



Secure Printing Instructions For Multi-Function Devices

Konica Minolta

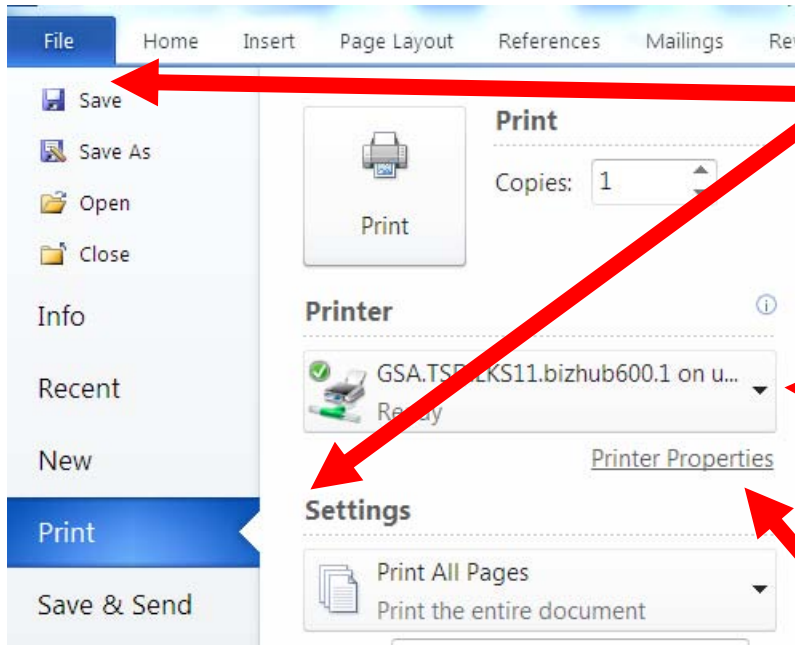
Pages: 2-6

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.

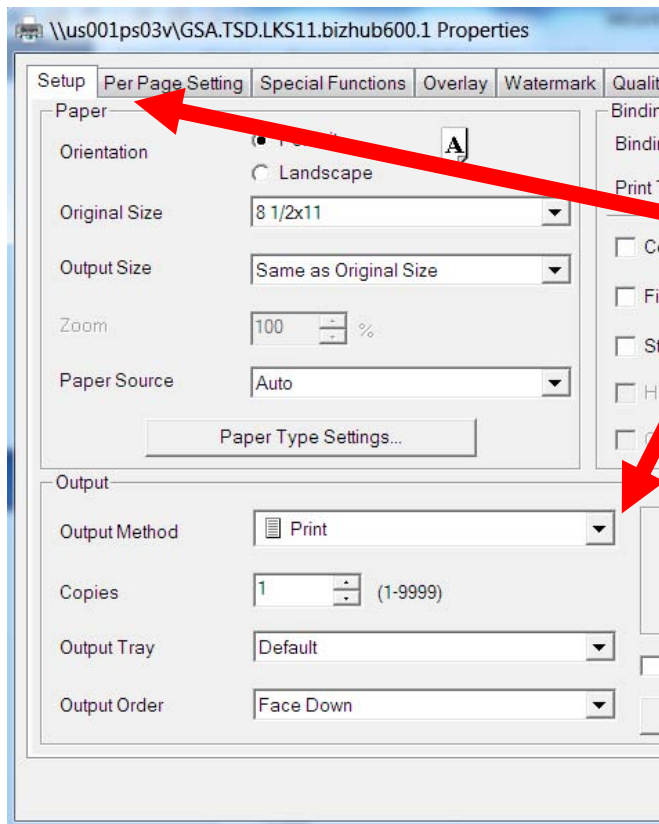
Secure Printing Instructions For Konica Minolta Multi-Function Device



1. From the document you wish to print, select File, then Print

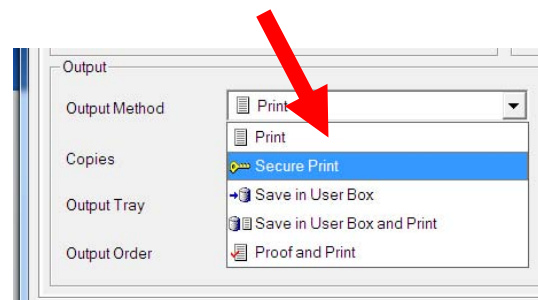
2. Select the Konica MFD you wish to send the document to, if it is not your default printer

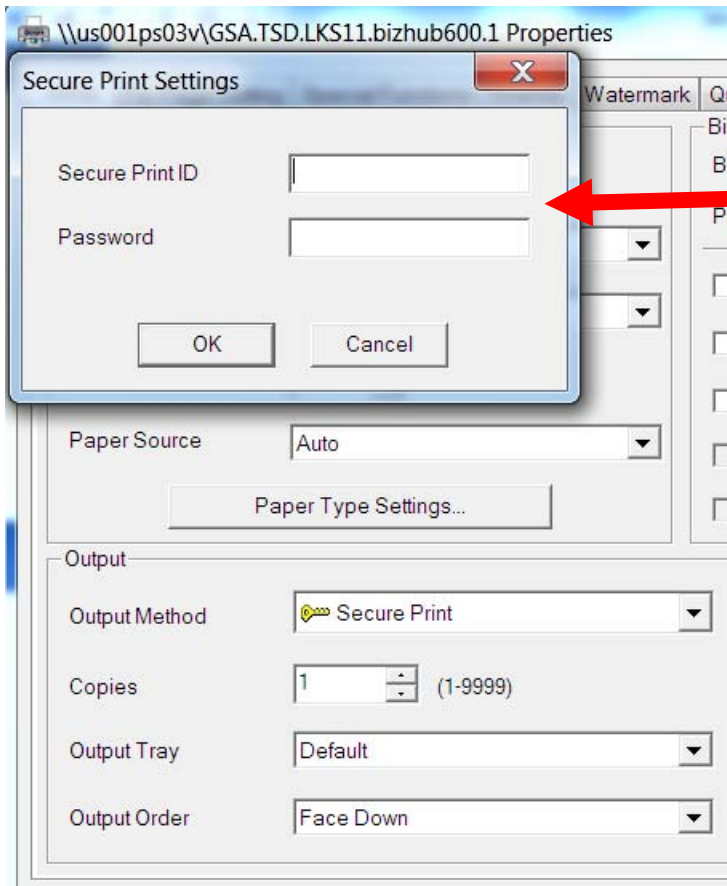
3. Click on Printer Properties



4. From the Setup (or Basic) tab, click the down arrow at Output Method

5. Select Secure Print





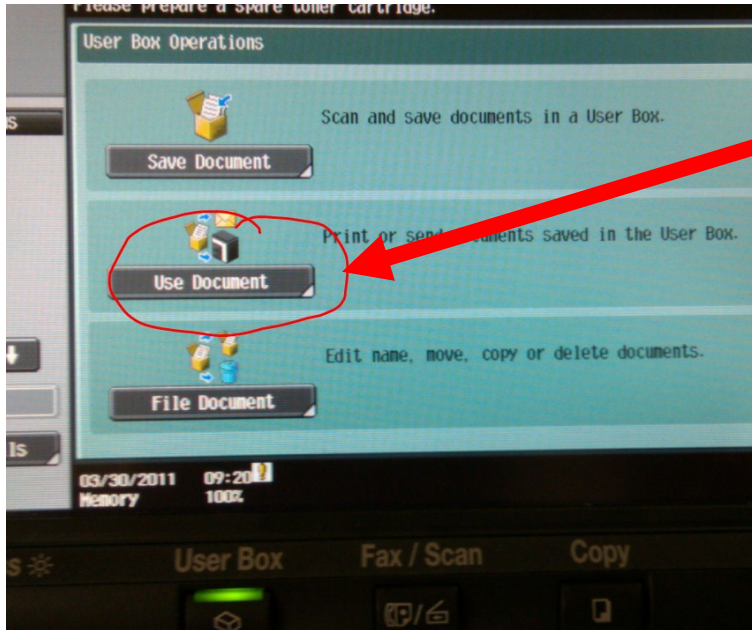
6. A Secure Print Settings pop-up box will appear. Enter a unique name for Secure Print ID (e.g. your name) and enter a password in the Password box

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

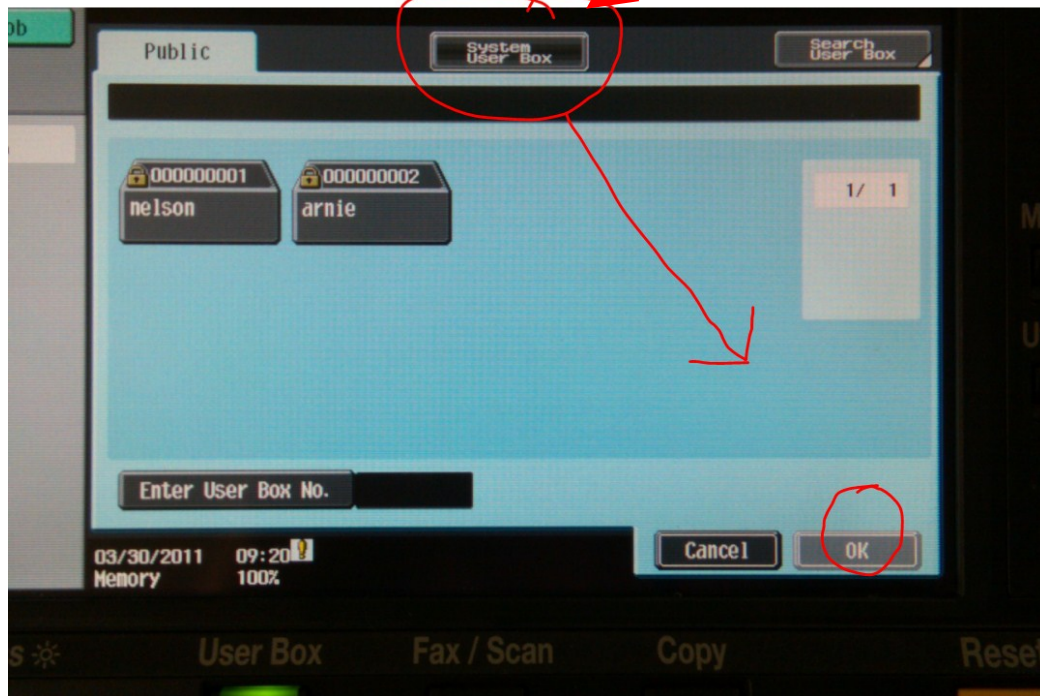
Retrieve Your Print Job



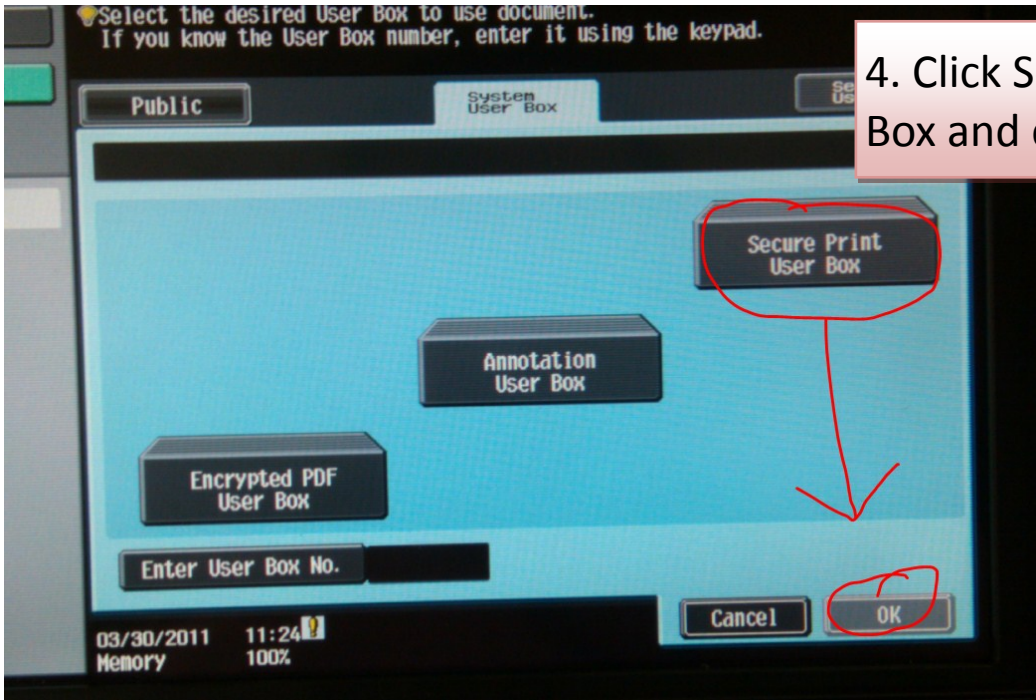
1. At the MFD, click on User Box



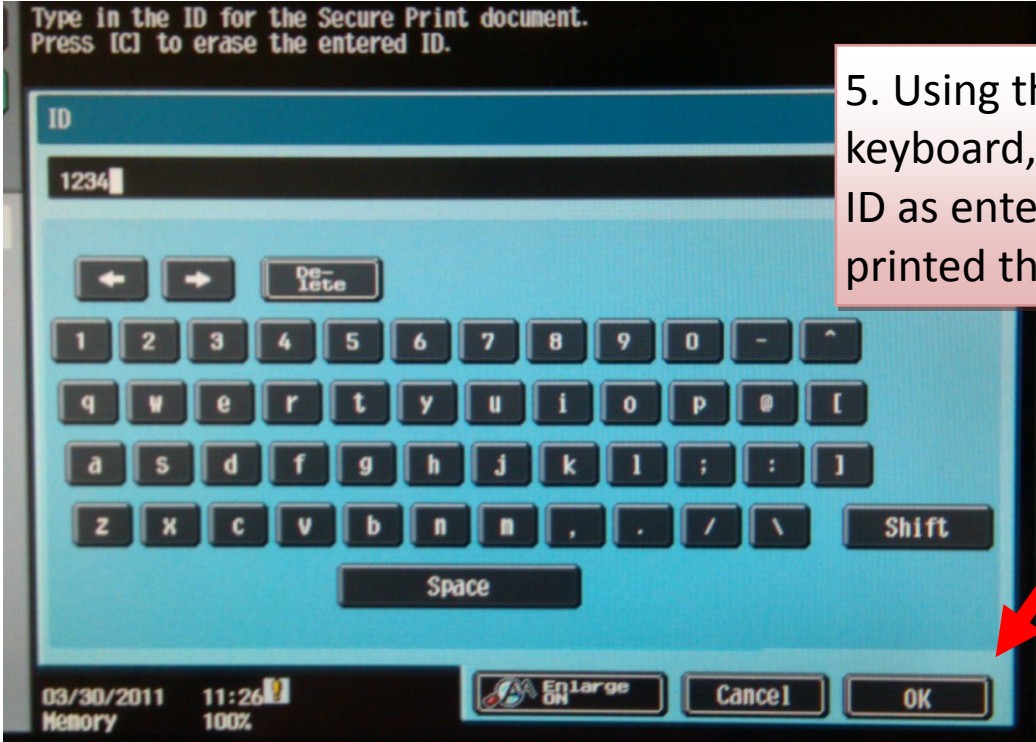
2. Click Use Document



3. Click System User Box and click OK

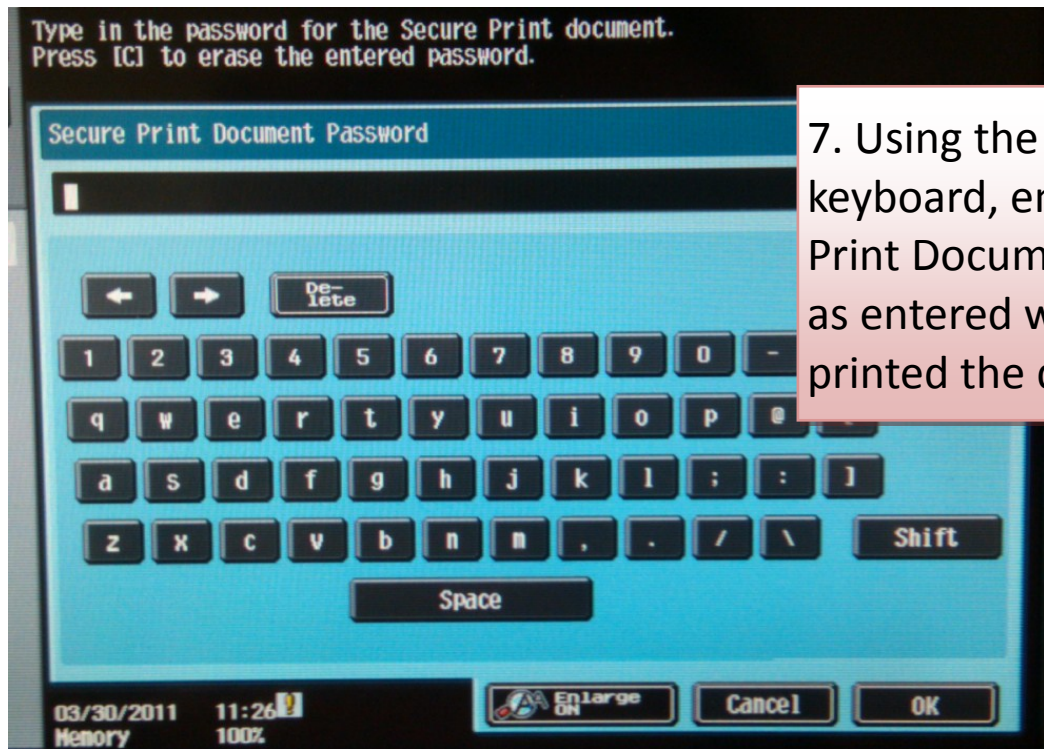


4. Click Secure Print User Box and click OK

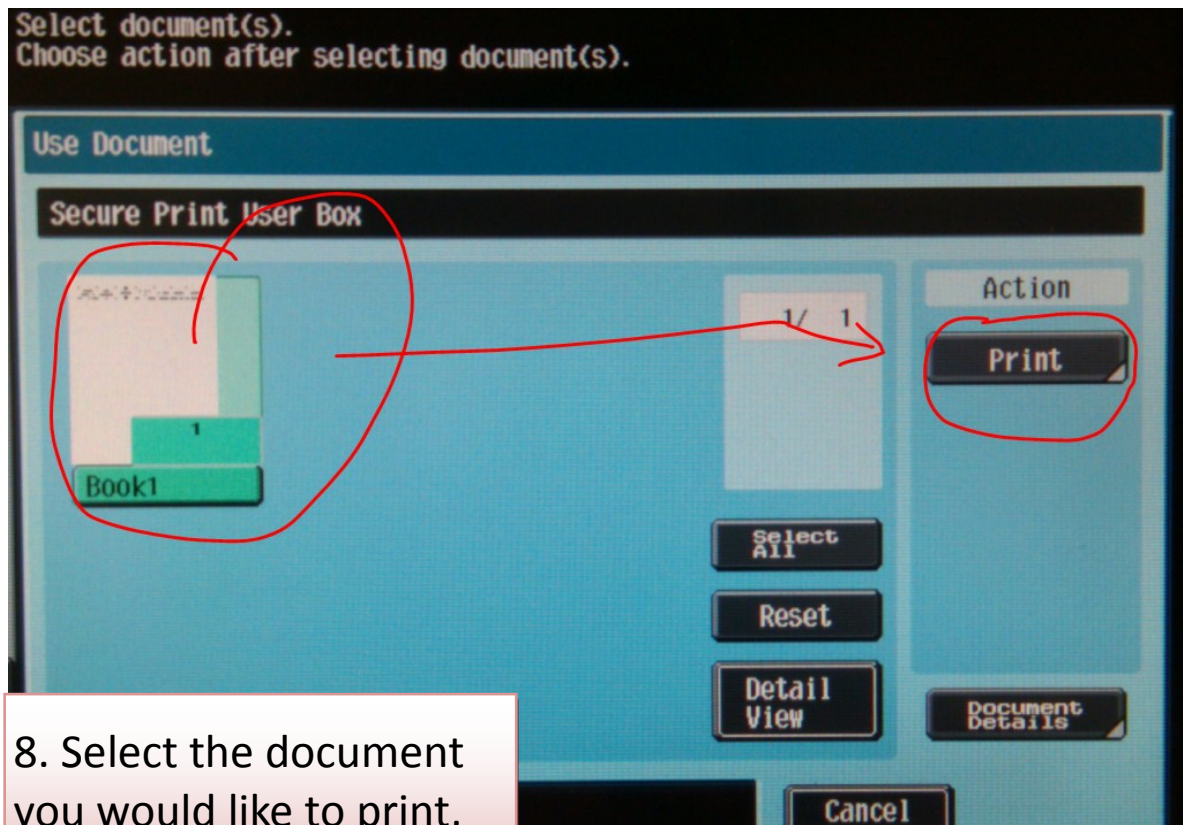


5. Using the touch screen keyboard, enter your User ID as entered when you printed the document

6. Click OK



7. Using the touch screen keyboard, enter your Secure Print Document Password as entered when you printed the document



8. Select the document you would like to print, then select Print

Secure Printing Instructions For Ricoh MP 6001 Multi-Function Device

To Send the Document to the Printer:

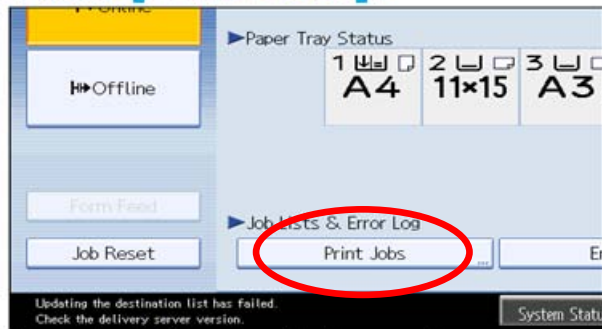
1. Open Document.
2. Click on **“File.”** Scroll down and click on **“Print.”**
3. Select the Ricoh MP 6001 print driver from the driver selection box.
4. Click on the **“Properties”** button and click on the **“Setup”** tab.
5. Under **“Job Type”**, select **“Locked Print.”**
6. Click on the **“Details”** 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:

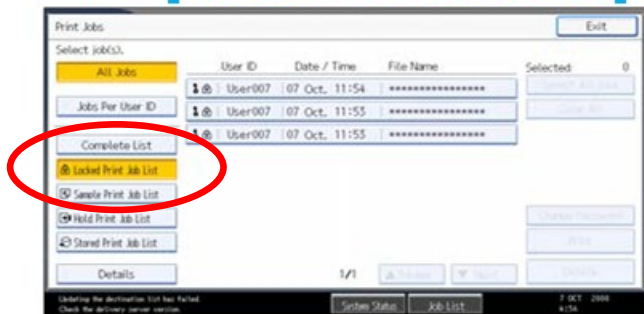
10. Press the **[Printer]** function key on the control panel of the MP 6001

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.

15. Select **[Yes]**.

The locked file is printed.