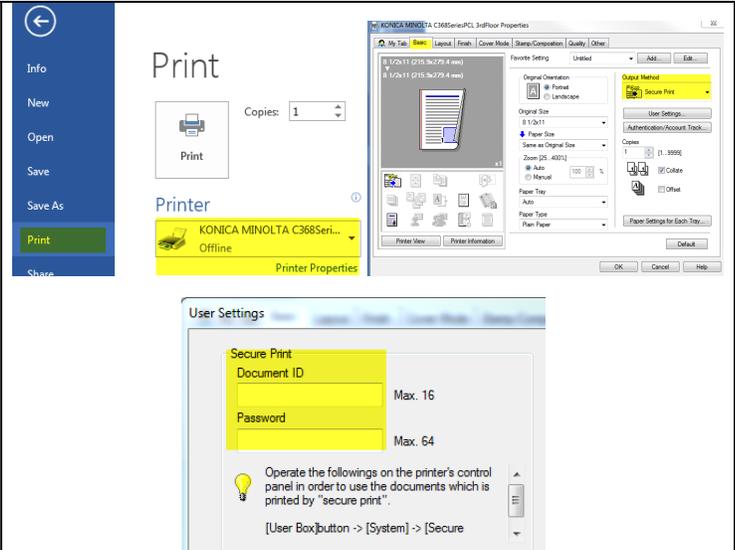


Konica Minolta i-Series: Secure Printing

This guide will go over how to use secure printing. This feature is used for printing a confidential document that will be held and released with a password.

From the computer/print driver:

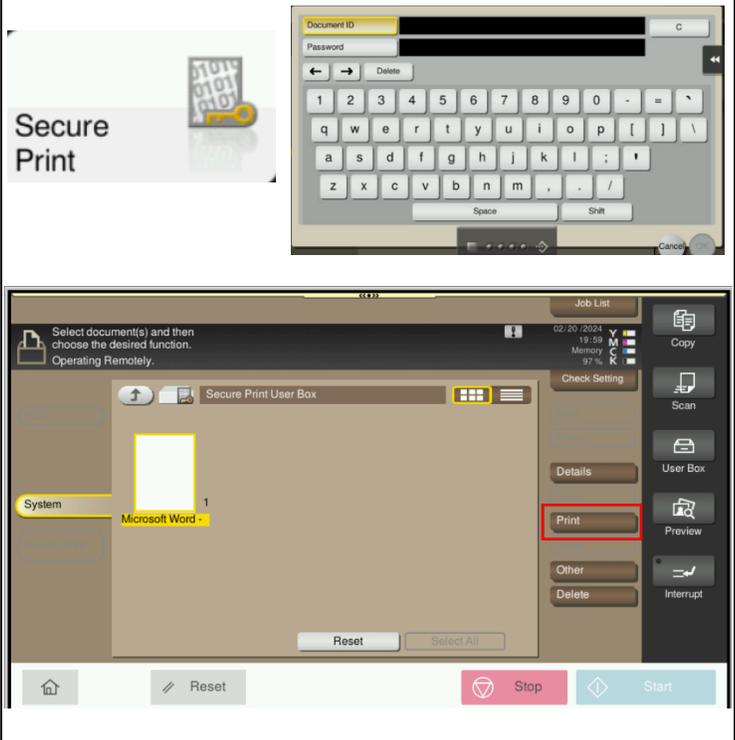
1. **File** → **Print** → **Printer Properties**.
2. Turn on settings for print job (Ex: 2-sided).
3. Select the **Basic** Tab.
4. Select the **Output Method** dropdown to choose **Secure Print**.
5. A popup box will appear. Type in a Document ID (Name) and a Password (recommend using numerical characters).
6. Select **OK** to close, then **Print**.



Retrieving document at the machine:

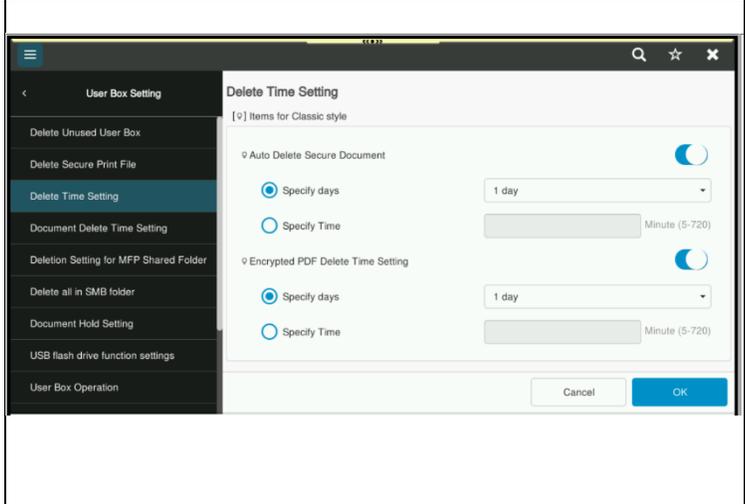
1. Select the Home/Menu icon.
2. Select **Secure Print**. (If not visible on main screen, select **User Box** → **System** → **Secure Print**.)
3. Type the same Document ID and Password from step 5 in section above.
4. Select **OK**.
5. Choose the correct document and select **Print**.

The document will be held at the machine to be released. If a user forgets the document, it will automatically delete out after a designated timeframe (default 24 hours).



To change the auto delete time:

1. Select the Home/Menu icon.
2. Select Utility.
3. Select Administrator Settings, then login with the administrator password.
4. Select System Settings.
5. Select User Box Settings.
6. Select Delete Time Setting.
7. Change to designated time under **Auto Delete Secure Document** – Specify days or Time.
8. Select OK, then close.



There is another confidential printing option called **User Boxes**. Reference the **User Box – Creation and Use** guide.