

## **Setting Up Konica-Minolta Copiers For Secure ID Printing**

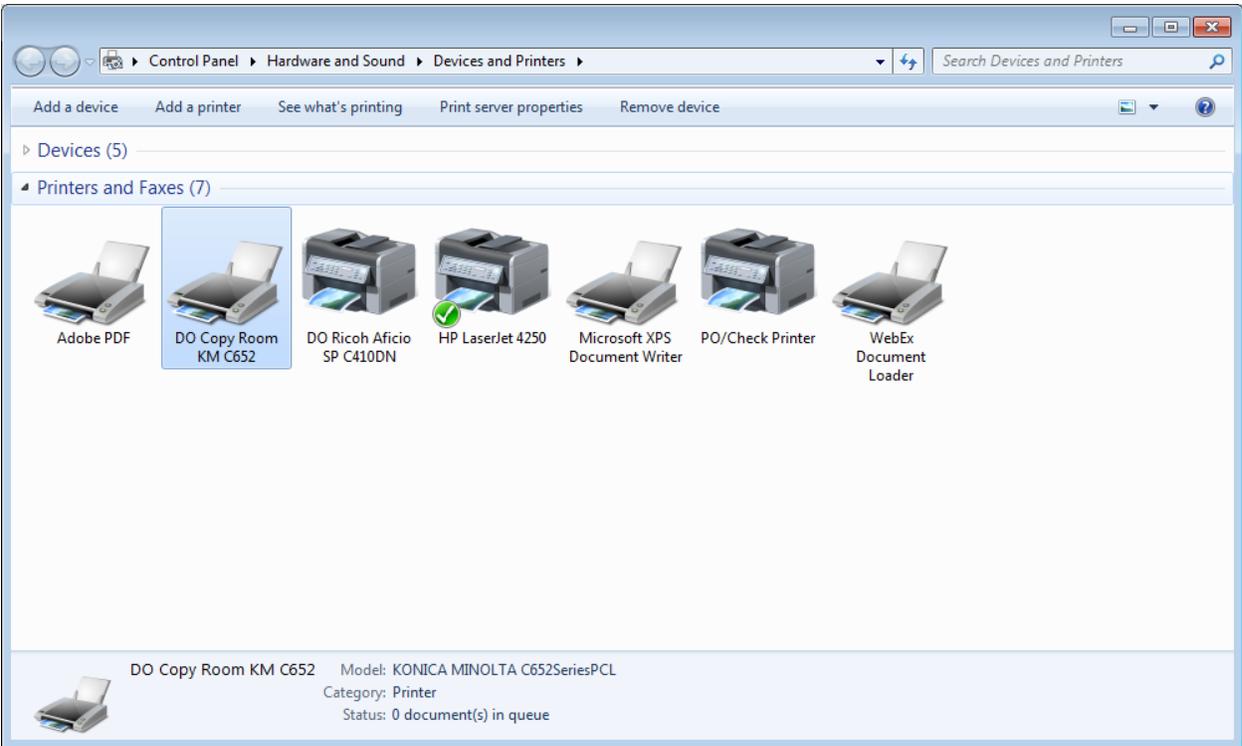
Each staff member's laptop or desktop computer now has access to each of the Konica-Minolta copiers installed in your building for printing. The installed copiers are as follows:

**Primary Main Office Bizhub C554  
Primary Staff Workroom Bizhub Pro 951  
Intermediate Main Office Bizhub C554  
Intermediate Staff Workroom Bizhub Pro 951**

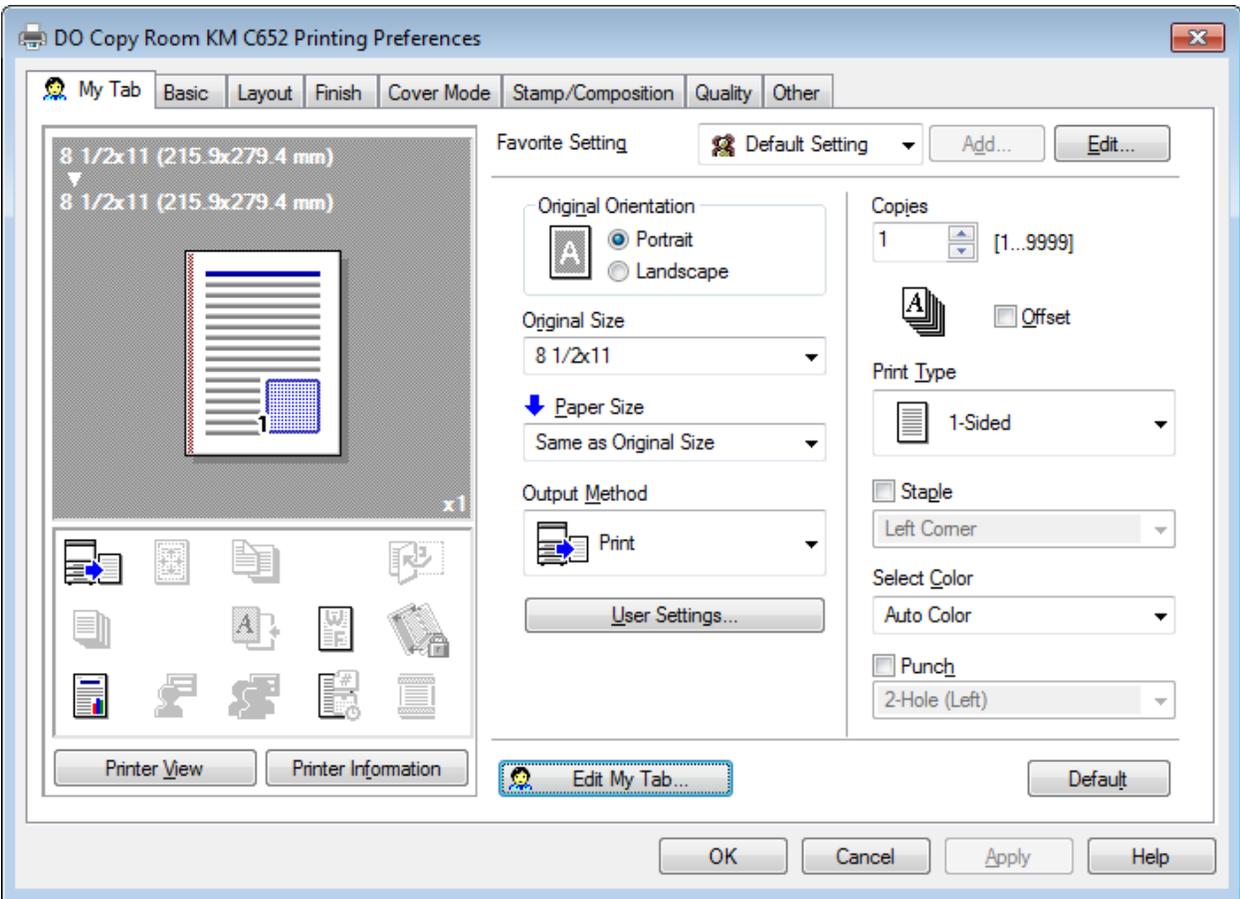
**Middle School Main Office Bizhub Pro 951  
Middle School Island Room Bizhub 754**

**High School Main Office Bizhub 454  
High School Guidance Office Bizhub 287  
High School First Floor Workroom Bizhub 754  
High School Second Floor Workroom Bizhub Pro 951**

These new copiers contain a feature called Secure ID printing, which allows users to print documents to a storage device on the copiers for later printing, much like we did in the past with user accounts created on the copiers themselves. Printing to the Secure ID devices on the copiers will eliminate the need for individual user accounts to be set up, and will also prevent direct printing to the copiers. Secure ID printing works like this: When you print a document, and select one of the copiers in your building, you will assign your document a Secure ID code and password. You can use any code and password that you want as long as you know what the code and password for that document are. Then, at a later time you can go to the copier and open the Secure ID Print Box. You'll enter the Secure ID code and password that you used when you printed the document, and your document will be available for printing. The changes for Secure ID printing need to be made on your computer, in the Printer Preferences for each copier installed as a printer on your laptop or desktop computer. You only need to make the changes once for each copier. To make the changes, click Start, and then select Devices and Printers from the pop up menu. A window will appear showing the printers installed on your computer:



Now you are ready to set up Secure ID printing. For each of the copiers from the list above that is installed on your computer (DO Copy Room C652 in the example above), right click on the copier, and select the Printing Preferences option from the drop down menu. A Printer Preferences window will appear:



Now, you'll need to change the Output Method from Print to Secure Print. Once you do this, a User Settings window will appear.

**User Settings**

**Secure Print**

Secure Print ID  Max. 16

Password  Max. 8

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]

**Save in User Box**

File Name  Max. 30

User Box Number  Max. 9

Type in [Secure Print ID] and [Password] that are used with [Secure Print].

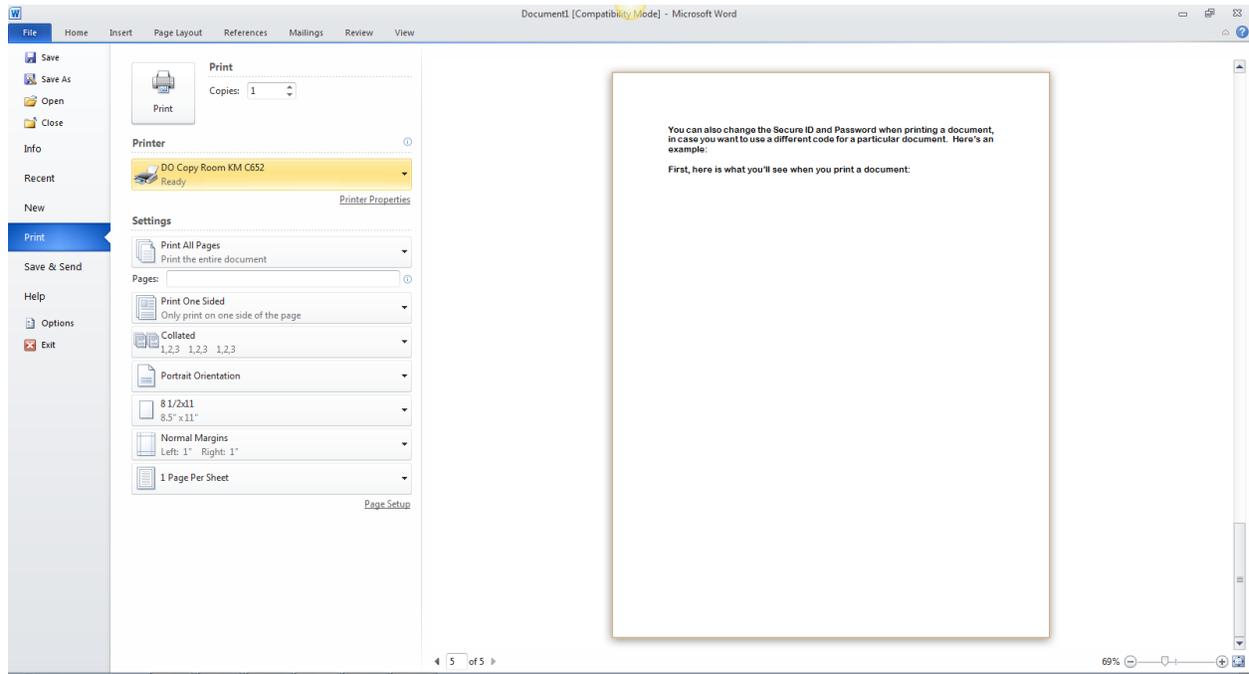
OK Cancel Default Help

In this window you will enter the Secure Print ID, which is the identification code you want to use for your documents. Then, you'll need to also enter a password, which is also entered at the copier console when you want to print your stored documents. Once you've entered your Secure ID and password click OK to save your entries. Then, click Apply, followed by OK to save the changes you've made to Printing Preferences.

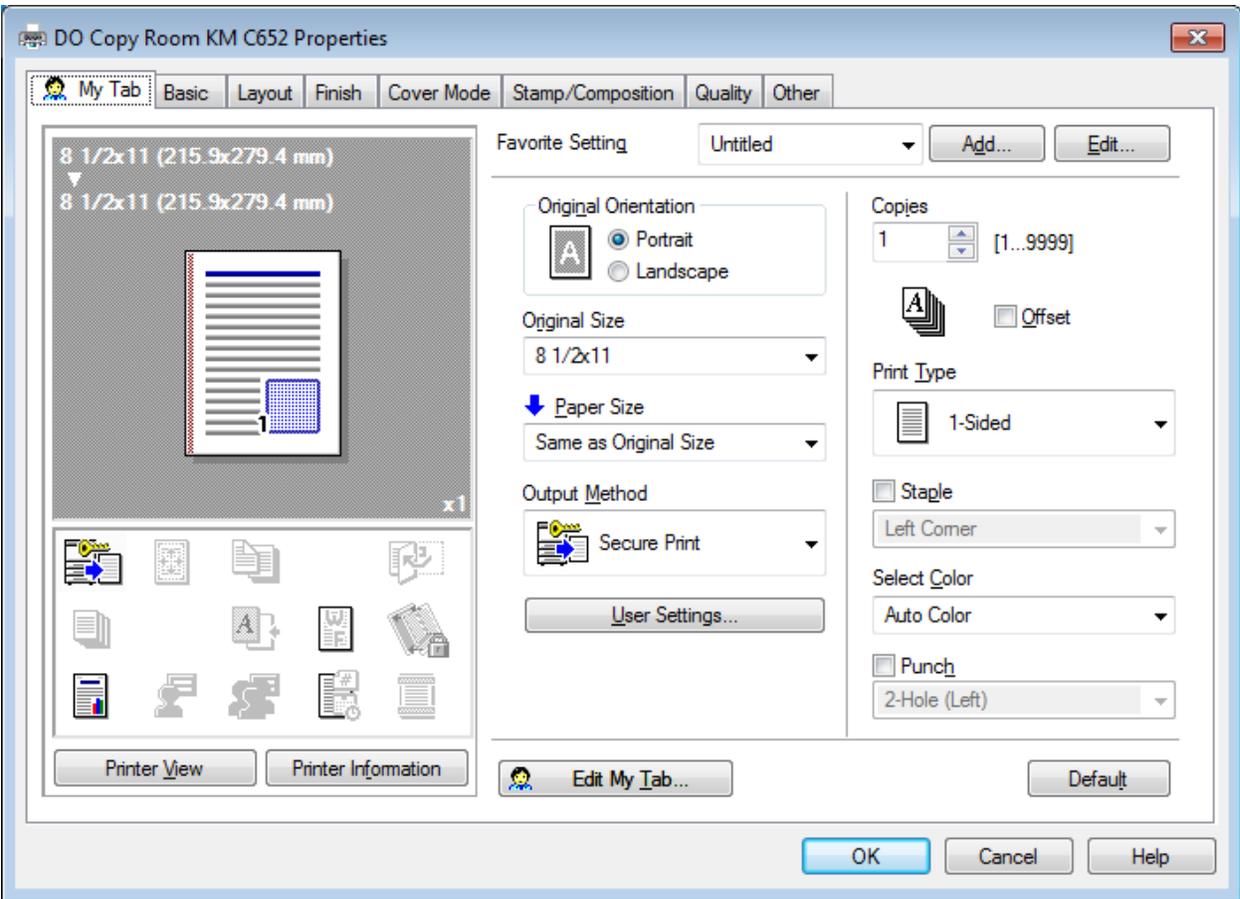
When you are ready to print a document that you've sent to one of the copiers for which you've set the Secure ID and password, you'll first press the User Box button on the copier console. In the window that appears press the Secure Document User Box key, which will cause the key to turn green. Then, press the Use/File key. You will see a box appear asking for the ID, at which time you'll enter the Secure ID code you entered in the Printer Preferences screen. Press the OK button. A Password box will appear. Enter the password next. Press OK, and any documents you've sent to the copier matching that Secure ID and Password should be available for printing. Once you've printed the documents they will automatically be deleted from the copier storage device.

You can also change the Secure ID and Password when printing a document, in case you want to use a different code for a particular document. Here's an example:

First, here is what you'll see when you print a document:



Once you've selected the copier you wish to send your document to, you can click on the Printer Properties link below the printer selection, which will cause the following to be displayed:



You'll notice that this is the same Printer Preferences screen that you used to set up your Secure ID code. You can click on the User Settings button to change the Secure ID code and Password.