Track" window.

On the "Printer Preferences window, Click the Apply button to save the selection. Click the OK button to close the "Printer Preferences" window.