

Windows 7 Secure Print Setup

*Konica Minolta BizHub C35 & 36

1. Click Start Menu
2. Select Devices and Printer
3. Right Click on Printer, Select **“Printing Preferences”**
4. On **“My Tab”**, change **“Job Retention”** type to **Secure Job**
5. Enter your *COPIER CODE* in the Password Field
 - a. Two Digit Codes add two zeros (ie code 99 is now 0099)
6. Click **OK**
7. Select **“Print Type”** as 1-Sided
8. On Basic tab, Click the **“Authentication/Account Track...”** button
9. Enter *COPIER CODE* in **Department Name** and **Password** Fields
 - a. Two Digit Codes add two zeros (ie code 99 is now 0099)
10. Click the **“Verify”** button
 - a. A window saying **“Verification has Succeeded”** should appear
11. Click **OK**
12. Click **OK**
13. Click **“Other”** tab
14. Uncheck **Excel Job Control** and **Remove White Background**
15. Click **OK**

**See list of printers on following page*

Instructions Affect The Following Printers

Includes BizHub 36 & C35

Emma B. Ward Elementary

- 110_Office
- 110_Resource_2

Sparrow Early Childhood Center

- 120_Office

Phoenix Academy

- ALC_Office

Anderson County High School

- 020_Annex_Office
- 020_Library

Anderson County Middle School

- 025_Office_2

Saffell Street Elementary

- 050_Office_2