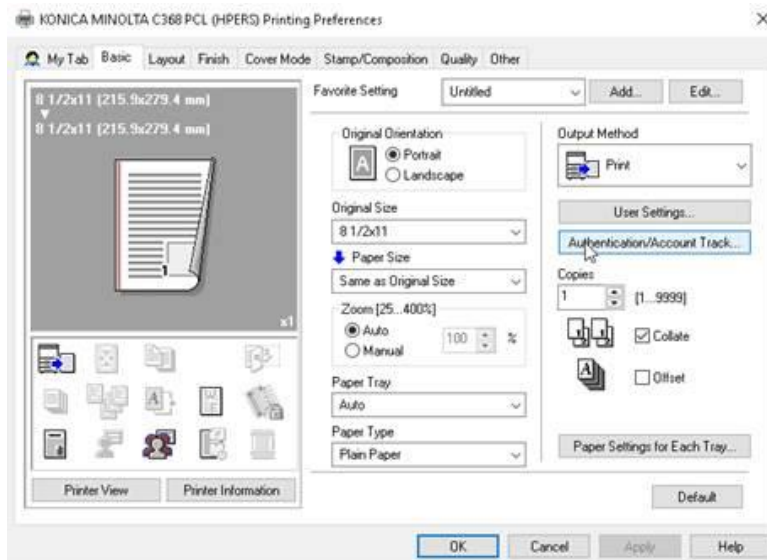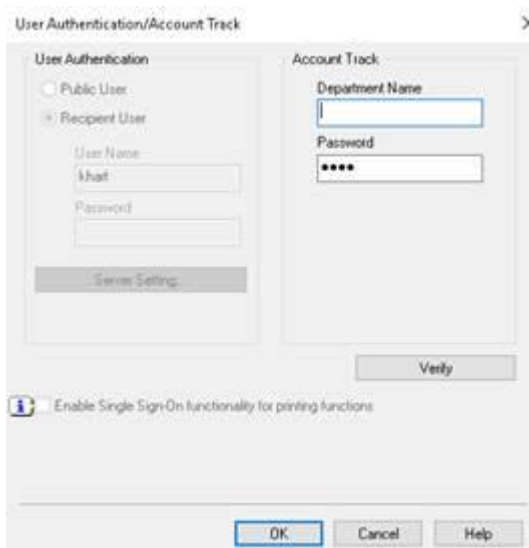Konica Minolta User Code and Color Preference
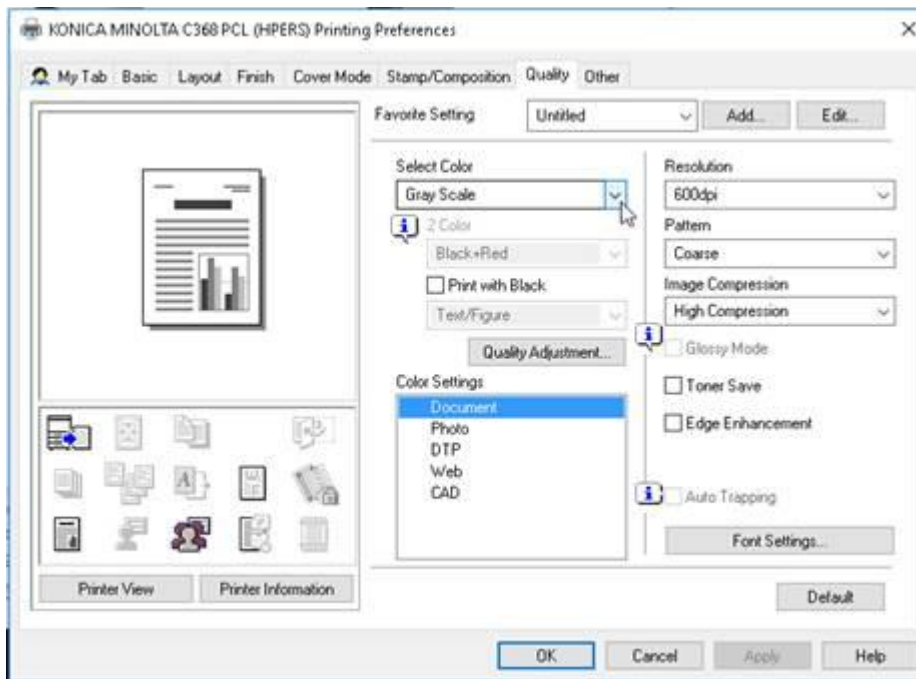
1. Click the **Start button** and search for:
   "Printers and Scanners".

2. Select the Konica Minolta, click "Manage", then "Printing Preferences""

3. Click the My Tab or Basic tab (depending which driver is installed) and choose "Authentication/Account Track.."

4. Leave "Department Name" blank and enter your printer code the "Password" field.

5. To set your printing to Gray Scale, click the "Quality" tab and set "Select Color" to Gray Scale.

6. Make sure you click "Apply" to save your changes.