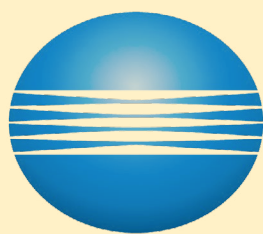# New Secure Printing

Konica Minolta Multifunction Devices

KONICA MINOLTA
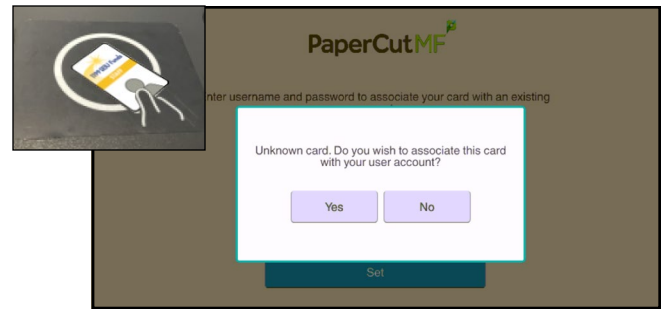
Table of Contents

Section 1: Logging In

1.1 Self-registering Your Security ID Badge

1. Place your badge on the Proximity Card Reader. (see screenshot on the right)

2. The following message will display. Select "Yes."

3. Enter your network username and password (the same information you use to log in to your computer). Press "Set." Then press "OK."

> You have now associated your Security ID Badge to the printer and can log in directly without typing your network credentials.
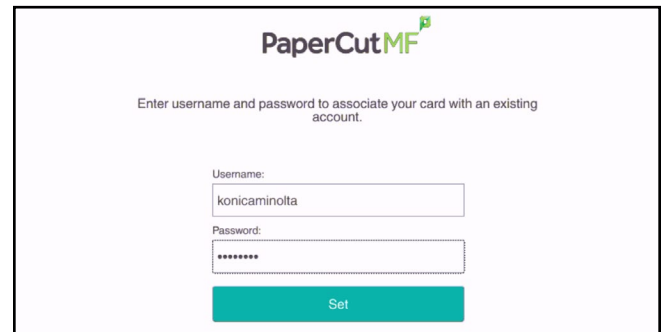
1.2 Logging In with Your Security ID Badge

1. Place your badge on the Proximity Card Reader.

2. The screen will change to the main menu. You can now Copy, Print Release, Scan (with options to scan to email or scan to DMS) and send a Fax from RightFax.
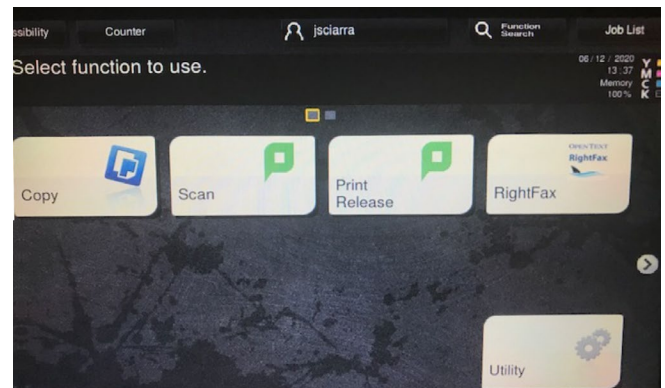
1.3 Logging In with Your Username and Password

1. Press "Start" to "wake" the printer.

2. Enter your network username and password.

3. Press "Log in."

4. The screen will change to the main menu. You can now copy, print (release), scan to your email, scan to DMS (Document Management System) and scan to RightFax.

Section 2: Releasing Printed Documents

1. From your computer, print your documents using the "1199 Printer".

2. Log in to the printer.

3. Selecting will provide your personal list of print jobs that you can select and print or delete.
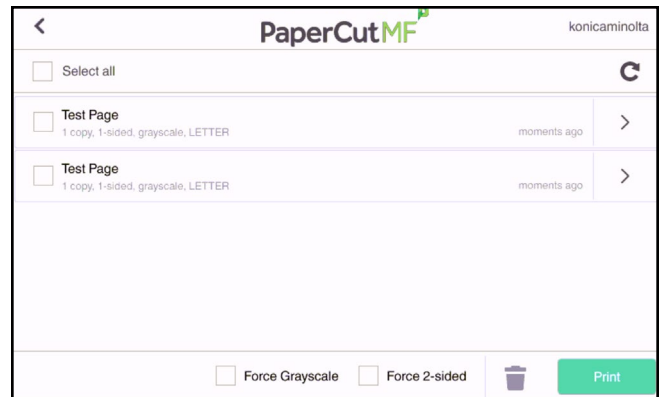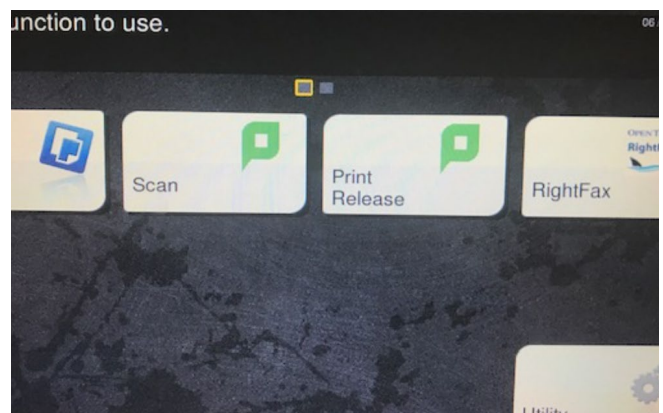

4. Press the "Access" button to log out.
   Then press "OK," which will log you out and return you to the PaperCut "Log in" screen.
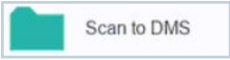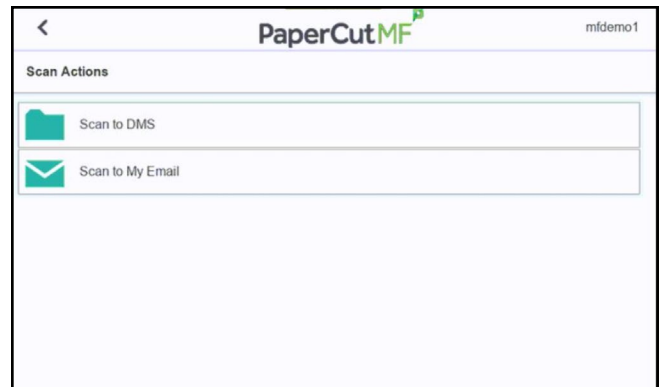

Section 3: Making Copies

1. Log in to the printer.

2. Place documents in the sheet feeder face up or on the glass face down.

3. Press "Copy." Then press "Start."

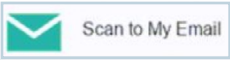4. Retrieve copies, remove originals from printer and log out.

4.1 Scanning to Document Management System (DMS)

1. Log in to the printer.

2. Press [Scan] button to choose from "Scan Actions."

3. Press [Scan to DMS] to send a scan to your DMS on the server. Place documents in the sheet feeder face up or on the glass face down.

4. Press "Start." Then press "Finish."

5. Next, press the blue "Start" button. On the following screen, you will see a "Scan completed" message.

6. Check your email for a confirmation, and check DMS to see that your scan was sent/received.
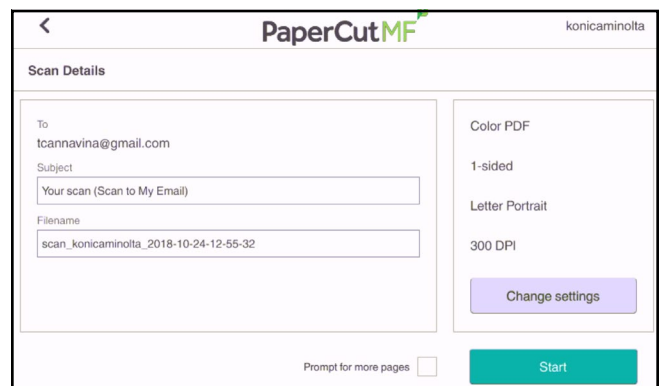

4.2 Scanning to Your Email Address

1. Log in to the printer.

2. Press [Scan] button to choose from "Scan Actions."

3. Press [Scan to My Email] to send a scan to your email address.
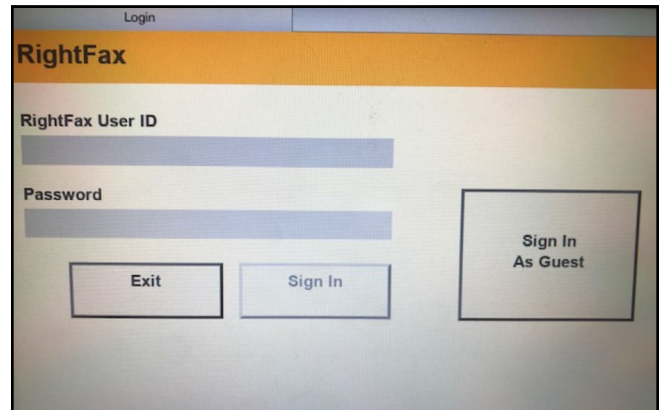
Place documents in the sheet feeder face up or on the glass face down. Press "Start."

4. Next, press the blue "Start" button. Check your email to see that your scan was sent/received.

Section 5: Faxing to RightFax

1. Log in to the printer.

2. Press [RightFax] to send a Fax.
   To log in, press "Sign In As Guest."

3. After signing in, place documents in the sheet feeder face up or on the glass face down. Complete the information, then press "Scan and Send" to send the fax to RightFax.

   NOTE: Fax number is a 10 digit with no prefix (i.e. 6464737000)

4. On the Job Options Screen, press "Start." Then press "Exit" when finished.
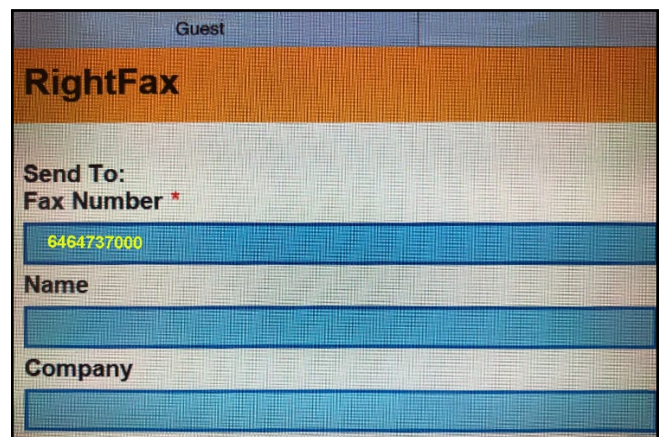
5. Your fax confirmation will print out a few minutes later.

Section 6: Logging Out

Press the "Access" button to log out. Then press "OK," which will log you out and return you to the PaperCut "Log in" screen.

   Remember to log out when you are finished. If you do not log out, the system will log you out of the printer in one minute.