

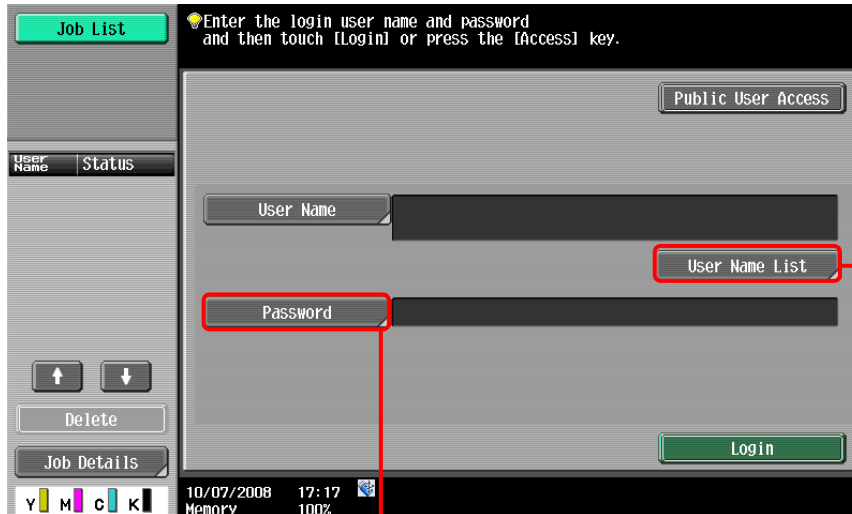


# JUDSON UNIVERSITY

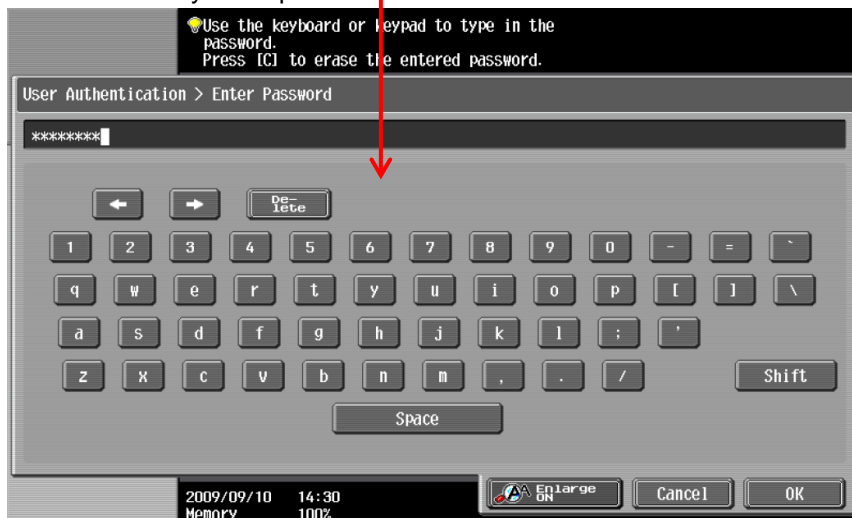
## Information Technology Department

Copy on a Konica Minolta

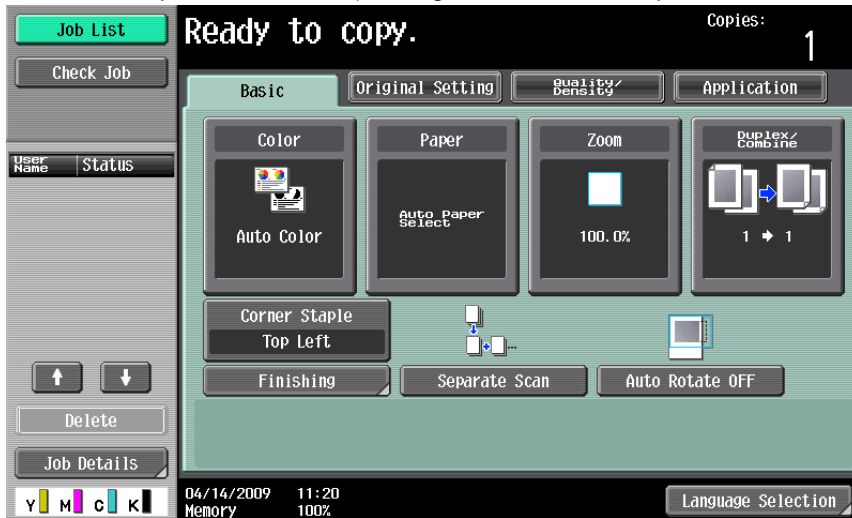
1. You will first have to log on. Press "User Name List".



2. Locate your department and select it. You will then have to enter your 4-digit password.



3. After logging in, you will see this screen. You can select various options by navigating through the tabs at the top of the screen. (If using a color machine, please select **Auto Color** and *not Full Color*.)



4. After you have all settings, start the copy by pressing the blue “Start” button.