

Windows XP Secure Print Setup

*Konica Minolta BizHub C454, 363 & 654

1. Click Start Menu
2. Click Printers and Faxes
3. Right Click 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. On "Other" tab, uncheck Excel Job Control and Remove White Background
13. Click **Apply**
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