

Konica Minolta Secure Printing

This function allows you to send a confidential document to the printer with an access code.

This means that the document will not print until you are at the machine and enter this code. The code is up to the individual and can change every time you use the function.

SETTING SECURE PRINT AT YOUR PC

- Select 'print'
- Then select the 'printer properties'
- Select the 'Basis' tab
- Drop down the 'Output Method' menu
- Select 'Secure Print'
- A new window will open with 2 fields to be completed
- Enter your name into 'Secure Print ID'
- Enter a Password
- OK

RETRIEVING YOUR DOCUMENT AT THE DEVICE

- Change the view on your screen from copy to 'User Box'
- Select 'Use Document'
- Select 'System User Box' from the top
- Select 'Secure Print' user box, Click OK
- Enter the same details you entered at you PC (i.e name and password)
- Retrieve and print your document.

REMEMBER ITS CASE SENSITIVE.