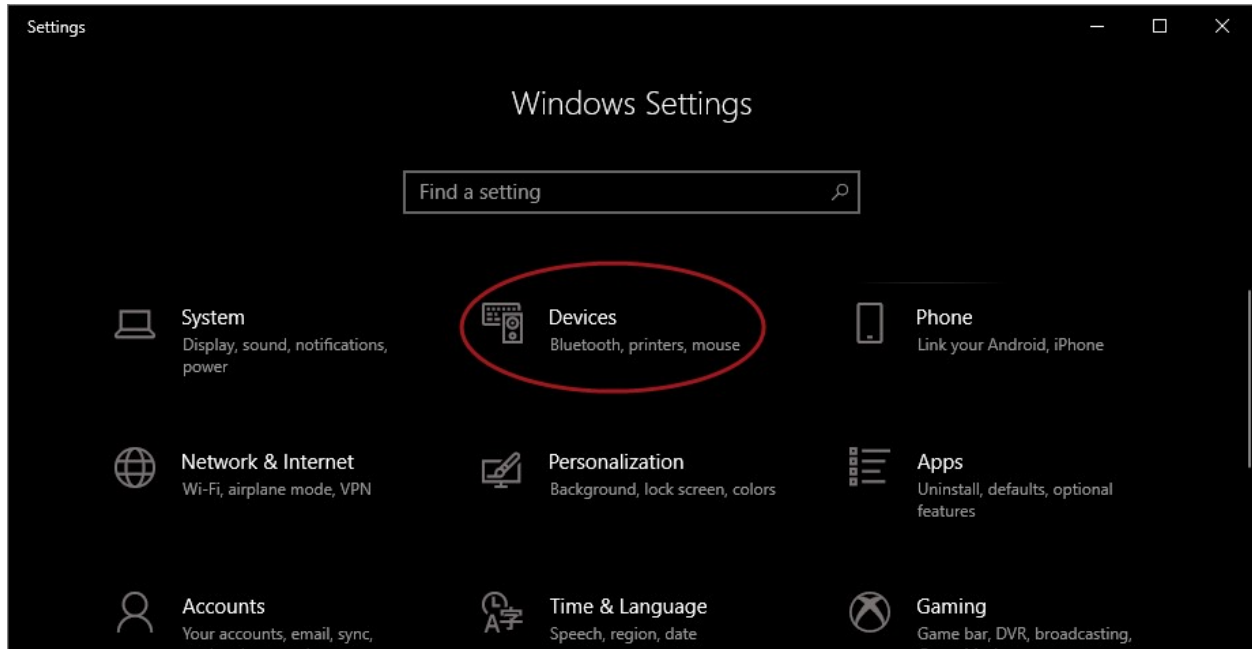


# Setup Secure Print for the Konica Prints in Windows 10

Please Note: Screen may vary between models of printers but the settings are still the same.

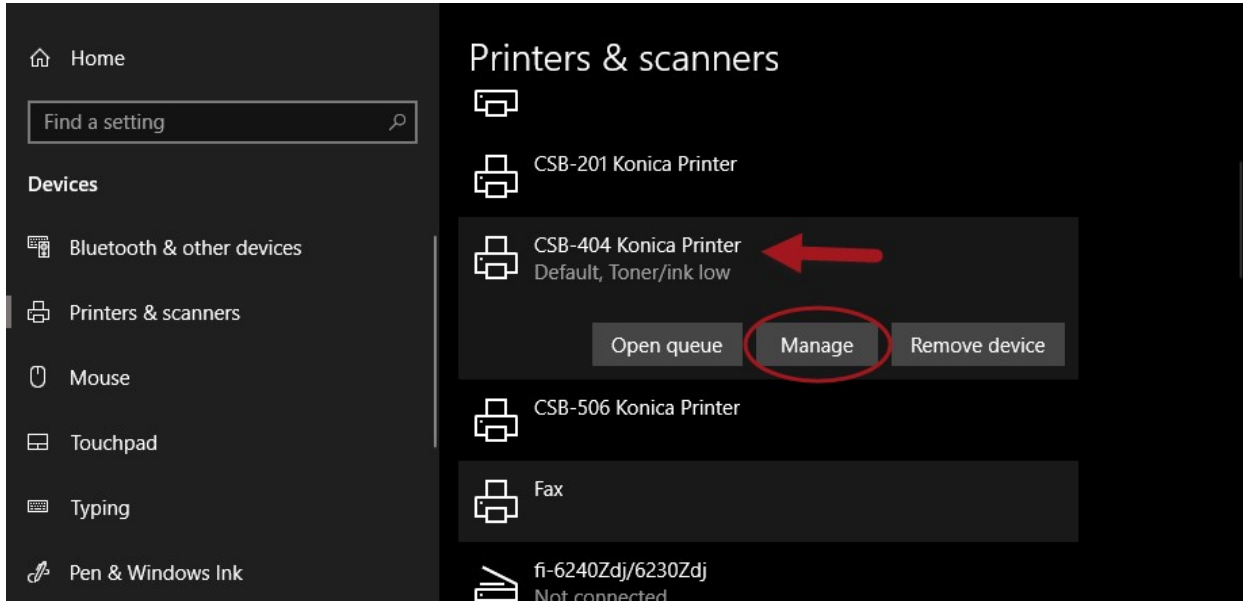
1. Click the **Start** button  and the **Settings** 
2. On the Windows Setting screen click on **Devices**



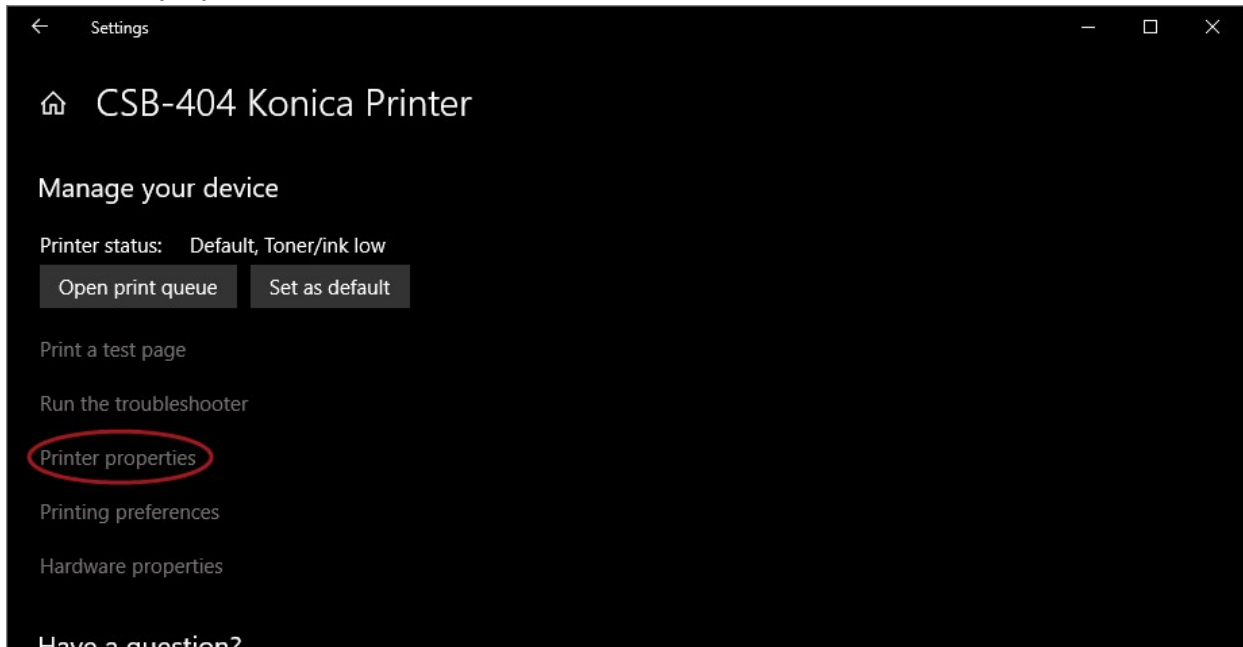
3. Click on **Printer & Scanners**



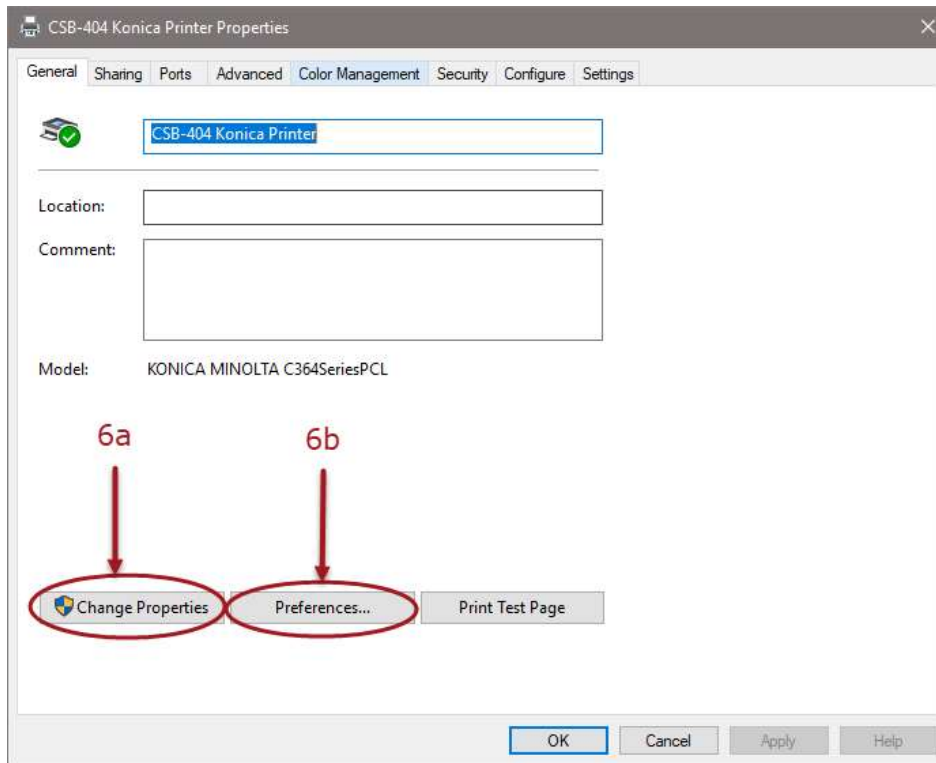
4. Click on printer you want setup Secure Print on and then click **Manage**



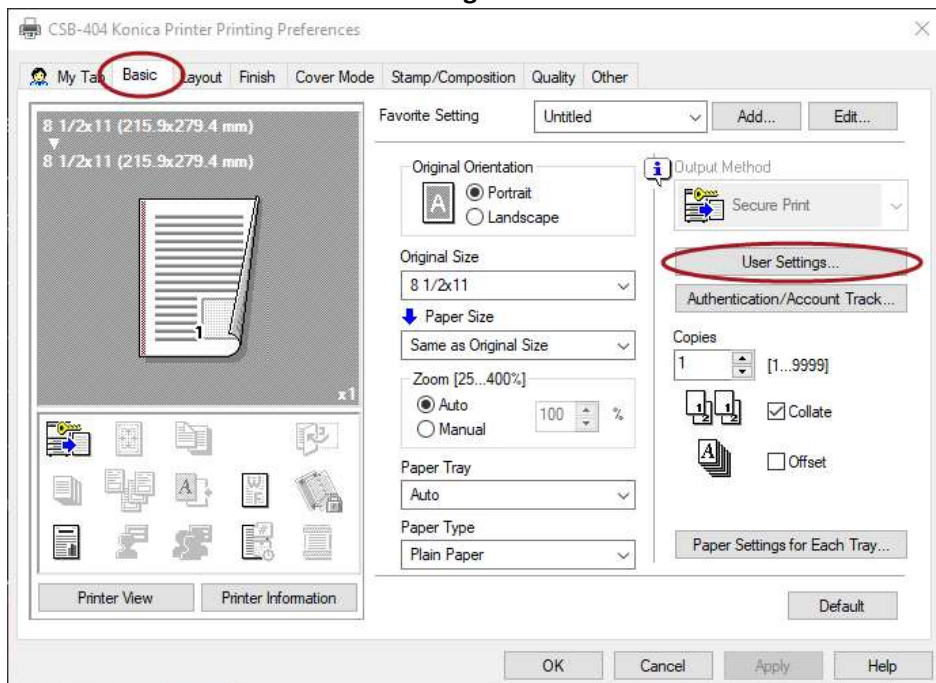
5. Click **Printer properties**



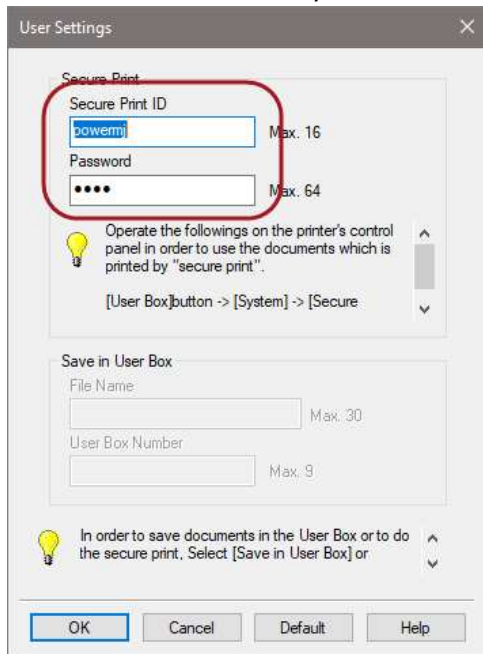
6. Some computers you will see **Change Properties** button, if so please follow steps 6a and 6b if you see it, else only follow 6b.
  - a. Click **Change Properties** button
  - b. Click **Preferences**



7. Click on the **Basic** tab then **User Settings...**

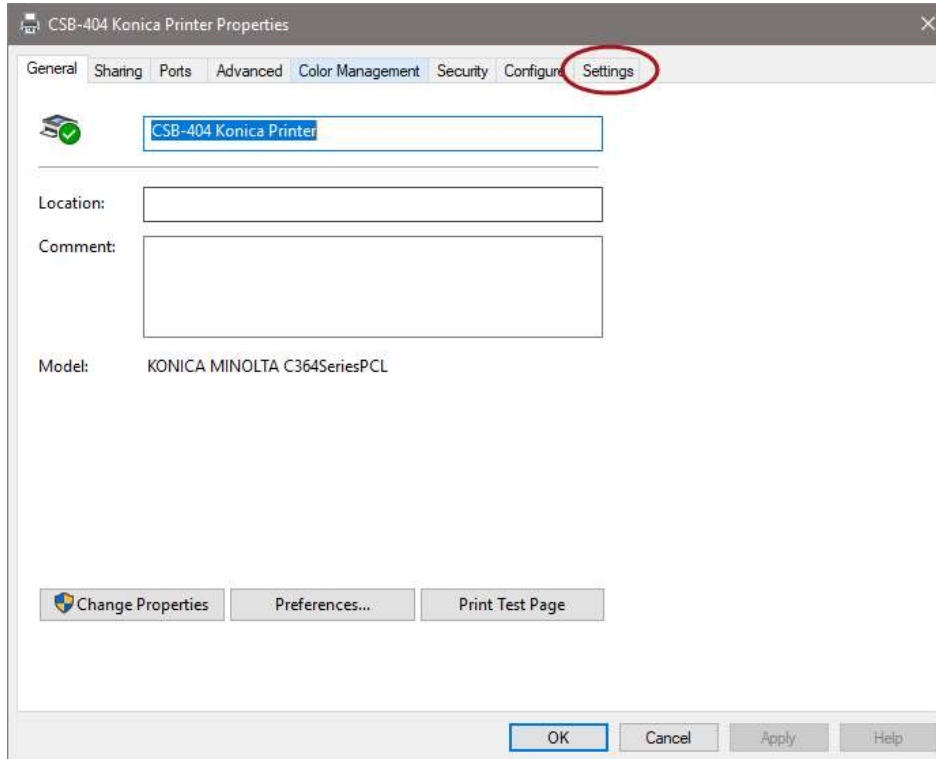


8. For **Secure Print ID** enter your NetID and for the **Password** create new one for the printer. Then click **OK**.



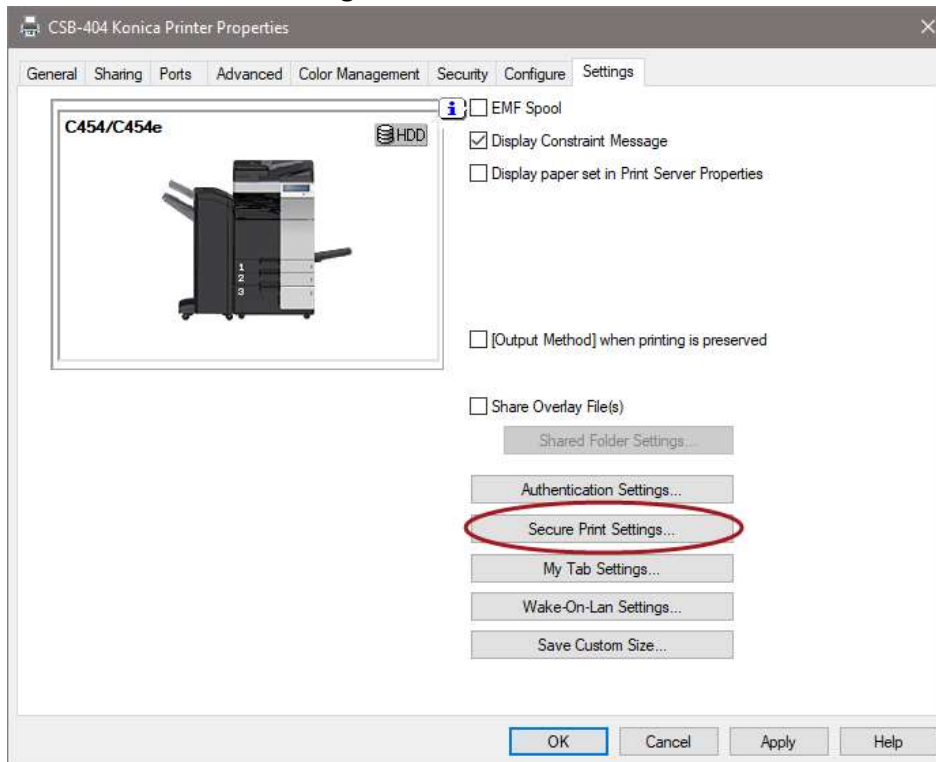
The 'User Settings' dialog box is shown with the 'Secure Print' section highlighted by a red circle. It contains two input fields: 'Secure Print ID' with the value 'poverm' and a 'Max. 16' character limit, and a 'Password' field with four dots and a 'Max. 64' character limit. Below these fields is a lightbulb icon and a note: 'Operate the followings on the printer's control panel in order to use the documents which is printed by "secure print".' followed by the instruction '[User Box]button -> [System] -> [Secure]'. The 'Save in User Box' section has two input fields: 'File Name' (Max. 30) and 'User Box Number' (Max. 9). At the bottom, another lightbulb icon and note state: 'In order to save documents in the User Box or to do the secure print, Select [Save in User Box] or'. The dialog has 'OK', 'Cancel', 'Default', and 'Help' buttons at the bottom.

9. Click **Ok** to get back to the Printer Properties screen and Click **Settings** tab along the top



The 'CSB-404 Konica Printer Properties' dialog box is shown with the 'Settings' tab selected and circled in red. The 'Name' field contains 'CSB-404 Konica Printer'. Below it are 'Location' and 'Comment' text boxes. The 'Model' is listed as 'KONICA MINOLTA C364SeriesPCL'. At the bottom, there are 'Change Properties', 'Preferences...', and 'Print Test Page' buttons. The main dialog has 'OK', 'Cancel', 'Apply', and 'Help' buttons at the very bottom.

10. Click the **Secure Print Settings** Button



11. Make sure that **Secure Print** has a check mark beside it



12. Click **OK**

13. Click **Ok** on the Printer Properties screen

How to pick up your Secure Prints. Thanks to Konica for most of the steps.

1. Tap the **Home** button to make sure you are at the main screen



2. Tap **Secure Print**.

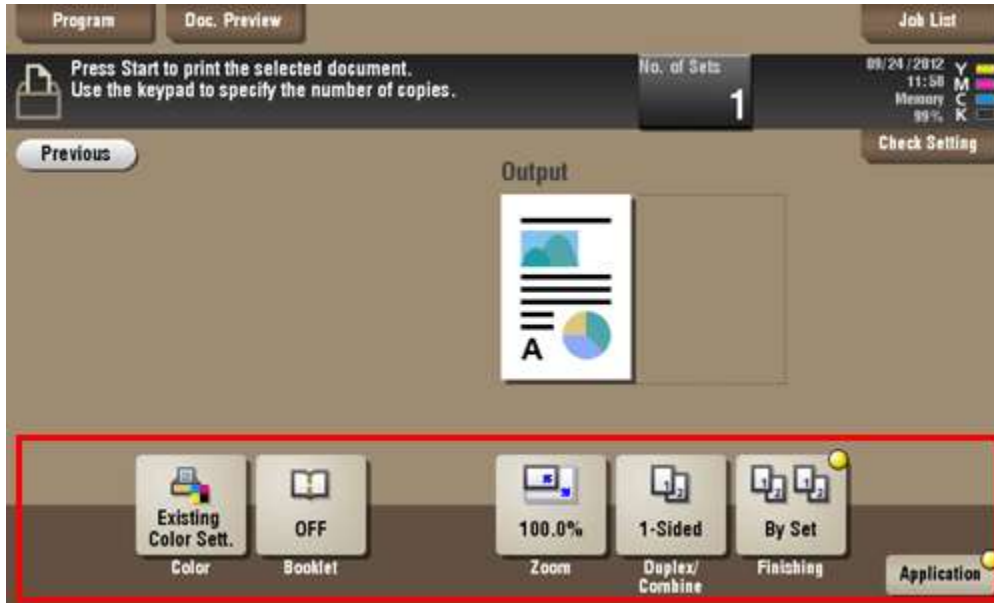
3. Enter the **Document ID** and **Password** for the secure document, then tap **OK**. Note Secure ID and Document ID is the same thing.



4. Select file(s) to print, then tap **Print**.



5. Set print options if necessary.
  - a. If an output image cannot be displayed, [Preview on Screen] appears. To check an output image, tap [Preview on Screen], then confirm the target output image on the preview window.



6. Press the **Start** key
7. Printing starts.