

Secure Printing – Konica MFP's

PC Driver Setup

There are two options, you can set the driver for all your documents to Secure Print or only when required. Both methods are described here.

Occasional Secure Print

When printing select Print Preferences > Basic Tab

Change Output method to Secure Print > enter user details

BLUEBOX Konica C364e Printing Preferences		×
🧟 My Tab 🛛 Basic Layout Finish Cover Mod	e Stamp/Composition Quality Other	
A4 (210x297 mm)	Favorite Setting Untitled	✓ A <u>d</u> d <u>E</u> dit
A4 (210x297 mm)	Original Orientation Original Orientation Original Orientation Original Orientation Original Orientation	Output <u>M</u> ethod
	O <u>rig</u> inal Size A4 ✓ ➡ <u>P</u> aper Size Same as Original Size ✓	User Settings Authentication/Account Track Copies
×1	<u>Z</u> oom [25400%] ● Auto ○ Manual 100 € %	Line [19999]
	Paper Tra <u>v</u> Auto ~	
	Paper <u>⊺</u> ype Plain Paper ∽	Paper Settings for Each Tray
Printer View Printer Information		Default
	ОК С	ancel Apply Help

Releasing your Secure Prints from the Konica Printer

Select Home (if Home not Default Screen) > Secure Print > Enter Doc ID & PIN > Select individual prints or print all.

IMPORTANT NOTE: If colour restrict is in use, you will need to log in as colour user first.

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Permanent Secure Print

Search Printers and Scanner (Or Devices and Printers if on older Windows devices)

Right Click the Konica Printer > Printer Properties > Navigate to Settings tab > Secure Print Settings...

뵭 BLUEE	BOX Koni	ica C36	4e Properties	;		×
General	Sharing	Ports	Advanced	Colour Management	Security Configure Settings	
C5	54/C554	e	12		EMF Spool ☑ Display Constraint <u>M</u> essage ☐ Display paper set in Print Server Properties	
					[Output Method] when <u>piniting</u> is preserved Share <u>O</u> verlay File(s) Shared <u>Folder Settings</u>	
					Authentication Settings	
					My Tab Settings	
					Wake-On- <u>L</u> an Settings Save <u>C</u> ustom Size	
					OK Cancel Apply Help	

Tick Secure Print only > OK then Apply on previous screen.

Secure Print Settings	×
Secure Print only	
Print without Password	
Allow	
◯ <u>R</u> estrict	
[Secure Print] - [ID] and [Password] are set in the print setting property. In the printing, the input screen of the setting is displayed each time when not setting it.	
OK Cancel Defau <u>l</u> t <u>H</u> elp	

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Advanced tab > Printing Defaults > Basic Tab

Ensure Output method is showing as Secure Print and enter user details:

Max. 16 Password Max. 64 Operate the followings on the printer's control panel in order to use the documents which is printed by "secure print". [User Box]button -> [System] -> [Secure Document lear Box] -> [I lea /File] Save in User Box File Name Max. 30 User Box Number	nt rint ID	
Max. 64	Max. 16	
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[User Box]button -> [System] -> [Secure Document Hear Box File Name Max. 30 User Box Number	erate the followings on the printer's control el in order to use the documents which is ted by "secure print".	
Save in User Box File Name User Box Number	er Box]button -> [System] -> [Secure	
User Box Number	er Box	
Max. 9	Number Max. 9	
Type in [Secure Print ID] and [Password] that are used with [Secure Print].	[Secure Print ID] and [Password] that are the secure Print].	

This is your unique ID. We suggest ID as your initials and a 4 digit password of your choice.

OK > Apply > OK > Apply

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