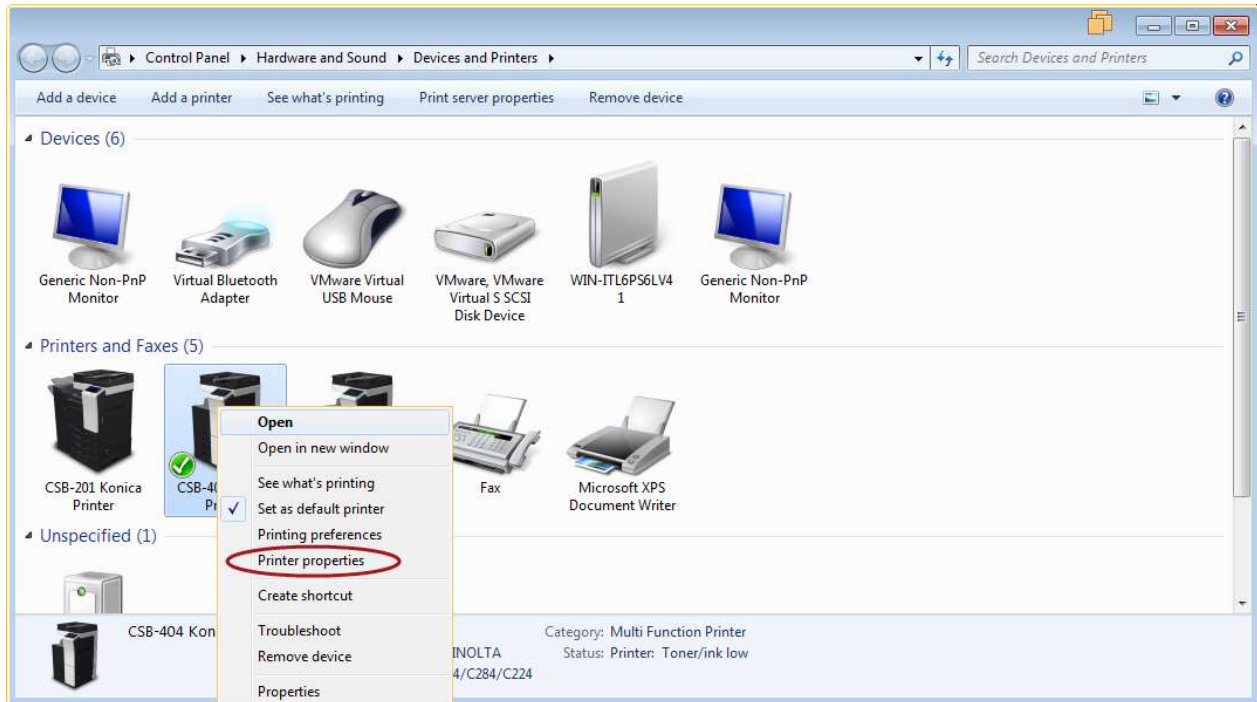


# Setup Secure Print for the Konica Prints in Windows 7

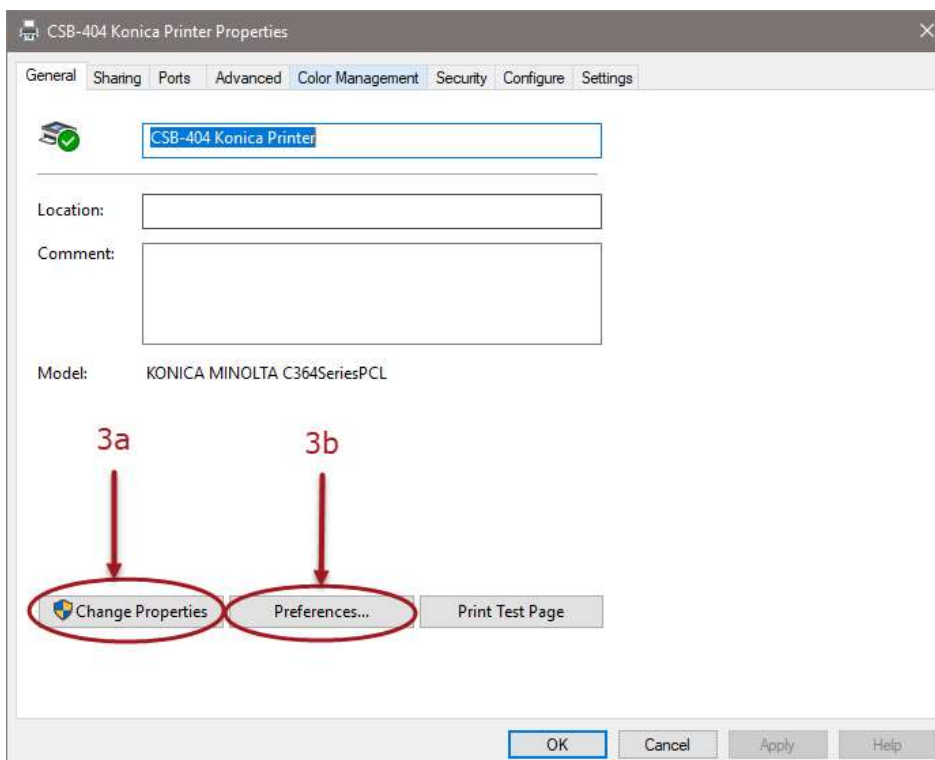
Please Note: Screen may vary between models of printers but the settings are still the same.



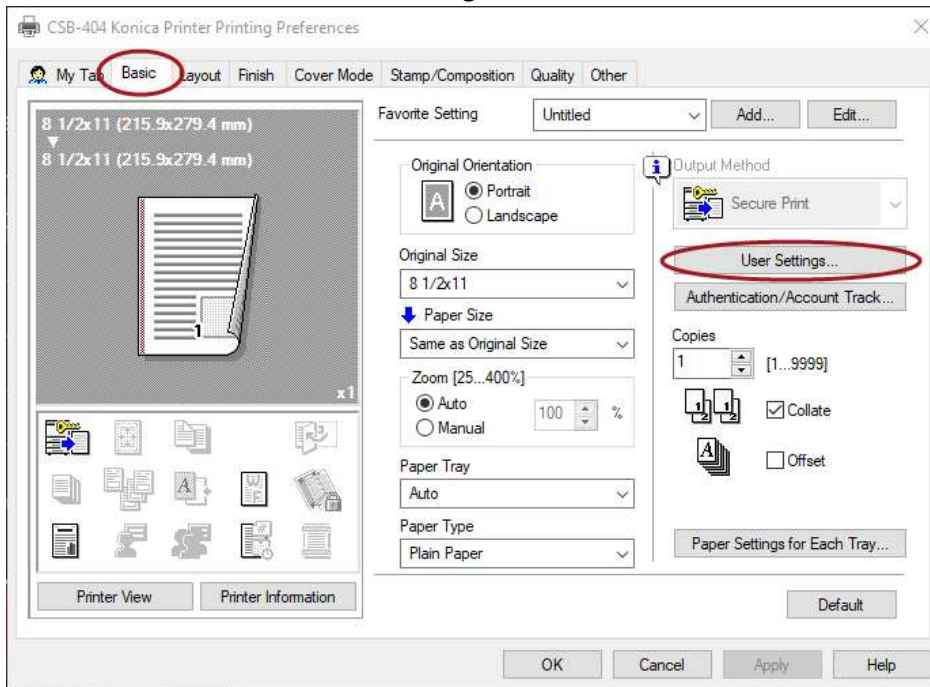
1. Click the **Start** button and the click on **Devices and Printers**
2. Right click on the printer you want to add secure print and select **Printer Properties**.



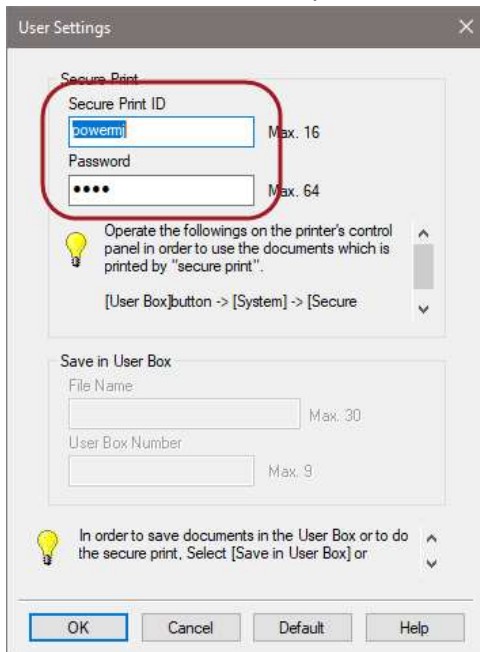
3. Some computers you will see **Change Properties** button, if so please follow steps 6a and 6b if you see it, else only follow 6b.
  - a. Click **Change Properties** button
  - b. Click **Preferences**



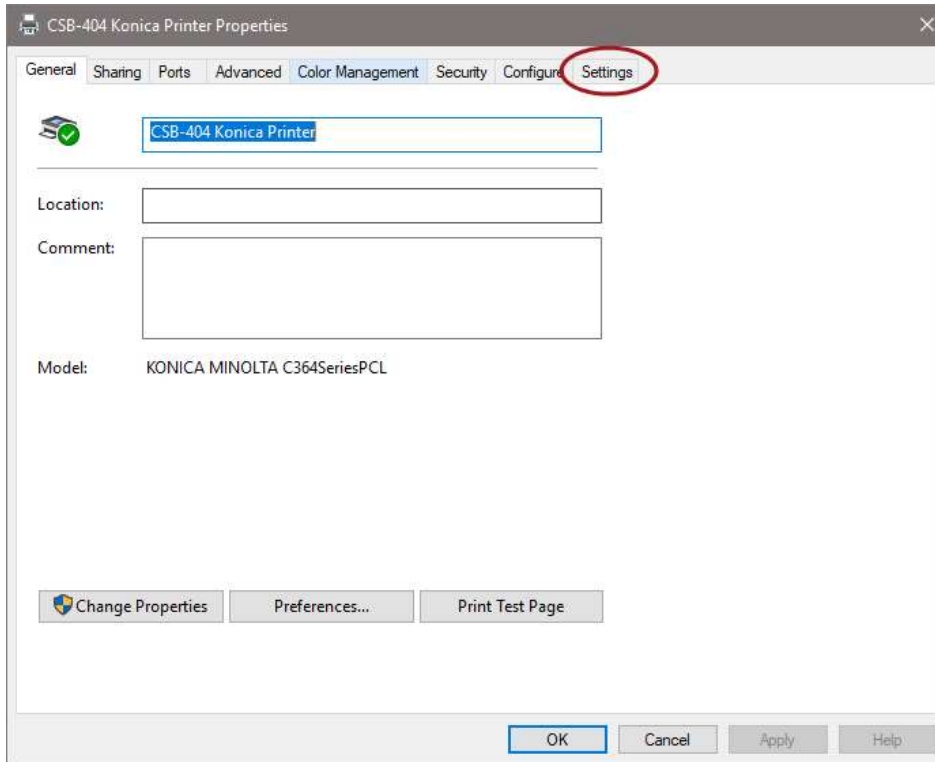
4. Click on the **Basic** tab then **User Settings...**



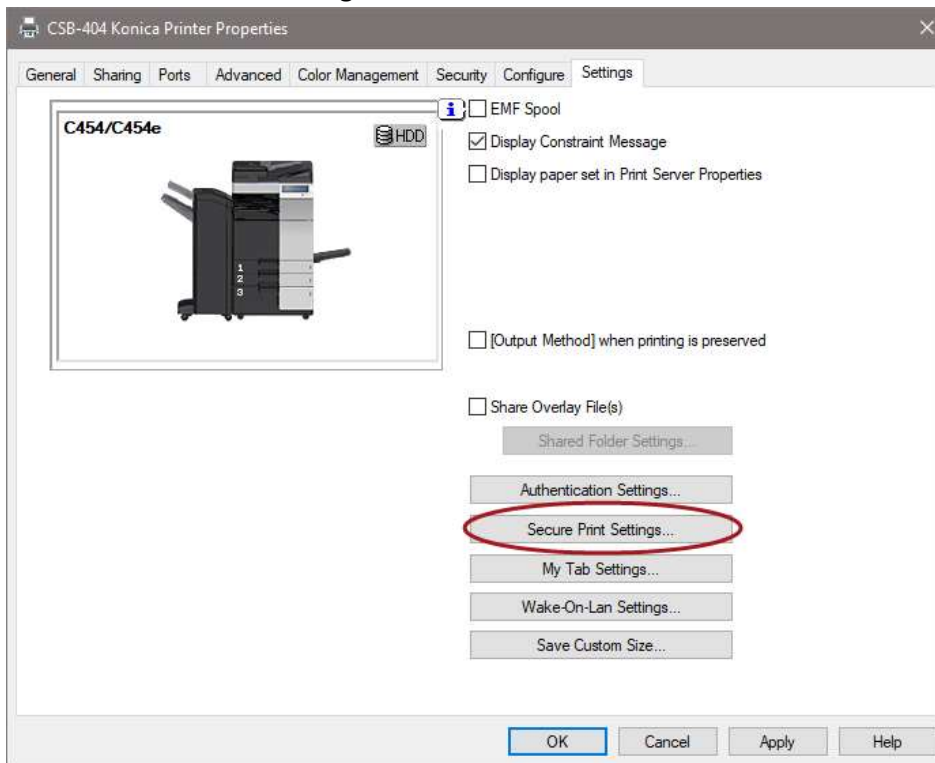
5. For **Secure Print ID** enter your NetID and for the **Password** create new one for the printer. Then click **OK**.



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



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



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



9. Click **OK**
10. 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



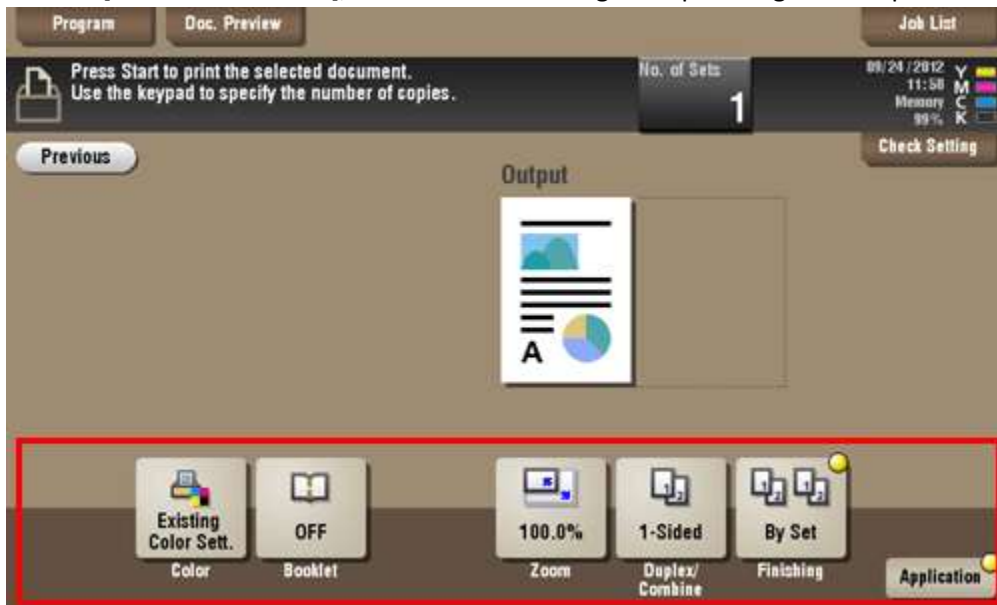
2. Tap **Secure Print**.
3. Enter the **Document ID** and **Password** for the secure document, then tap **OK**. Note Secure ID and Document ID is the same thing.



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.