Manuals+ — User Manuals Simplified.

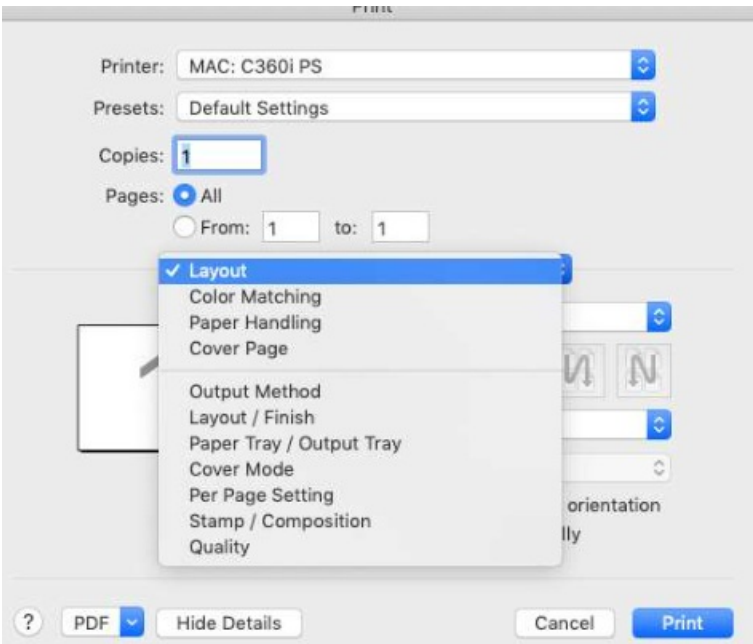# LOFFLER i-Series Secure Printing User Manual

Contents

LOFFLER i-Series Secure Printing

Specifications

- Product Name: Konica Minolta i-Series
- Feature: Secure Printing
- Document Hold Time: Default 24 hours

Product Usage Instructions:

Step 1: Accessing Secure Printing Feature

1. Open the document you want to print.
2. Go to the Print dialog box.

Step 2: Setting Up Secure Print

1. Ensure the Konica Minolta i-Series printer is selected.
2. Click on Printer Properties.
3. Select the Basic Tab.
4. Select the Output Method dropdown and choose Secure Print.

Step 3: Configuring Secure Print Settings

1. A popup box will appear. Enter a Document ID (Name) and a Password (recommended to use numerical characters).
2. Click OK to close the popup.
3. Click Print to initiate the secure printing process.

Step 4: Releasing the Secure Print

1. Go to the Konica Minolta i-Series printer.
2. Locate the Secure Print option on the machine.
3. Enter the password you set during printing.
4. Select the document you want to release and print.

Frequently Asked Questions (FAQ)

1. **Q: How long does the document stay in secure print?**
   The document will be held at the machine until it is released or automatically deleted after a designated timeframe, which is by default set to 24 hours.
2. **Q: What happens if a user forgets to release the document?**
   If a user forgets to release the document within the designated timeframe, it will be automatically deleted from the secure print queue after 24 hours.

Konica Minolta i-Series: Secure Printing

This guide will go over how to use secure printing. This feature is used for printing a confidential document that will be held and released with a password.

From the computer/print driver

1. File à Print à Printer Properties.
2. Turn on settings for print job (Ex: 2-sided).
3. Select the Basic Tab.
4. Select the Output Method dropdown to choose Secure Print.
5. A popup box will appear. Type in a Document ID (Name) and a Password (recommend using numerical characters).
6. Select OK to close, then Print.
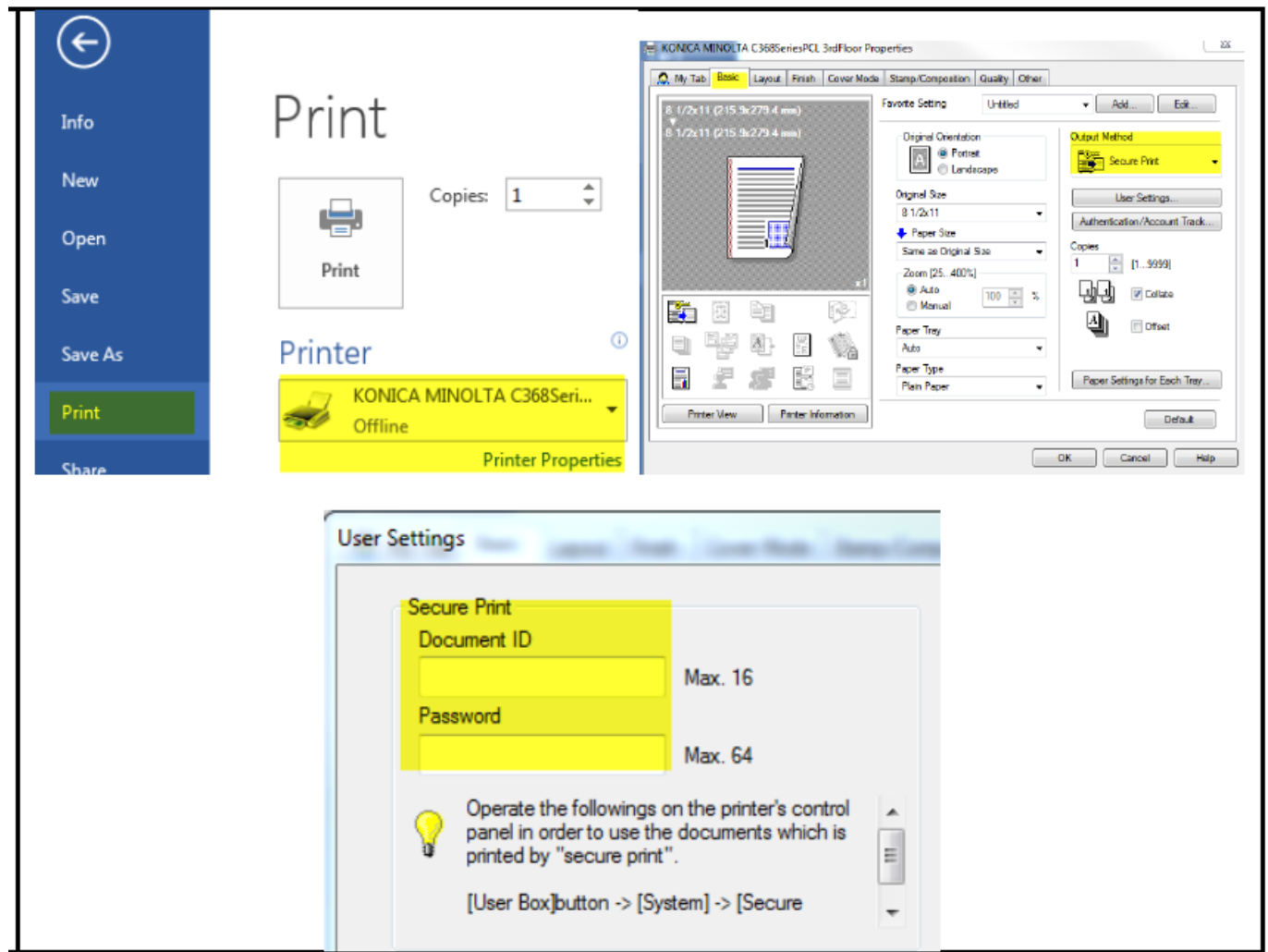
Retrieving document at the machine

1. Select the Home/Menu icon.
2. Select Secure Print. (If not visible on main screen, select User Box à System à Secure Print.)
3. Type the same Document ID and Password from step 5 in section above.
4. Select OK.
5. Choose the correct document and select Print.

The document will be held at the machine to be released. If a user forgets the document, it will automatically delete out after a designated timeframe (default 24 hours).
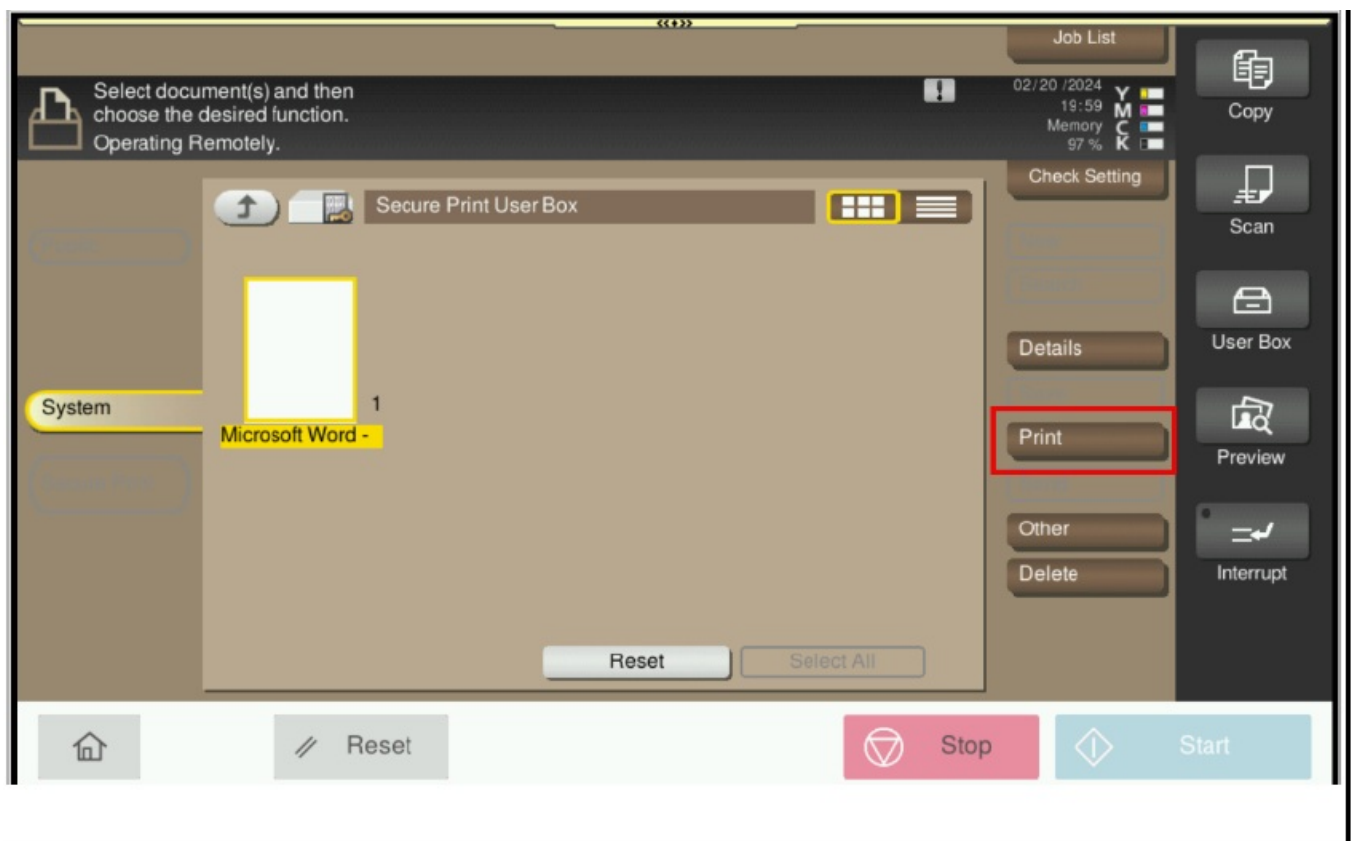
To change the auto delete time

1. Select the Home/Menu icon.

2. Select Utility.

3. Select Administrator Settings, then login with the administrator password.

4. Select System Settings.

5. Select User Box Settings.

6. Select Delete Time Setting.

7. Change to designated time under Auto Delete Secure Document – Specify days or Time.

8. Select OK, then close.
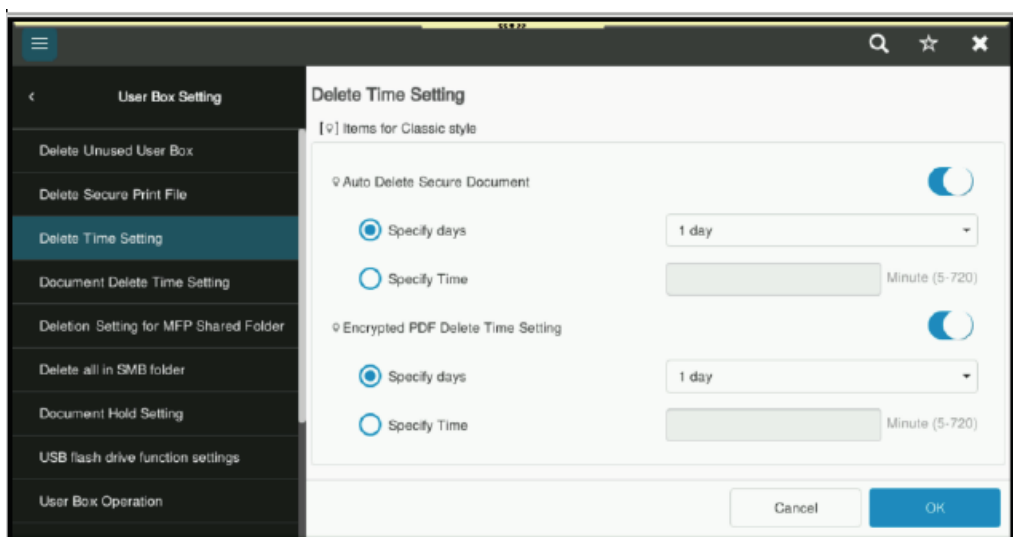
There is another confidential printing option called User Boxes. Reference the User Box – Creation and Use guide.

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Documents / Resources

[**LOFFLER i-Series Secure Printing**](#) [pdf] User Manual
i-Series Secure Printing, i-Series, Secure Printing, Printing

References

- [**User Manual**](#)