

Secure Printing – Konica MFP's

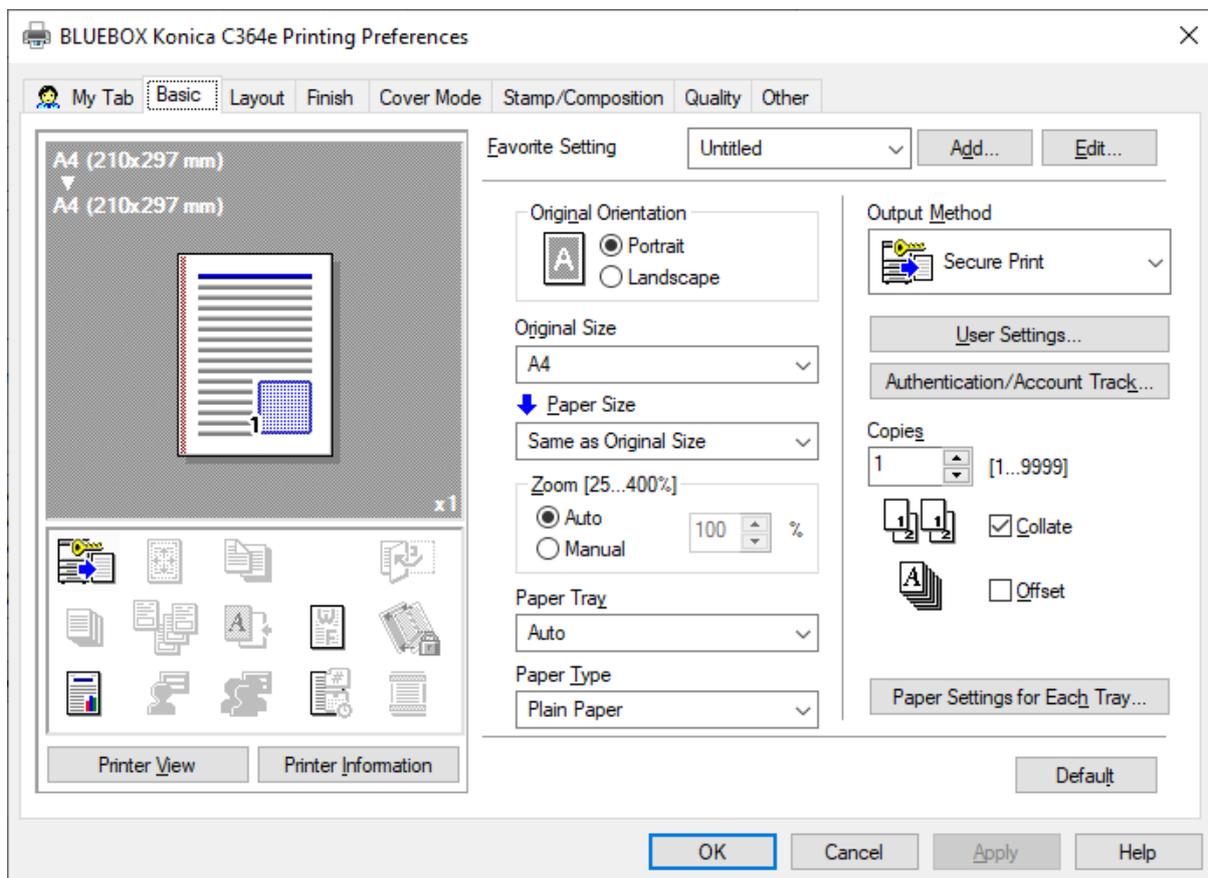
PC Driver Setup

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



Releasing your Secure Prints from the Konica Printer

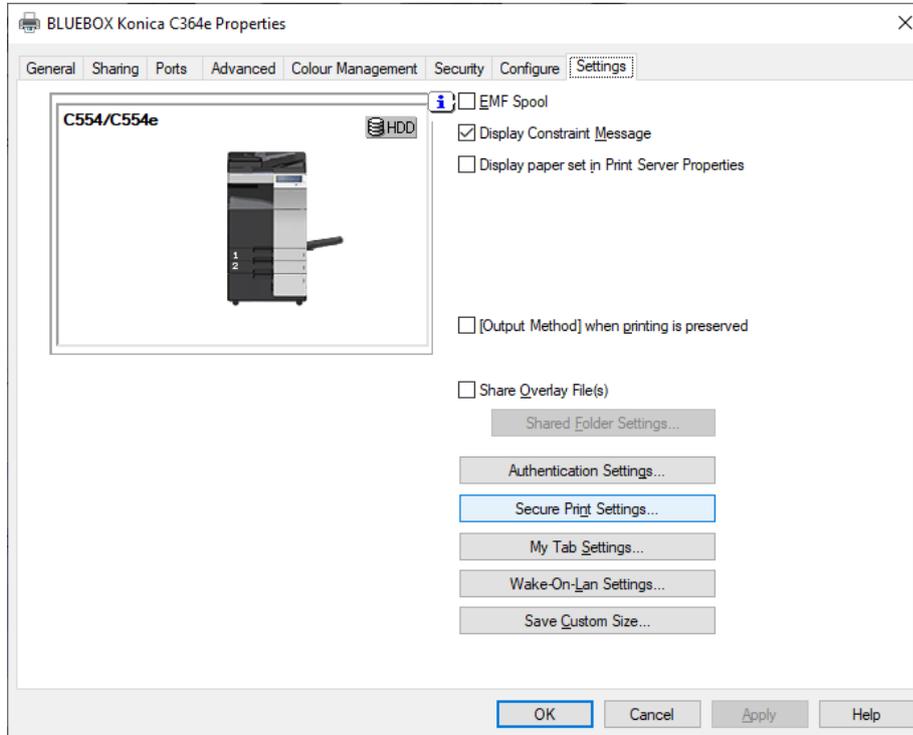
Select Home (if Home not Default Screen) > Secure Print > Enter Doc ID & PIN > Select individual prints or print all.

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

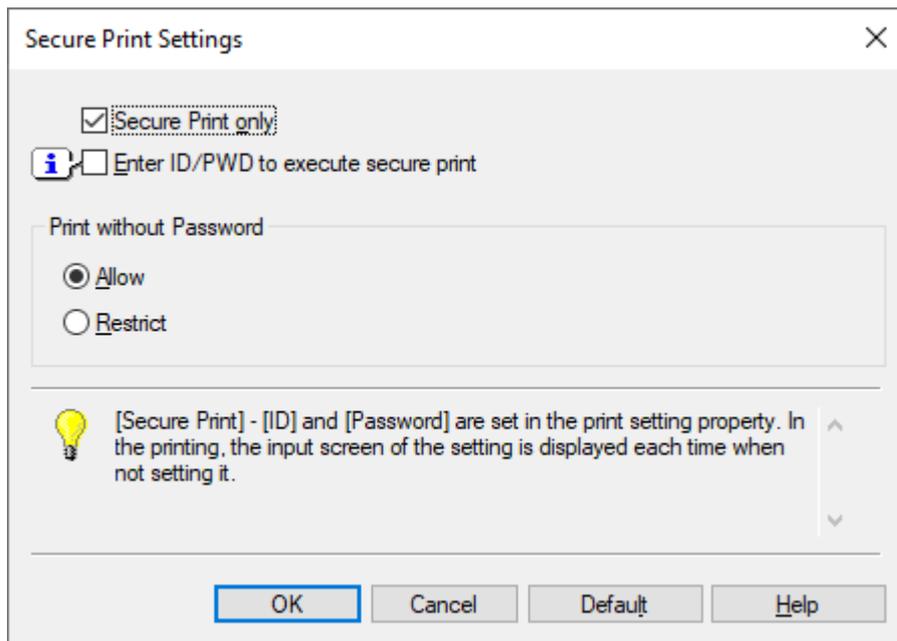
Permanent Secure Print

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...

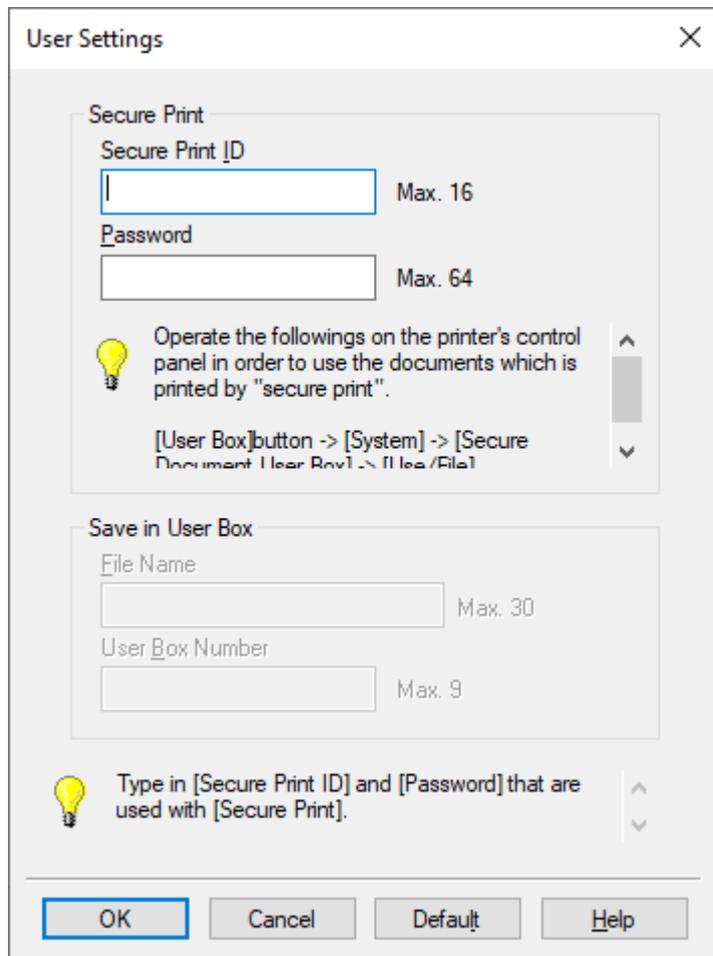


Tick Secure Print only > OK then Apply on previous screen.



Advanced tab > Printing Defaults > Basic Tab

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



The image shows a 'User Settings' dialog box with the following fields and instructions:

- Secure Print** section:
 - Secure Print ID**: Input field with a maximum length of 16 characters.
 - Password**: Input field with a maximum length of 64 characters.
 - Instruction: "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 User Box] -> [File/Print]
- Save in User Box** section:
 - File Name**: Input field with a maximum length of 30 characters.
 - User Box Number**: Input field with a maximum length of 9 characters.
 - Instruction: "Type in [Secure Print ID] and [Password] that are used with [Secure Print]."

Buttons at the bottom: OK, Cancel, Default, Help.

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

OK > Apply > OK > Apply

Releasing your Secure Prints from the Konica Printer

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