

Konica Minolta

Using Secure Print aka Lock Print in Mac OS X

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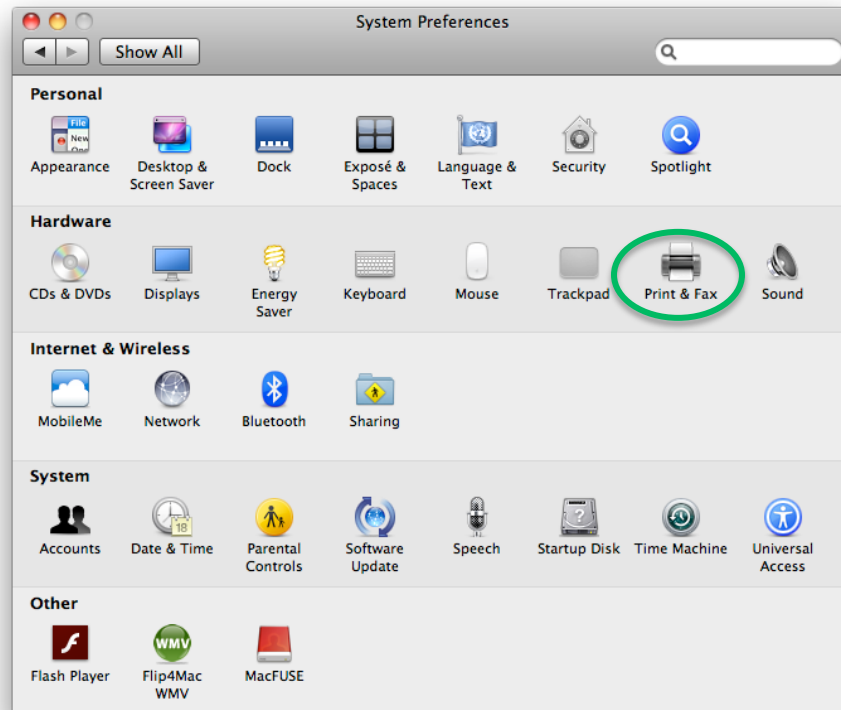
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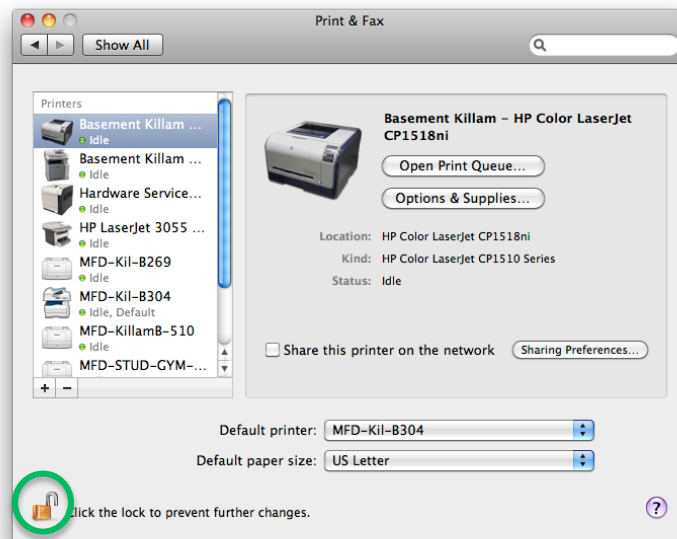
Enforce Secure Printing (also known as Lock Printing) for all print jobs

- In **System Preferences**, click on **Print & Fax** button. Note that on newer versions of Mac OS X, it may be known as **Print & Scan** or **Printers & Scanners**. In any case, look for an icon of a printer.

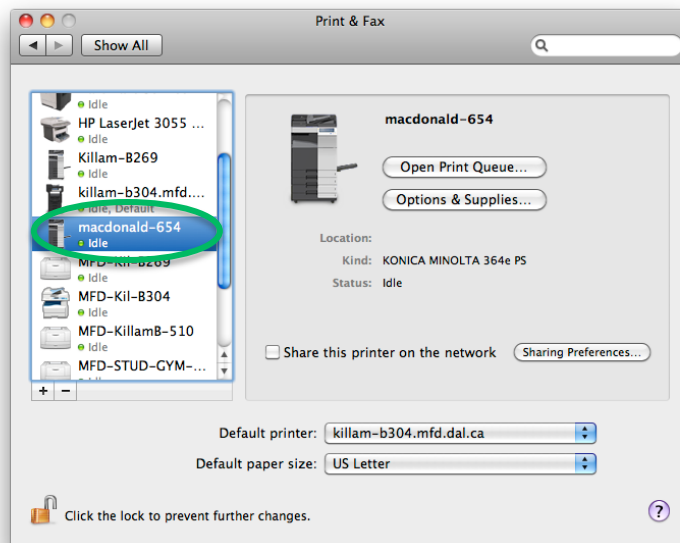


This will bring up **Print & Fax** window. Take note that this may also be called **Print & Scan** or **Printers & Scanners** depending on the version of your operating system.

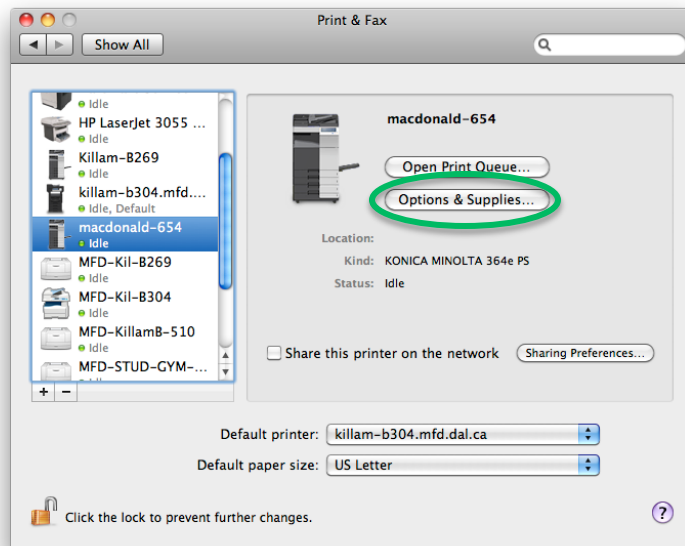
- In the **Print & Fax** window, if there is a lock icon, ensure that the lock icon is in an unlocked state. If it is locked, click on the lock and enter appropriate computer administrator name and password to unlock it.



- Select the desired printer

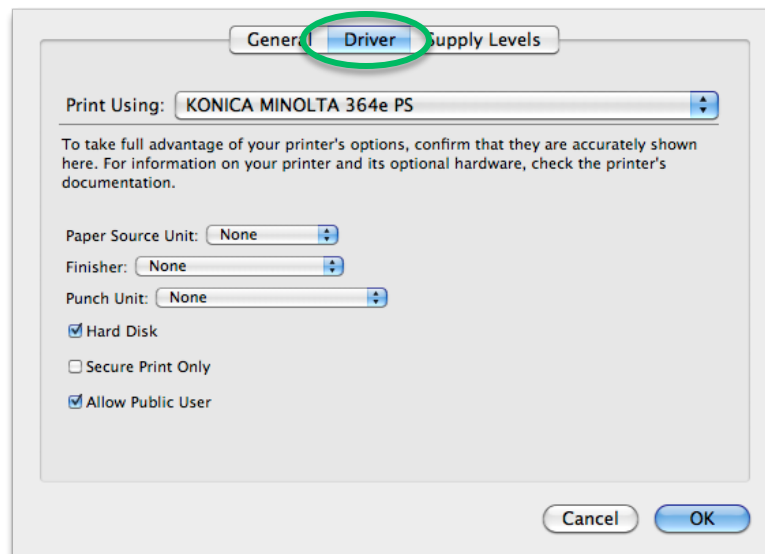


- Click **Options & Supplies...** button

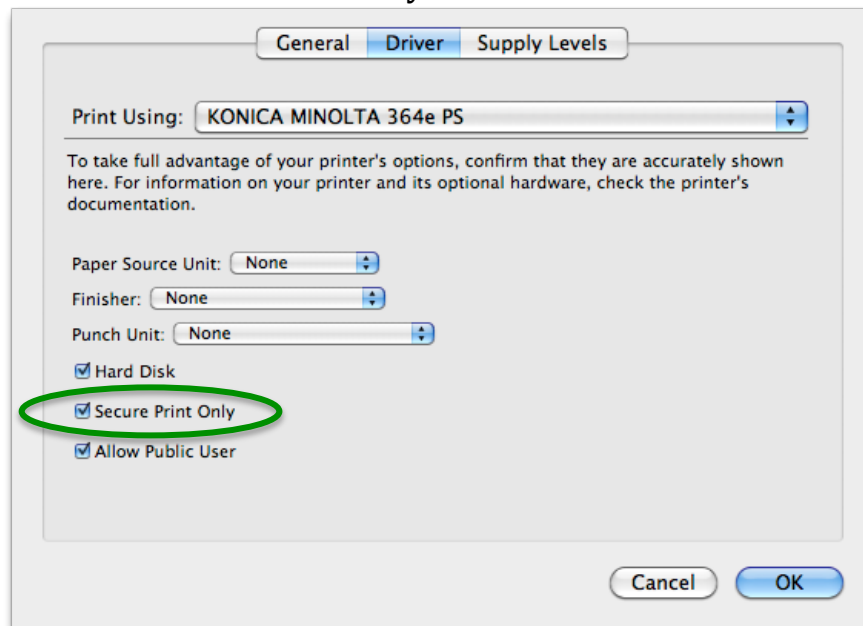


This will open a settings window with several tabs.

- Select the **Driver** tab



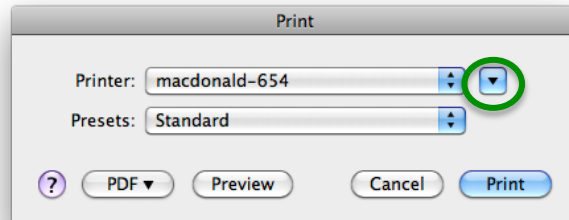
- Ensure that **Secure Print Only** check box is selected.



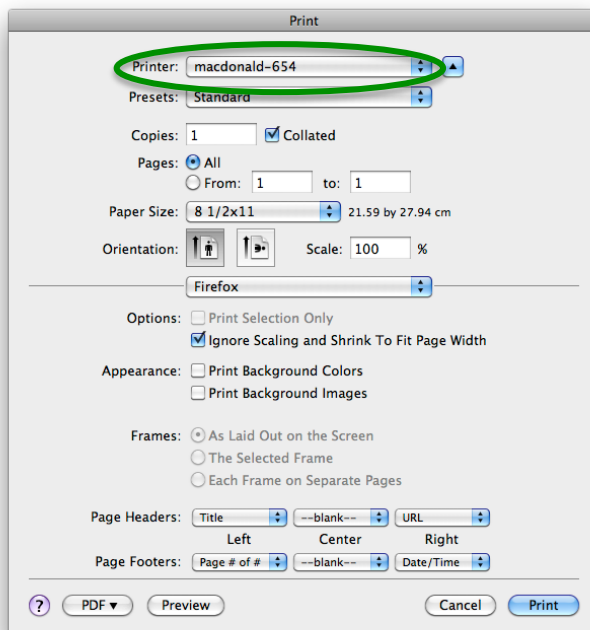
- Click the **OK** button.

Set up Secure Printing (also known as Locked Printing)

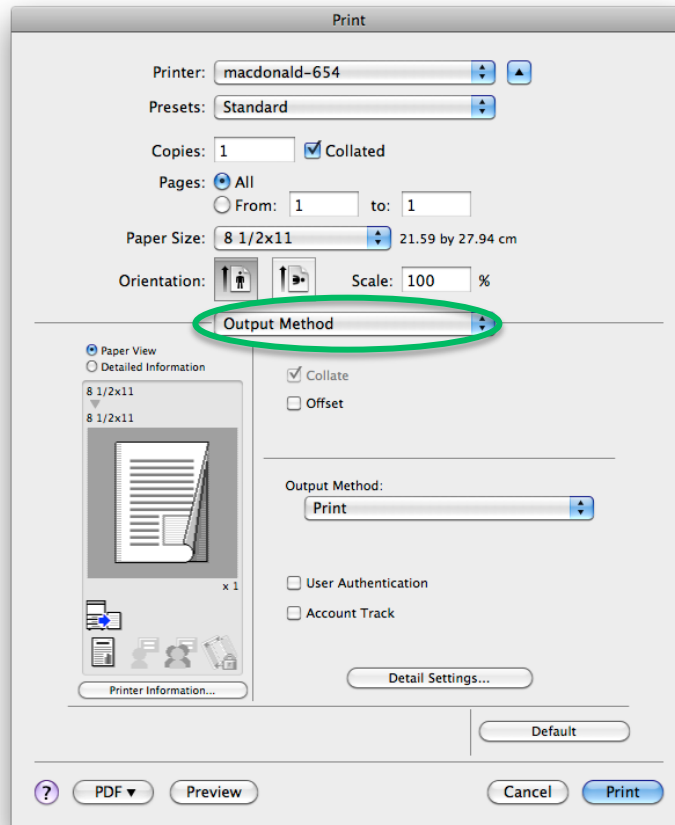
- Go to an application from which you can print.
- File→Print...
- At this point, you may see just Printer and Presets, or you may see expanded options. If you just Printer and Presets, expand by clicking on the triangle button next to the Printer drop down box.



- Select the desired printer.



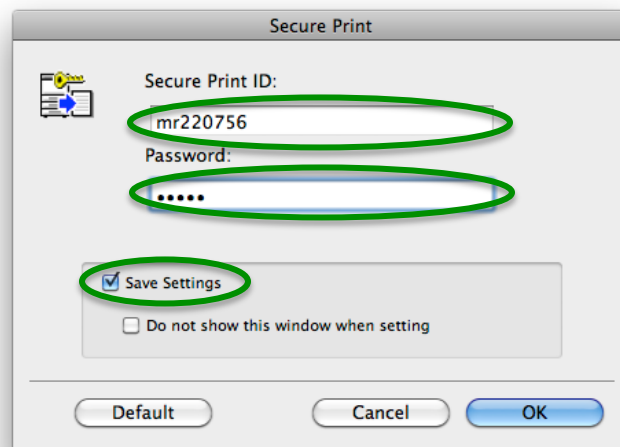
- Select **Output Method** in the section drop down box.



- In the **Output Method** drop box, select Secure Print. Note that if the Secure Print is enforced, then **Output Method** will be grey out and already set to **Secure Print**

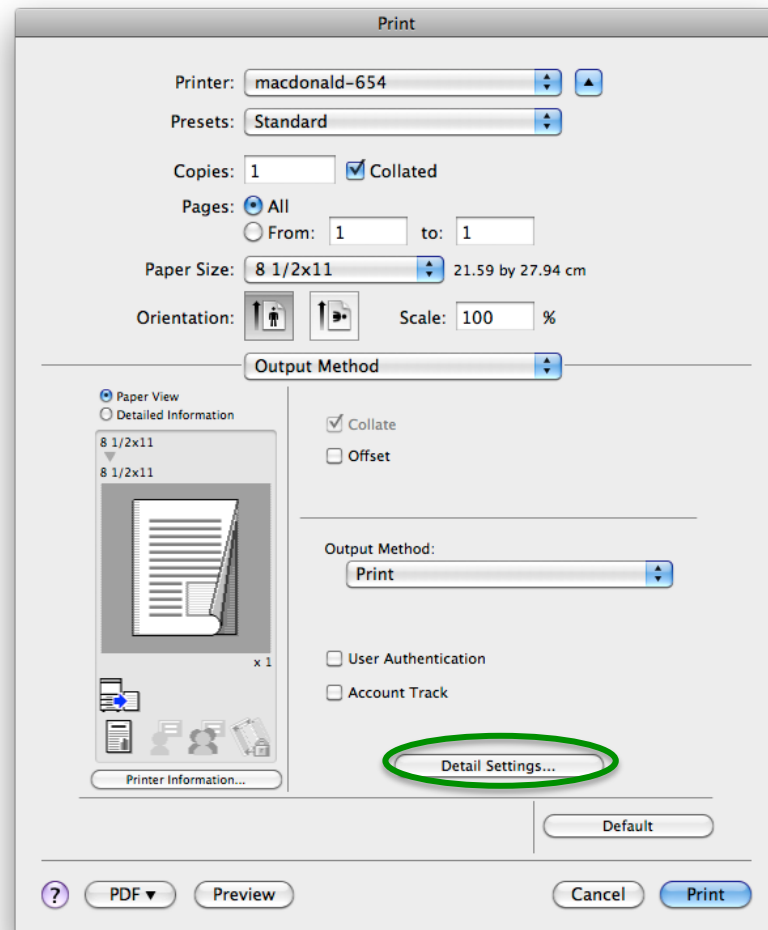
This may cause a **Secure Print** dialog box to appear.

- If a Secure Print dialog box appears, do the following:
 - In the **Secure Print ID** text box, enter the **Secure Print ID**. It is recommended that the Net ID be used. Note that this is case sensitive.
 - In the **Password** box, , enter the **Password**. If it already exists, it is recommended that the user code is used. Note that this is case sensitive.
 - Ensure that the **Save Settings** check box is selected



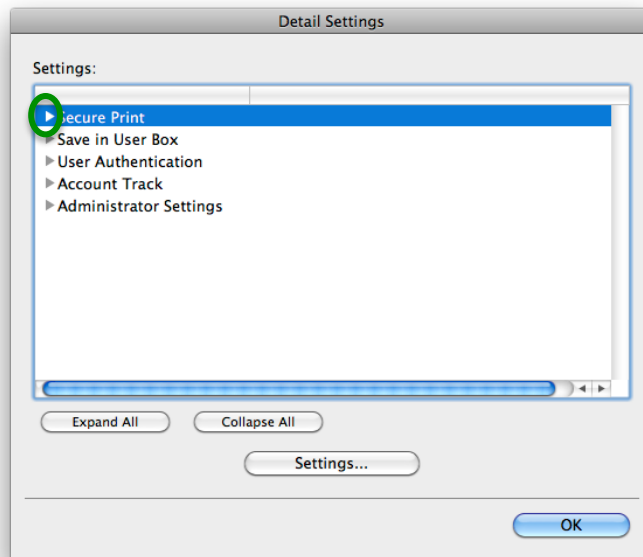
- If the Secure Print dialog box does not appear, it may already be set. However, in the event that the Secure Print ID or password needs to be set or altered, do the following:

- Click the **Detail Settings...** button.



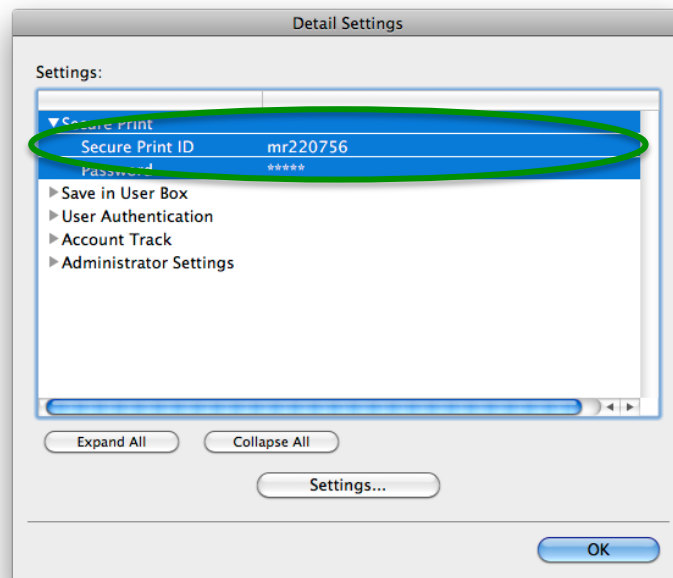
This will cause the Details Settings dialog box to appear.

- If necessary, expand the **Secure Print** options by clicking on the triangle next to it.



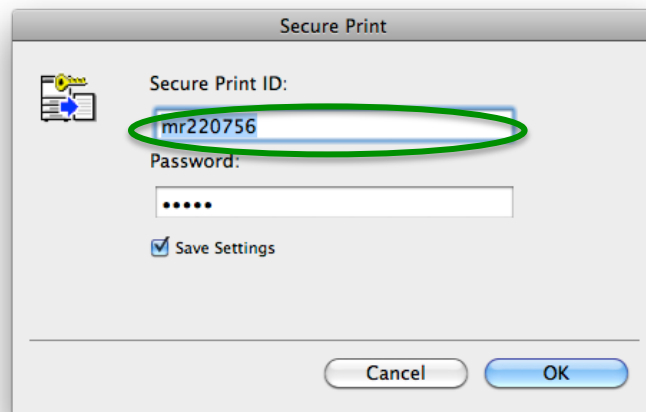
This will permit you to see if a Secure Print ID and Password have been set.

- To modify **Secure Print ID** and/or **Password**, double click anywhere on the **Secure Print**, **Secure Print ID** or **Password** settings



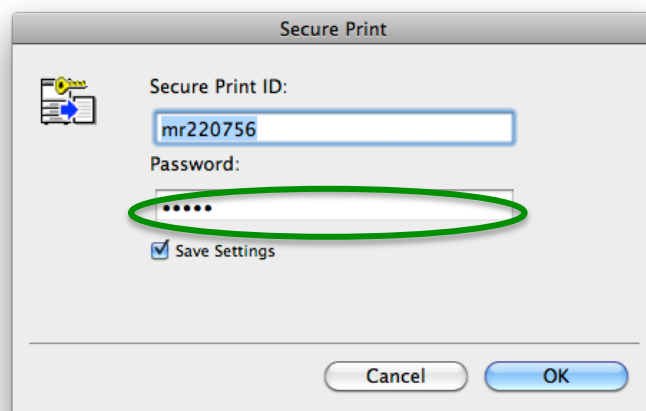
This will cause the **Secure Print** dialog box to appear.

- To change the **Secure Print ID**, enter the Secure Print ID in the **Secure Print ID** text box. It is recommended that the Net ID be used. Note that it is case sensitive.



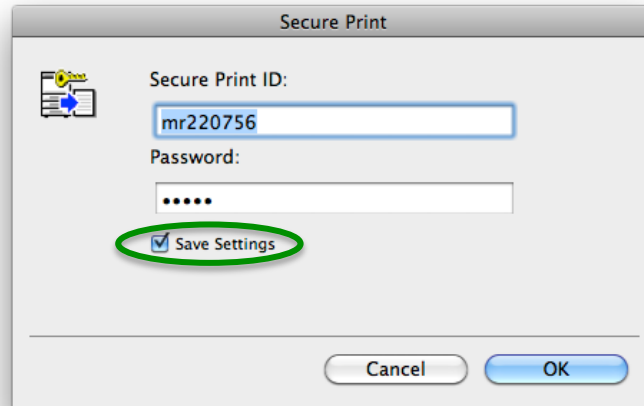
The image shows a 'Secure Print' dialog box. It has a title bar 'Secure Print' and a small icon on the left. The 'Secure Print ID:' label is above a text box containing 'mr220756', which is highlighted with a green oval. Below it is a 'Password:' label above a masked text box with five dots. A 'Save Settings' checkbox is checked. At the bottom are 'Cancel' and 'OK' buttons.

- To change the **Password**, enter the password in the **Password** box. Note that it is case sensitive.



The image shows the same 'Secure Print' dialog box. In this view, the 'Secure Print ID' text box contains 'mr220756' and is highlighted with a blue selection box. The 'Password:' text box, which contains five dots, is highlighted with a green oval. The 'Save Settings' checkbox is checked, and 'Cancel' and 'OK' buttons are at the bottom.

- Ensure that the **Save Settings** check box is enabled.



- Click the **OK** button

