Windows 7 Secure Print Setup

*Konica Minolta BizHub C454, 363 & 654

- 1. Click Start Menu
- 2. Click Devices and Printers
- 3. <u>Right Click</u> on Printer, Select "Printing Preferences"
- 4. On the "My Tab", select "Print Type" as 1-Sided
- 5. On the Basic tab, under "Output Method," select Secure Print
- 6. Enter Your *COPIER CODE* for both **Secure Print ID and Password** fields
 - a. Two Digit Codes add two zeros (ie code 99 is now 0099)
- 7. Click OK
- 8. Click the "Authentication/Account Track..." button and Enter your *COPIER CODE* in the **Password field** (LEAVE THE DEPARTMENT NAME BLANK!!)
- 9. Click the "Verify" button
 - a. A window saying "Verification has Succeeded" should appear
- 10. Click **OK**
- 11. Click **OK**
- 12. Click Apply
- 13. On "Other" tab, uncheck Excel Job Control and Remove White Background
- 14. Click **OK**

*See list of printers on following page

Instructions Affect The Following Printers

Includes BizHub C454, 363 & 654

Emma B. Ward Elementary

- 110_Resource_1
- 110_Workroom

Sparrow Early Childhood Center

- 120_Workroom
- 120_2nd_Floor_Workroom
- 120_1st_Floor_Workroom

Board of Education

- 011_Workroom
- 011_Alexander
- 011_Mailroom_Color

Anderson County High School

- 020_Lounge
- 020_9th_Grade_Annex_2
- 020_2nd_Floor
- 020_Workroom
- 020_9th_Grade_Annex
- 020_9th_Grade_Counseling
- 020_East_Wing_Workroom
- 020_Office

Anderson County Middle School

- 025_6th_Grade
- 025_7th_Grade
- 025_8th_Grade
- 025_Office

Saffell Street Elementary

- 050_Workroom
- 050_Office
- 050_RTC
- 050_Workroom_2

Robert B. Turner Elementary

- 022_Office
- 022_1st_Grade_Hall
 022_5th_Grade_Hall