

Secure Printing Instructions For Multi-Function Devices

Konica Minolta

Pages: 2-6

Ricoh

Pages: 7-8

Note: These instructions should be used as a guide for identifying settings and terminology for secure printing. Each multi-function device model and brand may have a different visual interface. Ask your information technology department if you need additional assistance using this feature.

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Secure Printing Instructions For Konica Minolta Multi-Function Device

File Home	Insert Page Layout	References Mailings Print Copies: 1	1. From the document you wish to print, select File, then Print
Close Info Recent New Print	Print Printer @@GSA.TSF Relay Settings	cKS11.bizhub600.1 on u <u>Printer Properti</u>	 2. Select the Konica MFD you wish to send the document to, if it is not your default printer
Save & Send	SD.LKS11.bizhub600.1 Pro	Pages entire document	 3. Click on Printer Properties
Setup Per Page Setting Paper Orientation Original Size Output Size Zoom	Special Functions Over Landscape A 8 1/2x11 Same as Original Size 100 %	tay Watermark Qualit Bindin Print 1	4. From the Setup (or Basic) tab, click the down arrow at Output Method
Paper Source Pa Output Output Copies Output Tray	Auto aper Type Settings Print Default Default		5. Select Secure Print

ecure Print Settings	×	Watermark C
Secure Print ID	I	E
Password		
ОК	Cancel	
Paper Source	Auto	
	Paper Type Settings]
Output		
Output Method	🖗 Secure Print	•
Copies	1 (1-9999)	
Output Tray	Default	

6. A Secure Print Settings
pop-up box will appear.
Enter a unique name for
Secure Print ID (e.g. your
name) and enter a
password in the
Password box

7. Click OK three times to send the document to the printer

Retrieve Your Print Job



1. At the MFD, click on User Box

	riedse prepare a spare tuller cartridge.	
	User Box Operations	
5	Scan and save documents in a User Box. Save Document	2. Click Use Document
	Print or send caments saved in the User Box. Use Document	
	Edit name, move, copy or delete documents.	
15	03/30/2011 09:20	
s*	User Box Fax / Scan Copy	
		3. Click System User
		Box and click OK
ob	Public	Search User Box
	©00000001 nelson arnie	1/ 1
	N N	Ut
	Enter User Box No.	\frown
	03/30/2011 09:20 Nemory 100%	
s 🔆	User Box Fax / Scan Copy	Reset

Select the desired User Box to If you know the User Box number Public	use document. r, enter it using the keypad.	4. Click Secure Print User Box and click OK
Encrypted PDF User Box Enter User Box No. D3/30/2011 11:24 Memory 11:24 100%	Annotation User Box Cancel	rint rk

P	ype in the ID for the Secure Print document. ress [C] to erase the entered ID.				
Ir	ID		5. Using th	ne t	ouch screen
	1994		keyboard,	ent	ter your User
1			ID as enter	red	when you
			printed the	e d	ocument
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			1		
			Shift		6. Click OK
	Space				
L					
	03/30/2011 11:26 Wenory 100% Cancel		OK		

Secure Prin	t Docu	ment I	Passwo	rd						7. Using the touch screen
•										keyboard, enter your Secure
			_							Print Document Password
E	-	L le	te						_	as entered when you
1 2	3	4	5	6	7	8	9	0	-	printed the document
9 W	e	r	t	Y	u	i	0	Р	•	
as	d	f	9	h	j	k	1	;		
ZX	C	V	b	•				1		Shift
				Spa	ace					



Secure Printing Instructions For Ricoh MP 6001 Multi-Function Device

To Send the Document to the Printer:

- 1. Open Document.
- 2. Click on "File." Scroll down and click on "Print."
- 3. Select the Ricoh MP 6001 print driver from the driver selection box.
- Click on the "Properties" button and click on the "Setup" tab.
- 5. Under "Job Type", select "Locked Print."
- 6. Click on the "**Details**" tab and enter a User ID.
- 7. Enter a 4-digit password and click "OK."
- 8. Apply any desired print settings such as staple, duplex, etc.
- 9. Click "Apply" and then click "OK" twice.

See next page for instructions on how to print the document.

To print the document at the device:

- 10. Press the [Printer] function key on the control panel of the MP 6001
- 11. Press [Print Jobs].



A list of print files stored in the machine appears.

12. Press [Locked Print Job List].



A list of Locked Print files stored in the machine appears.

- 13. Select the file you want to print, and then Press [Print] The password screen appears.
- 14. Enter the 4-digit password and select [OK].



The print confirmation screen appears.



The locked file is printed.