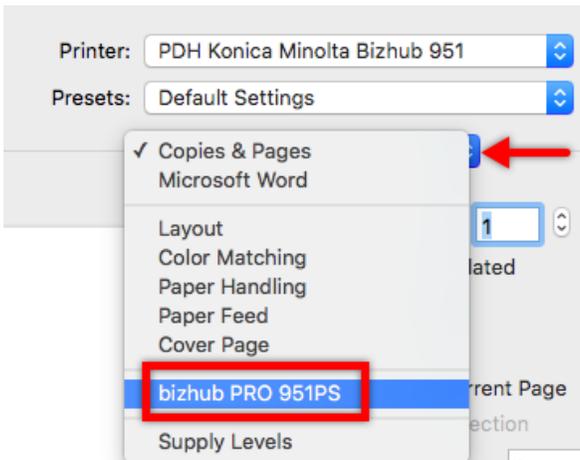


Konica Minolta BizHub 951 Secure Print from Mac

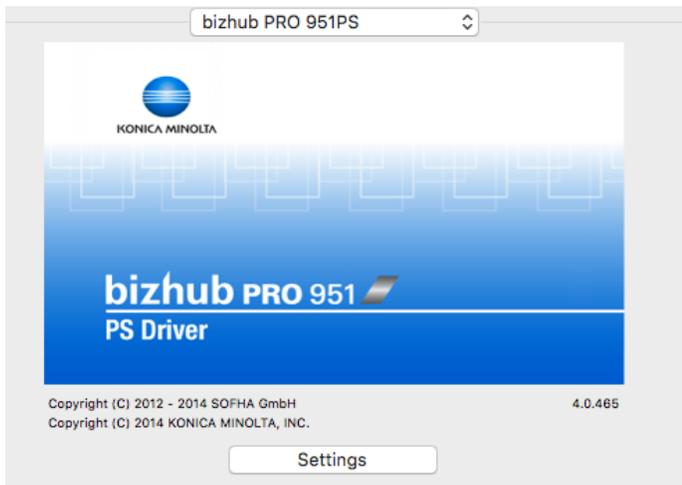
1. Open Microsoft Word and select to Create a Blank Document.
2. From the File menu select Print.
3. Select the Konica Minolta from the Printer drop down list.



4. From the second Presets drop down menu (under default settings) select bizhub PRO 951PS.



5. Click the Settings button.

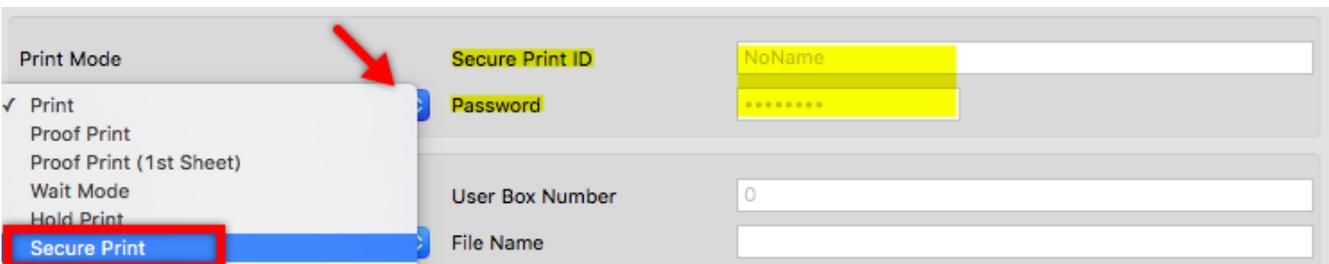


6. Click the blue arrow and then the Workflow button, across the top of the settings screen.



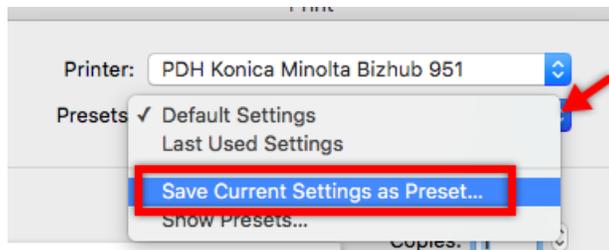
7. Select Secure Print from Print Mode dropdown.

8. Create your own secure Print ID, by entering a username and password of your choosing (suggest: first_initial_last_name for username - 8 character max)

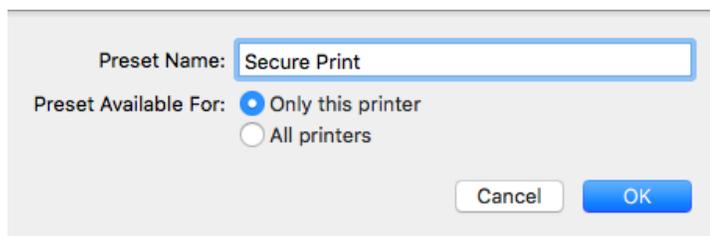


9. Click OK.

10. From the Presets drop down menu choose Save Current Settings as Preset.



11. Name the Preset Job "Secure Print" and select the radio button for Only this printer.



12. Send print job to printer by clicking Print button.

13. Physically walk to the printer and on Bizhub Pro screen select the Recall button, from the top of the display panel.

- 14. Next, choose Secure Folder.**
- 15. Select your Print ID username from the list of sent secure print jobs.**
- 16. Enter the secure Print ID password, that you set up.**
- 17. Select the file to be printed and tap Print on copier touch screen.**
- 18. Choose All Sheets, enter number set/quantity desired, and tap OK.**
- 19. On Continue to Recall screen tap Yes to return to release other secure print jobs or No to return to the copier welcome/machine screen.**
- 20. For all future desired secure print jobs you can now choose the Konica Minolta Bizhub 951 Printer and the Secure Print Preset to begin a secure print job.**