

Quick Reference for TAMUQ Faculty/Staff on Using Konica Minolta Bizhub C353

Setting up Printing

1. Select **Start>Control Panel>Printers and Faxes**.
2. Right click on the printer you want to use, and select **Properties**.
3. On the Properties screen, select **Printing Preferences** at the bottom of the screen.
4. Select **Authentication/Account Track** on the Printing Preferences screen (Figure 1).

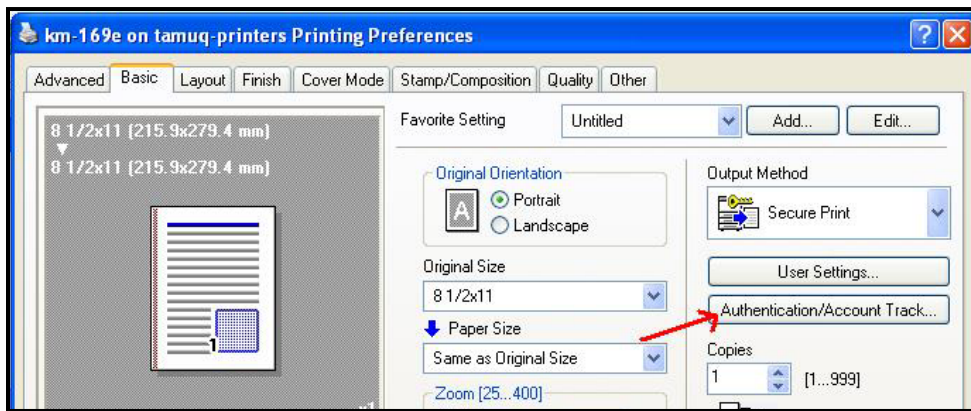


Figure 1: Select Authentication/Account Track

5. Click on the option **Recipient User** (Figure 2).
6. For Username: Type in your **TAMUQ username** (firstname.lastname)
7. Password: Type in the your password
8. In **Account Track** section (Contact ITS for this information):
 - Department Name:** Your department's printing group name
 - Password:** Your department's printing password
9. Click on **OK** twice to save your settings.

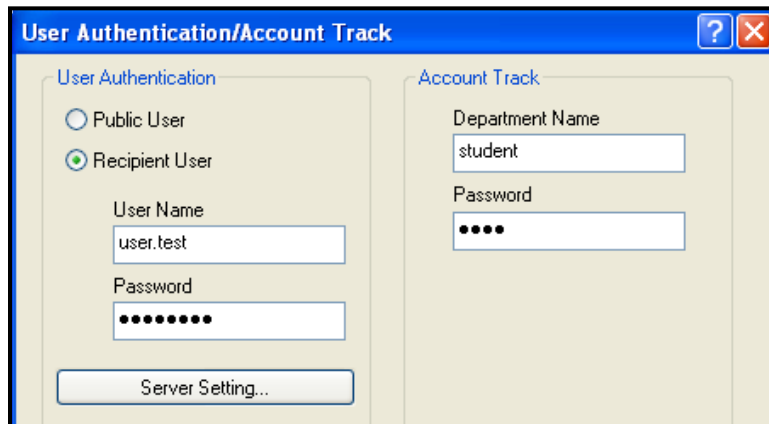


Figure 2: Enter User Authentication/Account Track settings

Secure Printing

When you print a document using Secure Printing, the document is not printed until you go to the printer and logon and choose the document to be printed. This option is used to protect the confidentiality of documents.

To secure print a document, follow the steps below:

1. Select File>Print
2. Select your desired printer from the drop-down arrow and click on the Properties button.
3. Under **Output Method**, click the down arrow and select **Secure Print** (Figure 3).

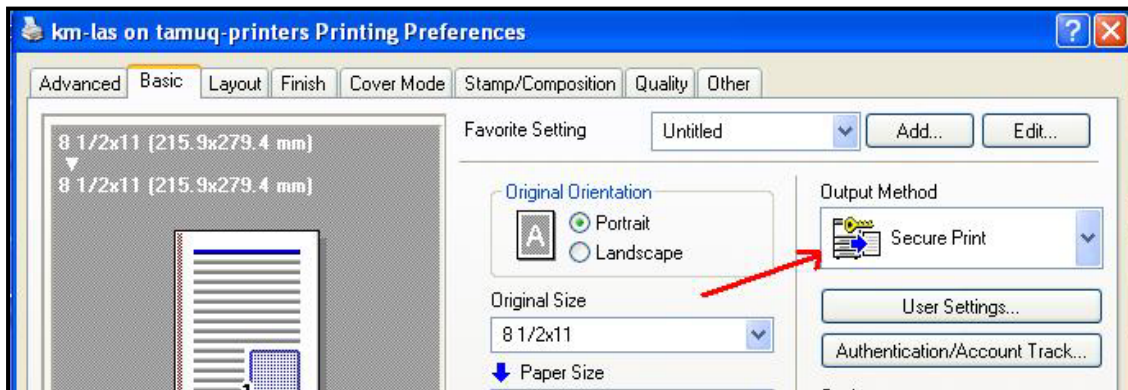


Figure 3: Change Output Method to Secure Print

4. The Secure Print Settings screen will appear (Figure 4).
5. Enter a Secure Print ID. Chose any name you would like for your document (Note: The printer is case sensitive)
6. Create a password for your document. This password can be anything you would like (once again the printer is case sensitive)

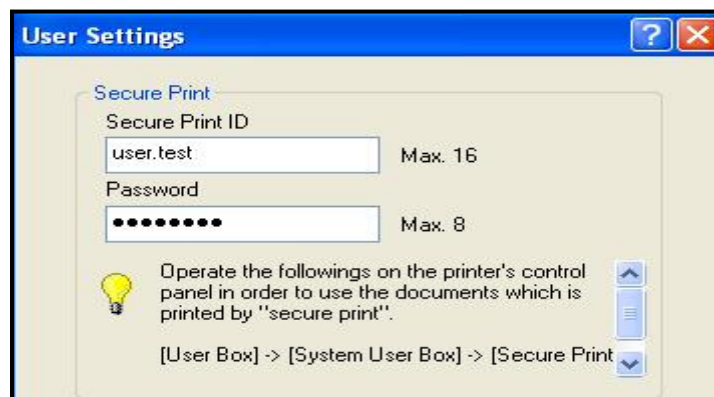


Figure 4: Enter the Secure Print settings

7. Select **OK**. Continue to click on **OK** until you are back to the original print screen.
8. Select the number of copies you need and print.

Now go to the printer.

1. Log into the printer with your TAMUQ username and password.
2. Select the **Box** button at the top of the printer.
3. Select **System User Box** option located on the screen.
4. Select **Secure Print User Box** option on the screen.
5. Type in the name you gave the document (remember this is case sensitive).
6. Type in the password you gave the document.
7. Press **OK**.
8. Select your document from the list.
9. Press the **Print** button shown on the screen.
10. Press the **Start** button.

Copying and Scanning to Email

Note: You will not be able to copy or scan until your account is set up on the Konica Minolta machine. In order to set up your account, please send a print job (any document) to the Konica Minolta. The first printout automatically sets up your account.

Accessing the Copier

Once your account has been set up on the Konica Minolta machine, you can use it for copying and scanning documents as well. You will have to use your TAMUQ domain username and password to log in. When you log in for the first time at the specific machine, you will also be prompted for the **Group name** and **Group password**. Contact ITS if you need this information.

Scanning to Email

While logged in to Konica-Minolta machine, you can scan a document and send it to an email address by following the steps below.

1. Place the paper to be scanned in the top tray of the printer. The front of the document should be facing you.
2. Select the Scan button.
 - a. To scan and send to a TAMUQ email address:
 - 1) Select Address Book
 - 2) Select **LDAP Search**
 - 3) Select **Basic Search**
 - 4) Type in the first 3-letters of the name of the recipient.
 - 5) Select recipient's email from list.
 - 6) Press **OK**, and then press the **Start** button.
 - b. To scan and send to an email address outside TAMUQ:
 - 1) Select the **Direct Input** tab.
 - 2) Type in the recipient's email address.
 - 3) Press **OK**, and then press the **Start** button.

NOTE: When you are finished using the Konica-Minolta, remember to log off by pressing the **Access** button and confirming the logoff request on the touch panel/screen.