

Konica Minolta

Using Secure Print aka Lock Print in Windows

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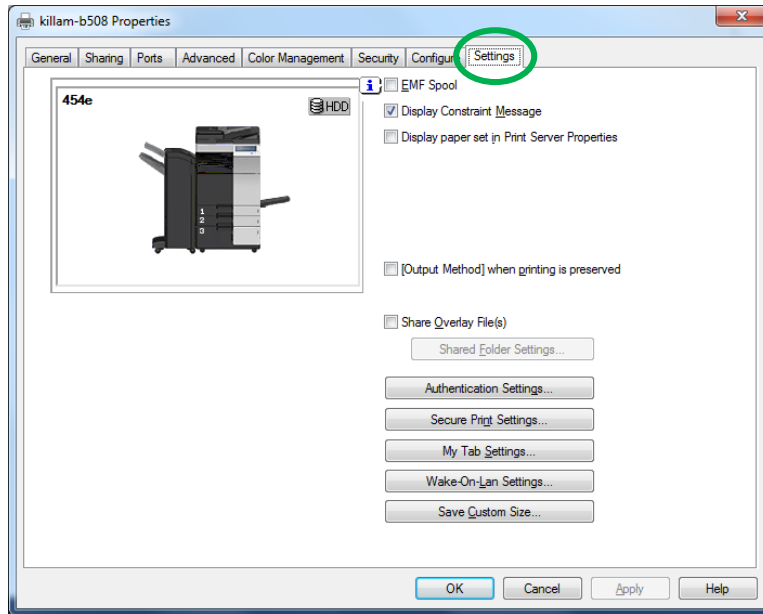
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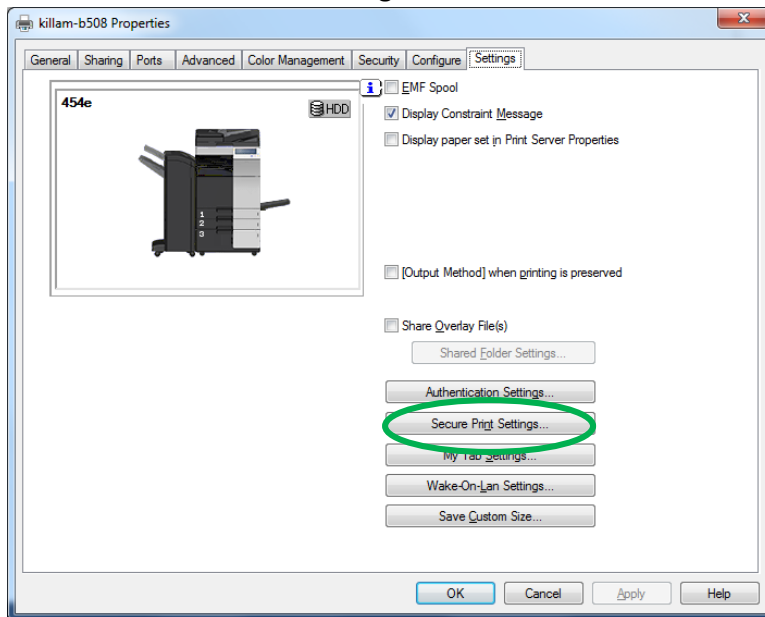
Enforce Secure Printing (also known as Lock Printing) for all print jobs

- Go to **Control Panel**
- Right click on desired Konica Minolta mfd from Devices and Printers
- Click on **Printer properties**
- Select the **Settings** tab

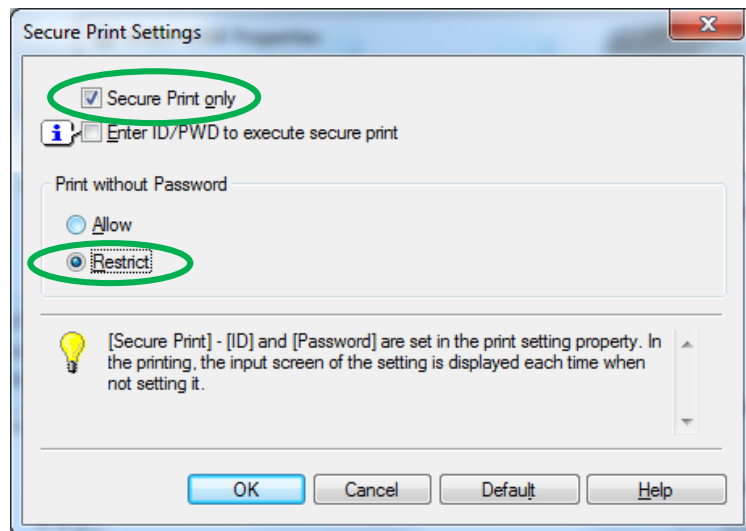


- If you do not see the **Basic** tab, you may be using an incorrect driver. This can happen during the installation of the printer where the autodetection of the type of printer determined that a generic driver was appropriate. See appropriate documentation on changing driver of printer in Windows.

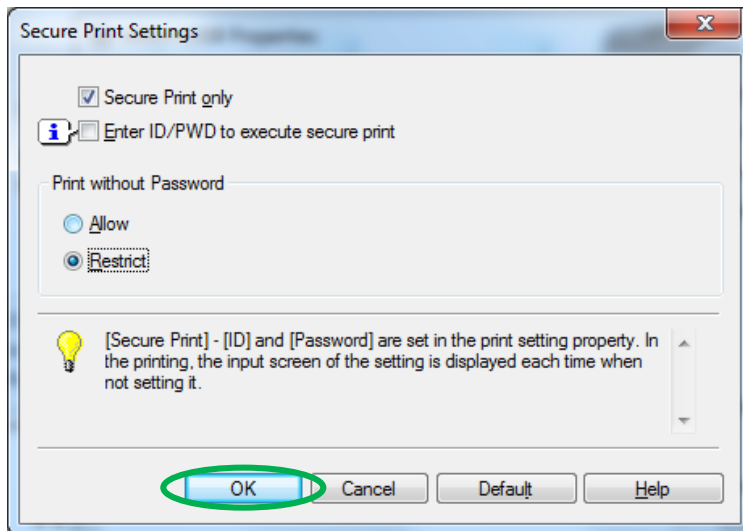
- Click on the **Secure Print Settings...** button



- To force **Secure Printing** each time:
 - Ensure **Secure Print only** is checked on
 - Ensure **Print without Password** is set to **Restrict**

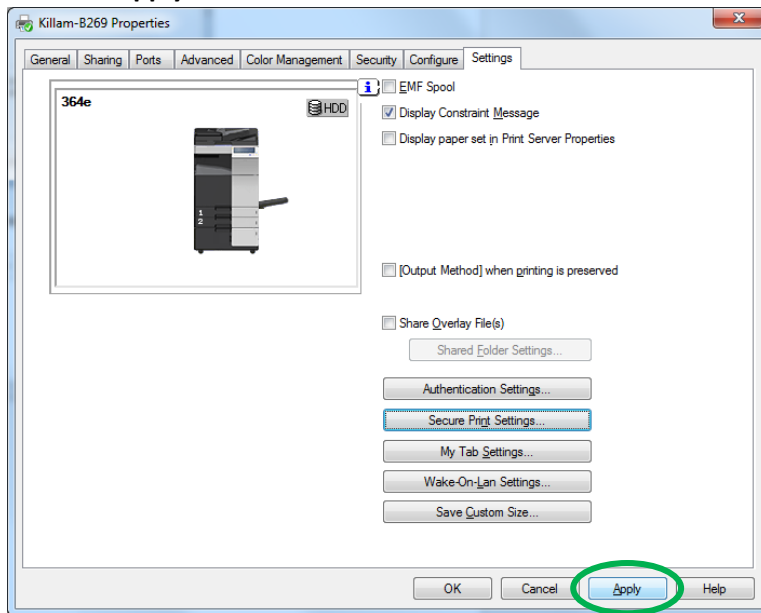


- Click the **OK** button when done.



This will bring you back to the Settings tab of the printer properties window.

- Click the **Apply** button

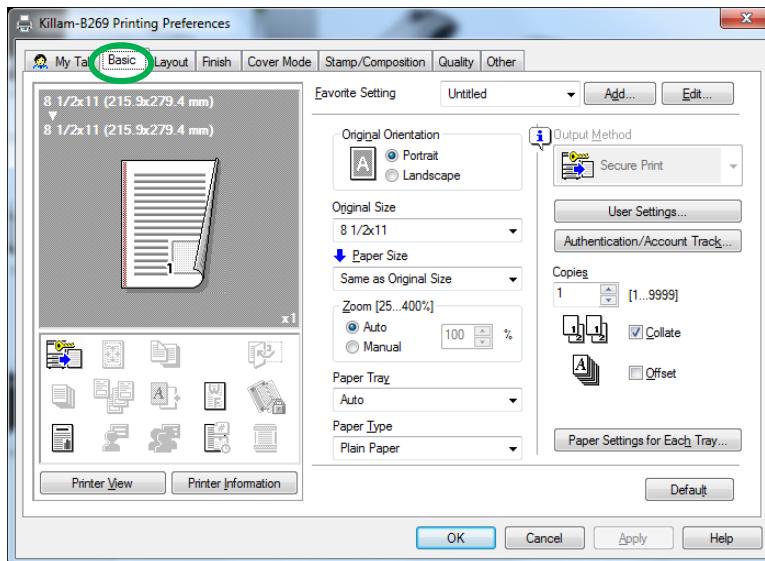


This will apply the enforced Secure Print Settings to all users on the computer.

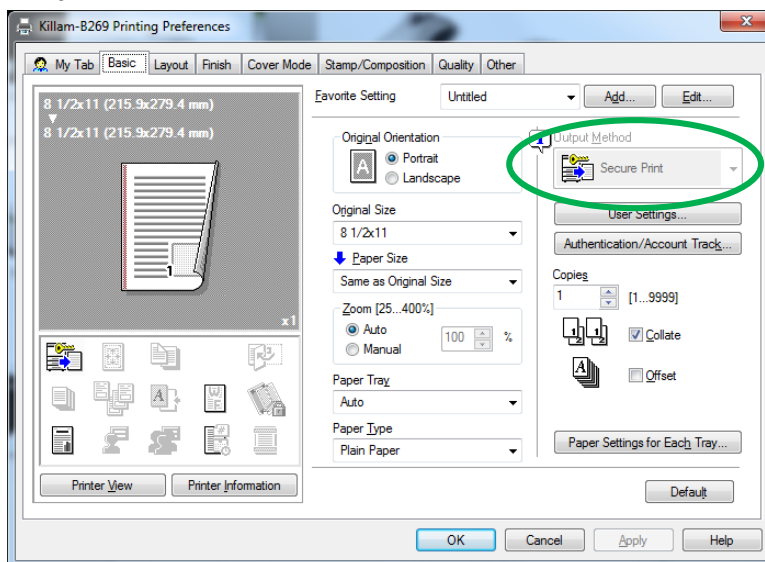
- At this point, see the section **Set up Secure Printing (also known as Locked Printing)** to set up Secure Print ID and Password for the user.

Set up Secure Printing (also known as Locked Printing)

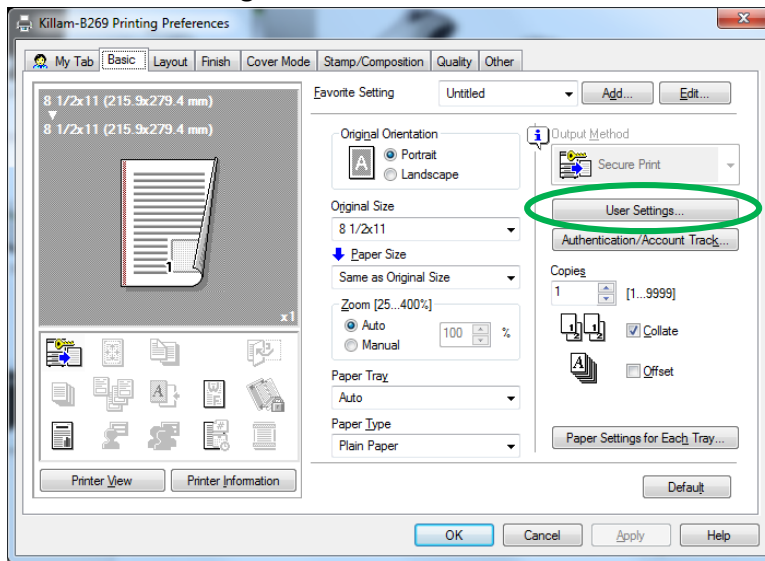
- In **Devices and Printers** of the **Control Panel**, right click on the desired printer.
- Click on **Printing Preferences**
- Select the **Basic** tab



- If you do not see the **Basic** tab, you may be using an incorrect driver. This can happen during the installation of the printer where the autodetection of the type of printer determined that a generic driver was appropriate. See appropriate documentation on changing driver of printer in Windows.
- If settings are set for Secure Printing on all print jobs, note that the **Output Method** is greyed out and set to **Secure Printing**. If it is not greyed out, then set the Output Method to Secure Print.

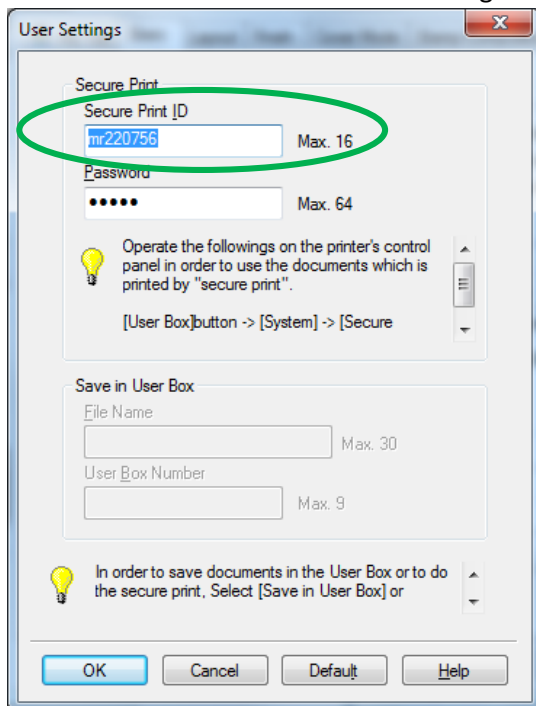


- Click on **User Settings...** button

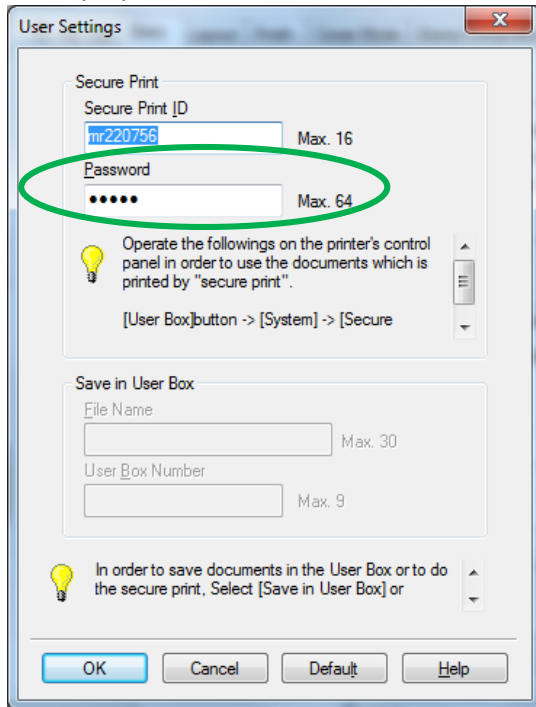


This will bring up User Settings.

- Enter **Secure Print ID**. Recommend using Net ID. Take note that this is case sensitive!

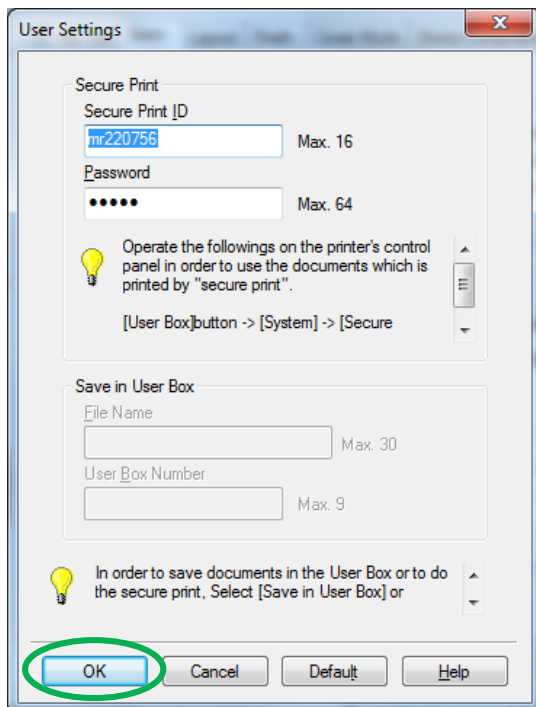


- Enter a **Password** in the Password field. Recommend using existing user code, if it already exists to simplify the user's life. Take note that this is case sensitive!



The image shows a 'User Settings' dialog box. The 'Secure Print' section is active, showing a 'Secure Print ID' field with the value 'mr220756' and a 'Password' field with four dots. The 'Password' field is circled in green. Below the fields, there is a lightbulb icon and text: 'Operate the followings on the printer's control panel in order to use the documents which is printed by "secure print". [User Box]button -> [System] -> [Secure]'. The 'Save in User Box' section has 'File Name' and 'User Box Number' fields. At the bottom, there are 'OK', 'Cancel', 'Default', and 'Help' buttons.

- Click the **OK** button.



The image shows the same 'User Settings' dialog box. The 'OK' button at the bottom left is circled in green. The 'Secure Print' section shows the 'Secure Print ID' as 'mr220756' and the 'Password' field with four dots. The 'Save in User Box' section is also visible. The 'OK', 'Cancel', 'Default', and 'Help' buttons are at the bottom.

- At this point, do a test page to ensure it works. If Secure Print is enforced for every job, then just print. If Secure Print is not enforced, then ensure the Output Method is set to Secure Print before sending the print job.