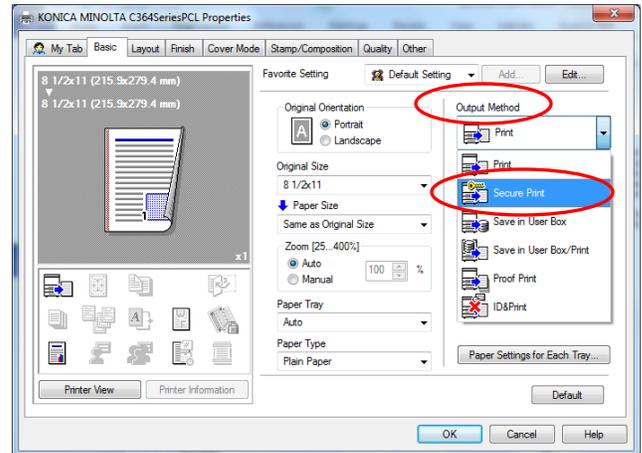


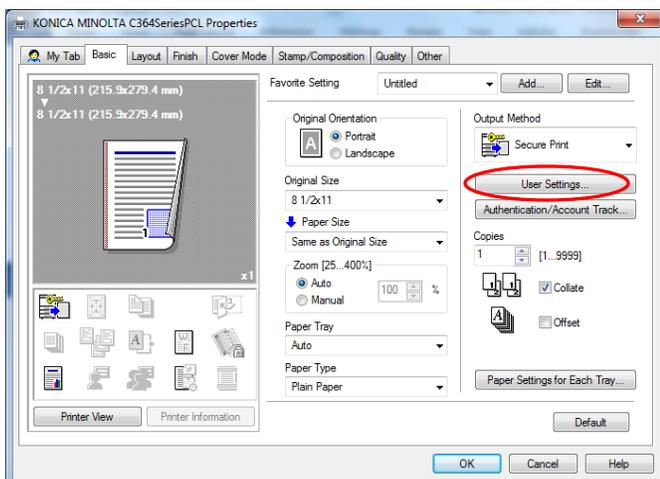
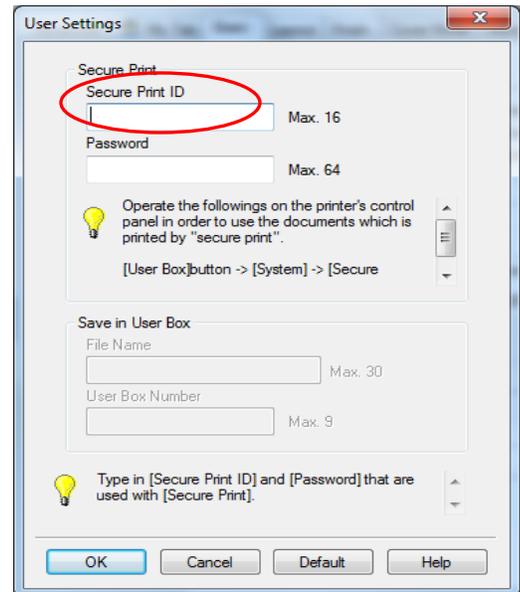
# USING SECURE PRINT

The Secure Print feature on the Konica Minolta print driver allows you to send print jobs to your device with a Secure Print ID (can also add a Password) and release them later at your convenience. This is useful if you are sending confidential documents or require specialty paper. Documents are held at the device until the User releases the jobs with the Secure Print ID (and Password, if used).

1. Select **File, Print** and your Konica Minolta **print driver**.
2. Select **Printer Properties** (in some applications it may be called Preferences).
3. From the **Basic Tab** (or **My Tab**), select **Secure Print** from the **Output Method** drop down menu.



4. The first time the feature is used, the driver will prompt you to enter a **Secure Print ID** (required). A Password can also be entered as well, but keep in mind both will need to be entered at the device to release the job(s).
5. Select **OK, OK** and **Print**.
6. \*NOTE: The next time you use Secure Print it will not prompt you for the Secure Print ID. If you wish to change the Secure Print ID (and / or Password), select **User Settings** (below Output Method). The print driver will always retain the last ID/passwords used.



- At your Konica Minolta device, select the **MENU** button, then select **Secure Print**.  
(\*Note, it may not be in this exact location on your MENU screen.)
- Enter the **Document ID** (Secure Print ID) information you entered on the print driver (and **Password**, if entered as well) and select OK.



- Select the files you wish to print (can choose **Select All**) and select **Print**. You can also choose to delete files.  
**\*NOTE:** If you do not release/delete files they will be automatically deleted after 24 hours.



- You can choose to change the **print options** and quantity, then press **START**.

