

USING SECURED JOB on bizhub c3850/c3850FS

The Secured Job feature on the Konica Minolta print driver allows you to send print jobs to your device with 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 Password.

- 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 **Secured Job** from the **Job Retention** drop down menu.

RONICA MINOLTA C3850 Series PCL Properties					
My Tab Basic Layout Cover Mode Star	mp/Composition Quality Other				
8 1/2x11 (8.5x11 in)	Favorite Setting 🖌 Add Edit				
8 1/2x11 (8.5x11 in)	Original Orientation Job Retention				
	Original Size				
	Paper Size Same as Original Size ✓				
×1	Zoom [25400%]				
	Paper Tray Auto				
	Paper Type No Setting				
Printer View Printer Information	Default				
OK Cancel Help					

- The first time the feature is used, the driver will prompt you to enter a Password. <u>Uncheck</u> Hide Password and enter a password
- 5. Select OK, OK and Print.
- *NOTE: The next time you use Secured Job it will not prompt you for the Password. If you wish to change the Password, select **User Settings** (below Job Retention). The print driver will always retain the last password used.

RONICA MINOLTA C3850 Series PCL Properties						
👷 My Tab Basic Layout Cover Mode Stamp	o/Composition Quality Other					
8 1/2x11 (8.5x11 in)	Favorite Setting Untitled	✓ Add Edit				
8 1/2x11 (8.5x11 in)	Original Orientation Original Size 8 1/2x11	Job Retertion Secured Job User Settings Authentication/Account Track				
	Same as Original Size ▼ Zoom [25400%] ●	Copies 1 (19999) 1 (V Collate				
	Paper Tray Auto 👻					
	Paper Type No Setting					
Printer View Printer Information		Default				
		OK Cancel Help				

User Settings
User Name cknowles
Job Name
 Auto
© Custom
Password
1234 4 - 8 chars
Hide Password
To print using a password, use the following setting: Basic Tab -> [Job Retention] -> "Secured
OK Cancel Default Help

- 7. At your Konica Minolta c3350 select the **Document Print/Delete** button from the main **Menu** screen.
- 8. Then select **Documents to Print**.



Select desired fu	2014/01/09 13:29		
Documents to Print	Memory RX	ID & Print	
Poling TX	Confidential RX	External Memory	
Scanned Documents			

- 9. Select your user name from the possible list, then tap Open
- 10. Select a job to print then tap Print
- 11. Press the empty password box and enter the password you used when printing from your computer
- 12. Tap OK twice
- 13. You can change the number of copies, then tap OK to print