LOFFLER

Konica Minolta: Secure Printing

Used for printing a confidential document that will be held and released with a password

From the computer/print driver:

Open your file and select Print,
Ensure your Konica Minolta is in the Printer name box.
Go to printer properties.

Make sure you have all settings on your document (ex: 2 sided, finishing…), then go to the Basic tab. Under Output Method select Secure Print. A window will pop up where you will enter an ID and Password for your document. After you enter this information select OK and print like normal.

The document will be held at the machine for you to release.
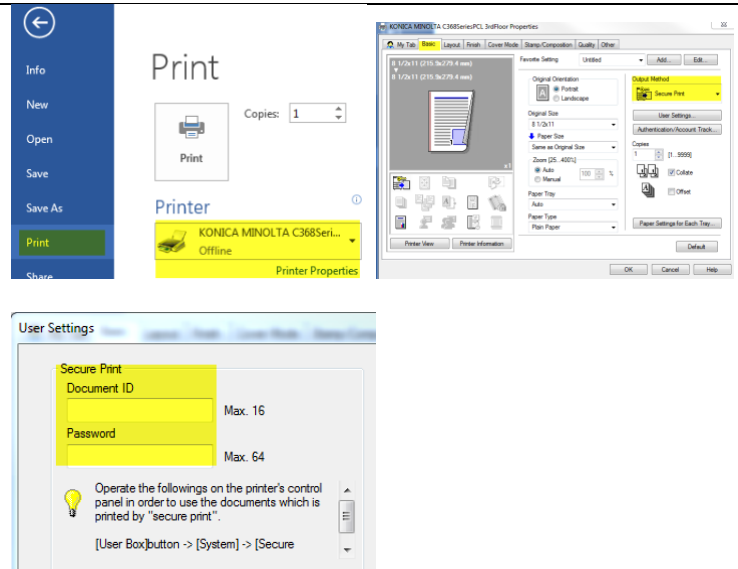
Retrieving document at the machine:

Select Menu>>User Box>>System>>Secure Print.

You will see a login screen appear that requires you to enter your document ID and the Password you entered from the Print screen on your computer. Once entered your document will print and be deleted.

**The default time you have to retrieve the document is 1 day. This can be modified by the machine's administrator.

To change the retrieval time:

At the machine: Select Menu>>Utility>>Administrator Settings (enter your administrator password)>>System Settings>>User Box Settings>>Auto Delete Secure Document You can select from the number of days or specify a length of time. Select **Ok** and **Close** until you are out of the Utilities of the machine.	

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