

Wentworth's Secure Print Instructions

Computer Instructions

From the Document you wish to Secure Print.

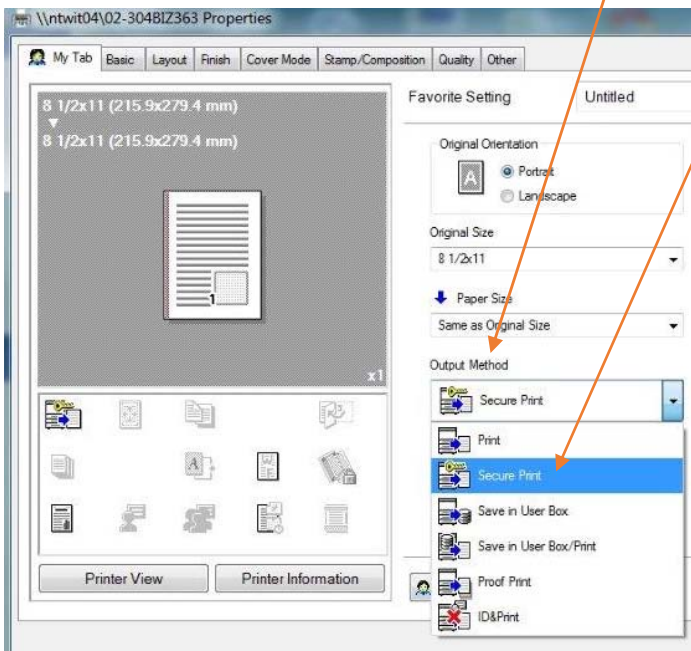
Go to File and Select Print.

Select the Konica Bizhub# printer you wish to print to.

Select Print Properties/Preferences which is usually located under the printer you selected.

On the Print Preference page you will see Output Method.

Click the Output Method drop down tab and select Select Secure Print.



Create a User Name and Password (*case sensitive*) and press OK

A screenshot of a 'Secure Print' dialog box. It has a title bar 'Secure Print'. Below the title bar, there are two input fields. The first is labeled 'Secure Print ID' and has a text box with a cursor and 'Max. 8' to its right. The second is labeled 'Password' and has a text box with a cursor and 'Max. 8' to its right.

Setup your document just as you would any other file you choose to print.

Now print your file and head to the Bizhub Copier.

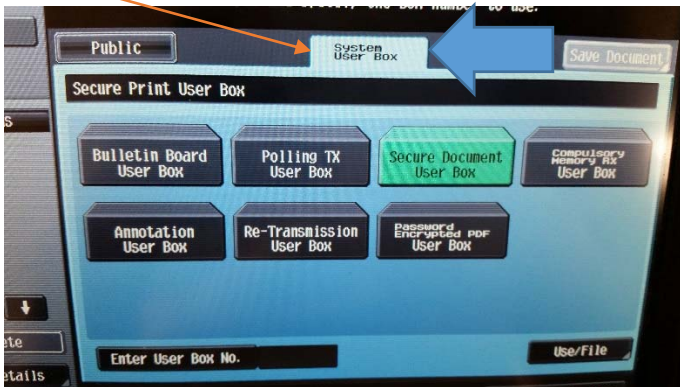
When finished with Secure Print, remember to return the Output Method back to Print.

Konica Bizhub 223/283/363 Copy Machine Directions

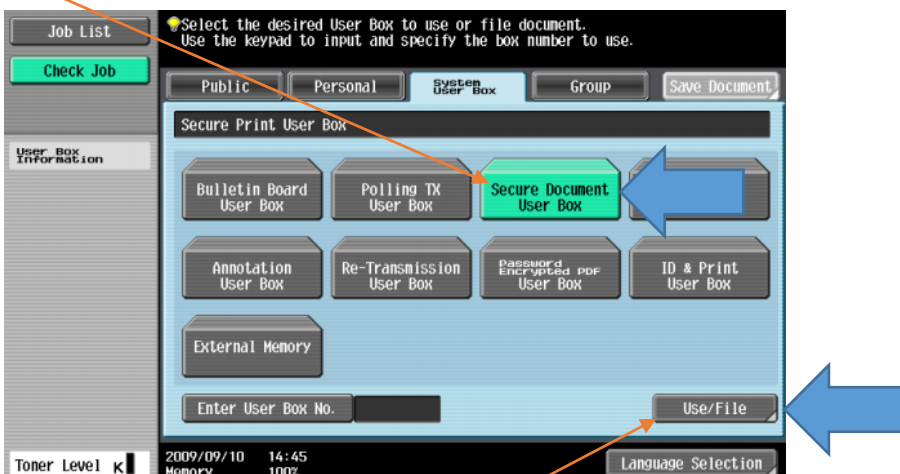
Press the [User Box]



Touch the [System User Box]



Touch the [Secure Document User Box] then



When finished with Secure Print, remember to return the Output Method back to Print.

Touch [Use File]

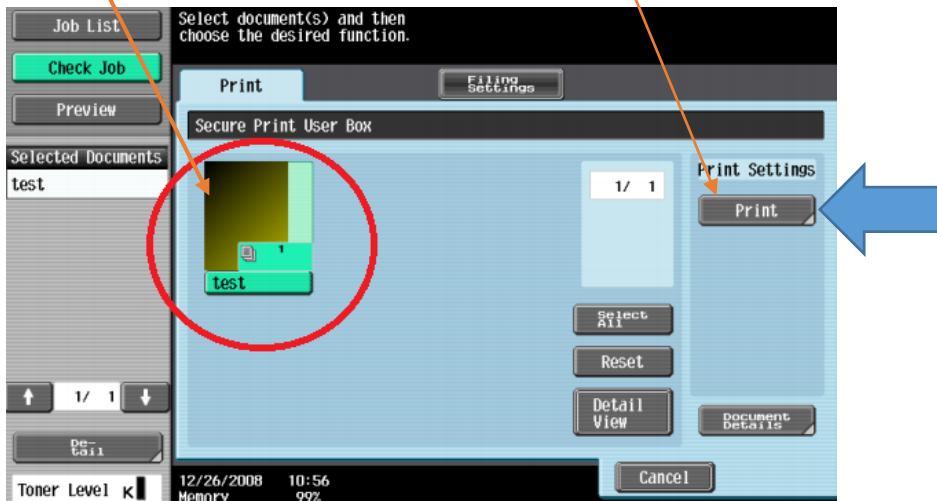
Enter the Secure Print ID you created and **Touch [OK]** (case sensitive)



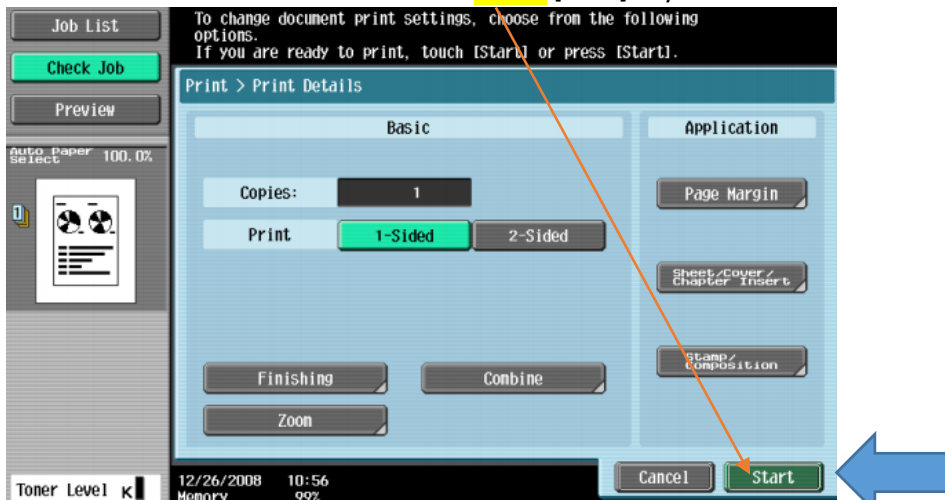
Enter Password you created and **Touch [OK]** (case sensitive)

Touch the desired Secure Print Document and **Touch [Print]**

If two or more Secure Print Documents, each having an identical Secure Print ID and Password, have been saved, multiple Secure Print Documents can be printed at once.



Check the details of the document and **Touch [Start]** key



When finished with Secure Print, remember to return the Output Method back to Print.