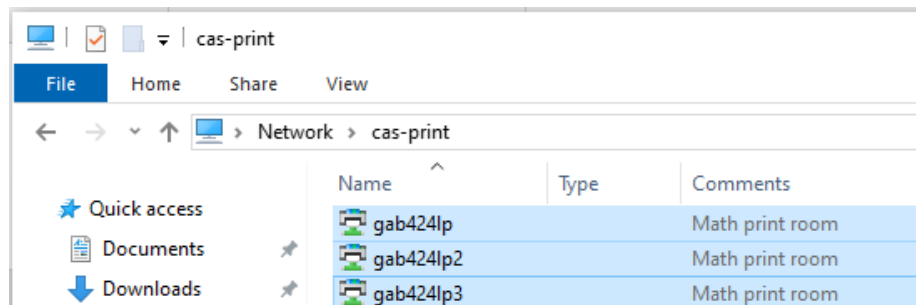


From: [Worley, Chris](#)
To: [Watkins, Jana](#)
Subject: First draft instructions for GAB 424 copiers
Date: Thursday, January 9, 2020 5:52:47 PM
Attachments: [image002.png](#)
[image001.png](#)
[image003.png](#)
[image004.png](#)

Adding the new Konica Minolta copiers to your CAS-supported Windows PC

Add each copier to your PC from [\\cas-print](#) (you can likely click the [\\cas-print](#) link):

1. In the list of devices on [\\cas-print](#), double-click on all three copiers noted below. **Do these one at a time.**
When each copier is done being installed, the (empty) queue for that printer will open. Close the queue window and proceed to add the next printer from the [\\cas-print](#) list.
 - a. gab424lp
 - b. gab424lp2
 - c. gab424lp3



2. Once all three copiers are installed, close the [\\cas-print](#) window.

Configure Printer Preferences for each printer (on your computer) to save your Secure Print and your PIN information (i.e. you'll repeat these steps for all three devices):

1. Open the **Control Panel** (search the Start menu for "Control Panel")
2. Open **Devices and Printers**.
3. Under Printers section > Right-click **gab424lp** > Click **Printing Preferences**.
4. Under the Secure Print section, **Enter your EUID as the Document ID**, and **Enter your 4-digit print code as the Password**. Then Click **OK**.

User Settings

Secure Print

Document ID

euid0123 Max. 16

Password

•••• Max. 64

Operate the printer's control panel in order to use the documents which are printed by "secure print".

↑

↓

[Document ID] can be changed to Windows

Save in User Box

File Name

Max. 30

User Box Number

Max. 9

User Box Information Display count:0

User Box Nu...	User Box Name	User Box Type
----------------	---------------	---------------

Obtain Device Information

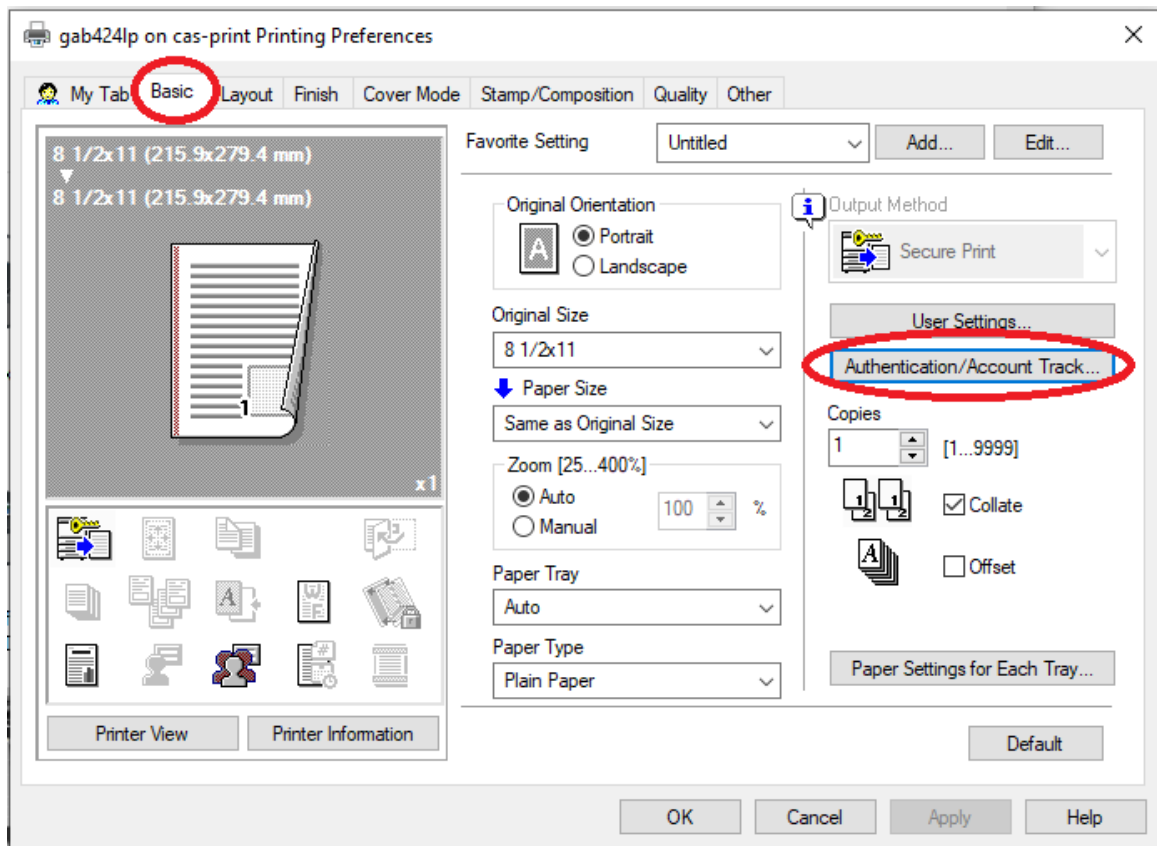
Type in [Document ID] and [Password] that are used with [Secure Print].

↑

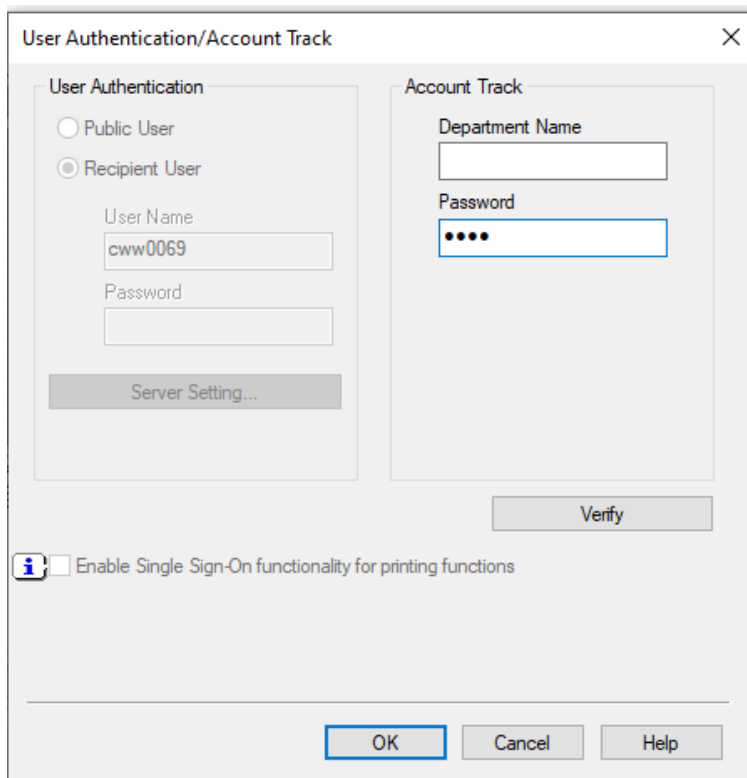
↓

OK Cancel Default Help

5. In the **Preferences** window that is now open: click the **Basic** tab.
6. Under the **Basic** tab, Click the **Authentication/Account Track ...** button on the right-hand side.



7. Leave the Department Name field blank, **Enter your 4-digit print code as the Password**. Click **OK**.



8. Click **OK** to close the Printing Preferences window.
9. Repeat steps for the other two copiers (gab424lp2 and gab424lp3)

Now that the initial setup is complete, you can send jobs to these printers without entering any code information on your computer (because you just saved that info to your printing preferences).

To release your job(s) at the GAB 424 copier(s)

Important note: whichever printer you sent your job to is the one you'll have to release your job from. For example, if you send a print job to gab424lp2, you'll only be able to release that job from Printer 2 The copiers are labelled in the room.

1. Walk up to the copier you sent your print job to.
2. **Login** with your **4-digit print code**.
3. Tap the **Secure Print** icon.
4. Enter your **EUID** as the Document ID.
5. Enter your **4-digit print code** as the Password.
6. Tap **OK**.
7. You will be presented with your pending print jobs. Tap the **job** you want to print, then tap the **Print** button to the right.
8. You will then be given another chance to change a few settings on your job (1 vs 2 sided)
9. Push the Blue-lighted GO button below the screen to print.
10. If you have other jobs stored, you can release them at this time.
11. When you're done, log out of the machine by pushing the Access button to the right of the screen, then Logout.