

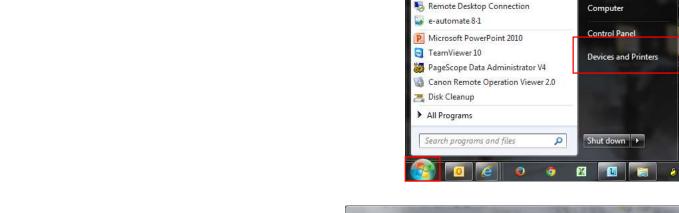
Konica Add Account Code to the Print Queue

Microsoft Word 2010
Microsoft Excel 2010

NotepadCommand Prompt

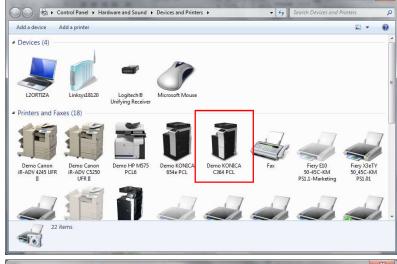
Snipping Tool

- 1. Click Start icon on your desktop
- 2. Click Devices and Printers

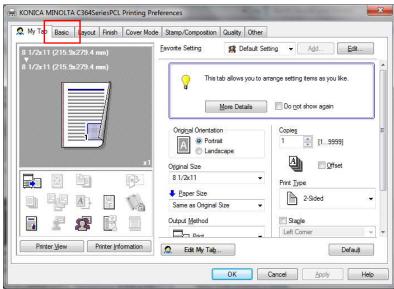


- 3. **Right Click** on the printer you want to put your code into
- 4. Click **Printing Preferences**

5. Click the Basic tab



Documents



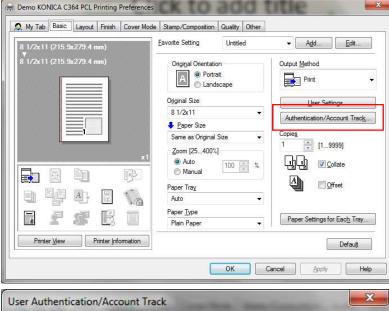
TO PLACE A SERVICE CALL OR ORDER SUPPLIES: CALL 800.847.3098 AND PROVIDE LOCATION AND SERIAL OR ID NUMBER OF THE DEVICE

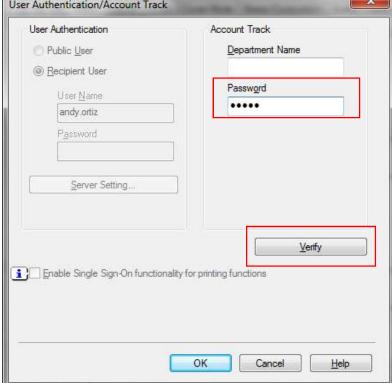


Konica Add Account Code to the Print Queue

6. Click Authentication/Account Track...

- 7. Type your code in **Password**
- 8. Click Verify





If you inputted your code in successfully you will see **Verification has succeeded**

- 9. Click OK
- 10. Click Apply
- 11. Click OK

You will now be able to print and your code is stored

