

Secure Printing Instructions For Multi-Function Devices

Konica Minolta

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Ricoh

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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	Print Copies: 1	Reinitial 1. From the document you wish to print, select File, then Print
Close Info Recent New Print	Print Printer GSA.TSF GSA.TSF Rectay Settings	Printer Propert	document to, if it is not
Save & Send	SD.LKS11.bizhub600.1 Pro	e entire document	 3. Click on Printer Properties
Setup Per Page Settin Paper Orientation Original Size Output Size Zoom	g Special Functions Over C Landscape 8 1/2x11 Same as Original Size	Bindin Bindir Print 1	4. From the Setup (or Basic) tab, click the down arrow at Output Method
Paper Source P Output Output Method Copies Output Tray Output Order	Auto aper Type Settings Print Print (1-9999) Default Face Down		5. Select Secure Print

ecure Print Settings	X	Watermark C
Secure Print ID	I	E
Password		
ОК	Cancel	
Paper Source	Auto	
	Paper Type Settings	ј г
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 cartriage.	
	User Box Operations	
15	Scan and save documents in a User Box. Save Document	2. Click Use Document
	Print or send saved in the User Box. Use Document	
	Edit name, move, copy or delete documents.	
ls	03/30/2011 09:20 Henory 1007.	
	User Box Fax / Scan Copy	
		3. Click System User
		Box and click OK
ob	Public System Diser Box	Search User Box
	arnie	1/ 1
		U
	Enter User Box No.	
	03/30/2011 09:20 Cancel	ОК
S :%	User Box Fax / Scan Copy	Reset

Select the desired User Box to If you know the User Box number Public	use document. , enter it using the keypad. System User Box	4. Click Secure Print User Box and click OK
	Annotation User Box	rint
Encrypted PDF User Box Enter User Box No. 03/30/2011 11:24 Hemory 100%	Cancel	OK

Type in the ID for the Secure Print document. Press [C] to erase the entered ID.	
In	5. Using the touch screen
1234	keyboard, enter your User
	ID as entered when you
	printed the document
Z X C V D N N , . / X Space	Shift 6. Click OK
03/30/2011 11:26 Henory 100%	OK

ecure	Print	. Docu	ment I	Passwo	ord						7. Using the touch screen
								1911155			keyboard, enter your Secur
_											Print Document Password
			Lie	te				_		_	as entered when you
1	2	3	4	5	6	7	8	9	0	-	printed the document
q	W	е	r	t	У	U	i	0	Р		
a	S	d	f	9	h	j	k	1	:		
Z	X	C	V	Ь	n				1		Shift
					Spa	100					



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.