Copier How-To

Konica Minolta bizhub C451 – Secure Print

This document will walk you through printing a document using Secure Print. Secure Print allows you to print a document to the copier, but not have it actually be printed until you “release” it at the copier. This can be useful when printing confidential documents that you do not want left sitting at the copier.

**Part One – From Your Computer**
- Select **Print** from the File menu. (Or, within Office 2007 programs, from the Office Button.)
- Select the copier you wish to use and click the **Properties** button.
- Select **Secure Print** from the **Output Method** drop-down menu. The Secure Print Settings window will pop up.
- Enter a **Secure Print ID** (this can be anything – we recommend using your five-digit copy code) and leave the **Password** empty. Click the **OK** button.
- Set up any special job details or finishing (such as stapling or paper settings), and send your document to the copier.

Repeat this process to send multiple documents to your Secure Print box at one time.

**Part Two – At the Copier**
- Log into the machine as you would to make copies, then press the **User Box** button above the number pad.
- Press the **User Box** button on the touch screen.
- Press the **Use Document** option on the touch screen.
- Go to the **System User Box** tab on the touch screen.
- Press the **Secure Print User Box** button, then the **OK** button on the touch screen.
- Enter the **ID** you set previously, then press the **OK** button on the touch screen.
- Enter the **Password** (leave it blank if none was set), then press the **OK** button on the touch screen.
- Select the document on the touch screen, then press the **Print** button within the **Action** section.
- Set any finishing options, then press the **Start** button on the touch screen to release the document for printing. It will be deleted from the copier once it has printed.

Repeat this process if you sent multiple documents to the copier using Secure Print.