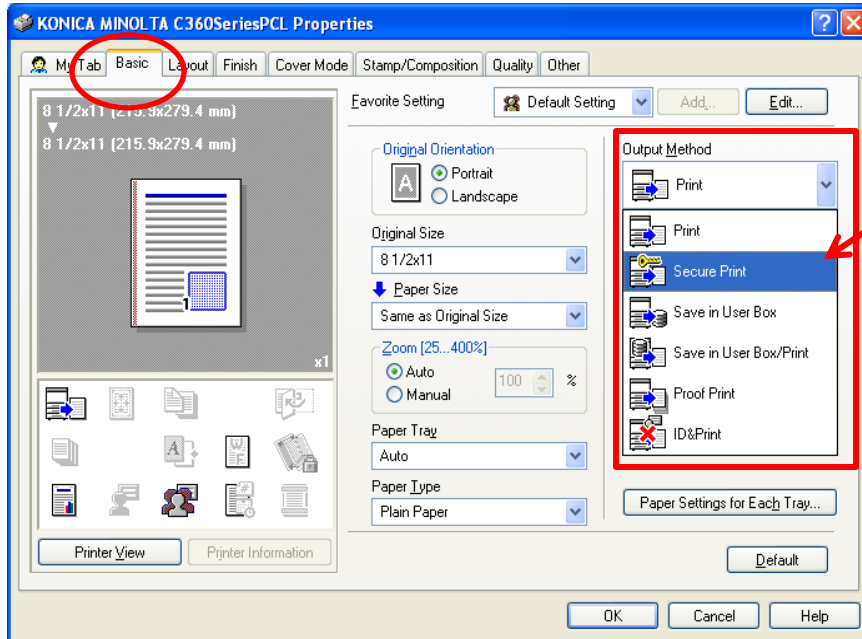




KONICA MINOLTA

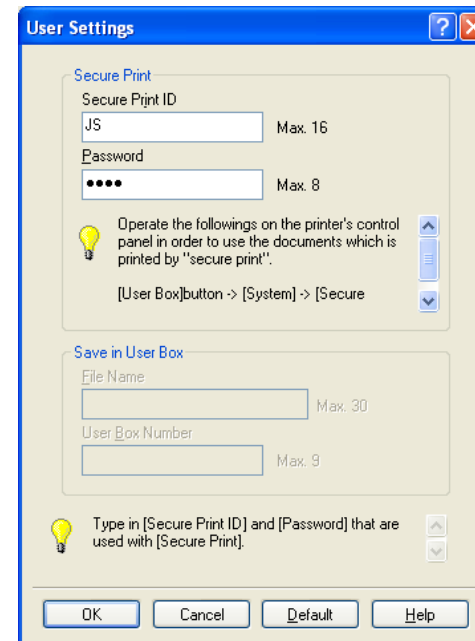
Using Secure Print

Secure printing is a useful function for a few reasons. This feature is great for confidential documents! It's also useful if you have multiple users printing and you always end up sorting through other print jobs to find yours . . . rather, send your job to the SECURE PRINT BOX and retrieve it at your leisure.



1. At your computer:

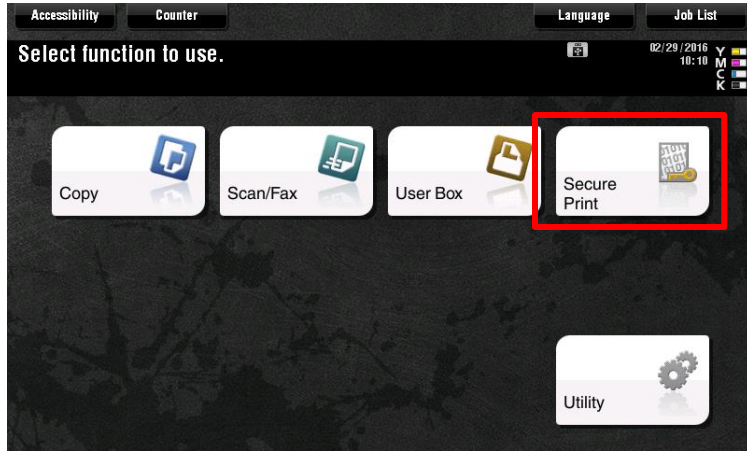
Select the appropriate print driver, click on **PRINTER PROPERTIES** and select **SECURE PRINT** under Output Method. (located on Basic Tab)



2. A dialogue box will appear. Simply fill in your ID and a PASSWORD. ***TIP – you need to type your ID and PASSWORD in at the machine so make it simple.**

3. Ok > OK > PRINT

Using Secure Print – page 2

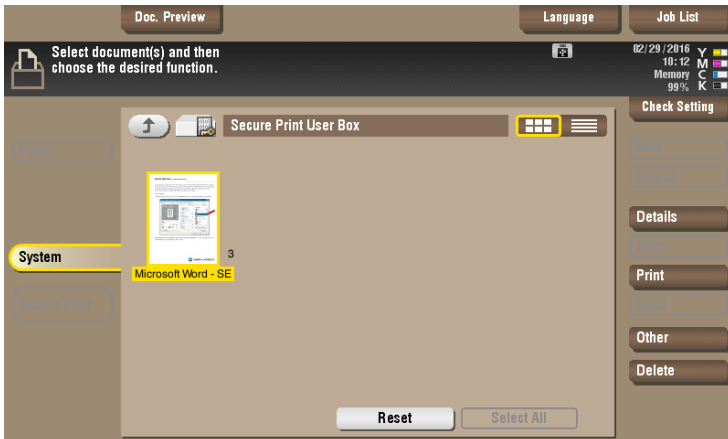


4. Walk up to the device:

- From the **Main Menu** , select **SECURE PRINT**
A pop up window will come up



5. Enter the ID and PASSWORD that was set on the printer driver when prompted.



6. Select the document by touching the **Thumbnail** and touch **Print** .

***TIP** – if two or more Secure Print Documents, each having the identical Secure Print ID and PASSWORD have been registered, you can select them all and print them at the same time.