



full color printer/copier/scanner/fax

[illegible]

COUNT KONICA MINOLTA

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*NOTE: The AU-102 may not be available at time of launch.

Using the Authentication Unit (Biometric Type) AU-102

OVERVIEW SUMMARY APPLICATION

The Authentication Unit (Biometric Type) AU-102 is a biometric authentication system that performs user authentication by scanning vein patterns in a finger. In order to use this device, the user's finger vein patterns must first be registered with the MFP. Once registered, users can log on to the MFP by completing authentication with their finger vein patterns. The following procedures describe how to specify the necessary settings on multifunctional products, register users, and perform authentication after completing registration.

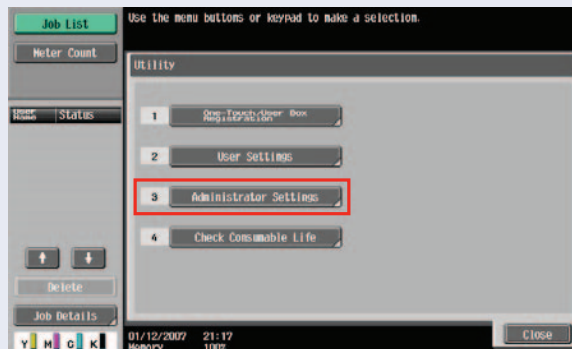
Prerequisites

Before beginning, ensure the Biometric Authentication device is enabled via service mode. (Refer to Service Manual for procedure).

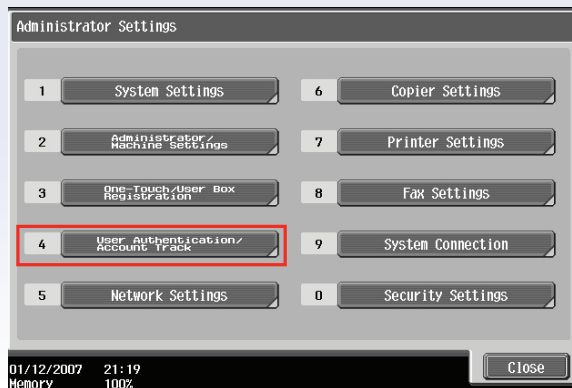
SPECIFYING THE SETTINGS ON THE MFP TO ENABLE THE BIOMETRIC AUTHENTICATION UNIT

1. Press the **Utility/Counter** key on the MFP control panel

2. Select **Administrator Settings** and enter the administrator password. (The default password is 12345678)

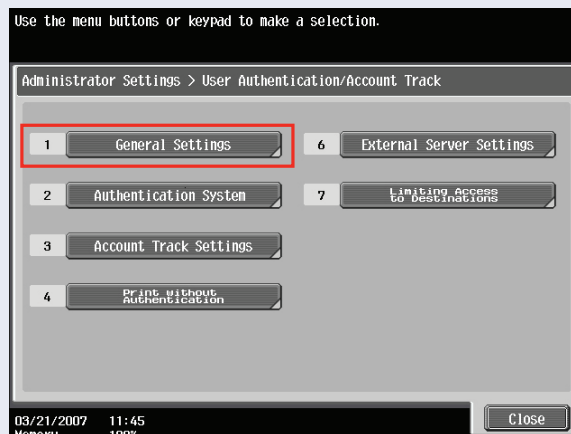


3. Select **User Authentication/Account Track**



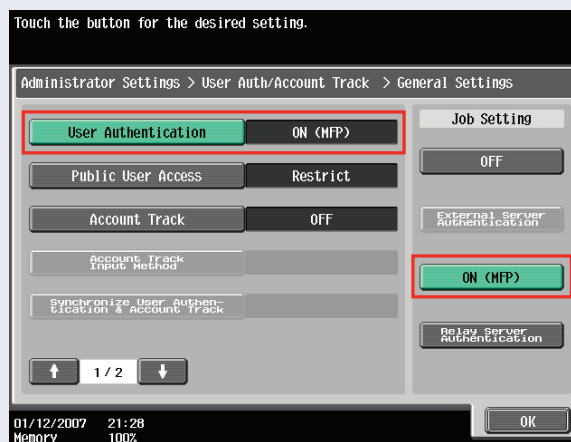
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4. Select
General Settings

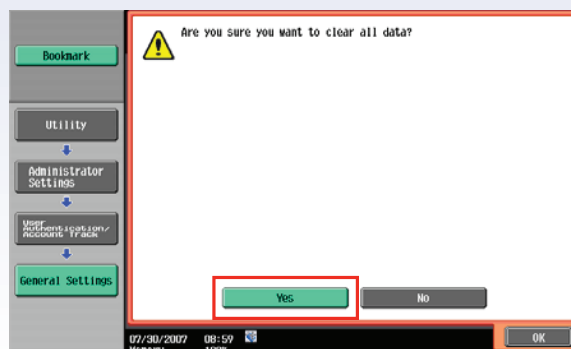


5. Press **User Authentication** and select **ON MFP**.
Now select **OK**

Note: The Biometrics Unit is only compatible with User Authentication ON (MFP). You CANNOT set User Authentication ON (External Server).

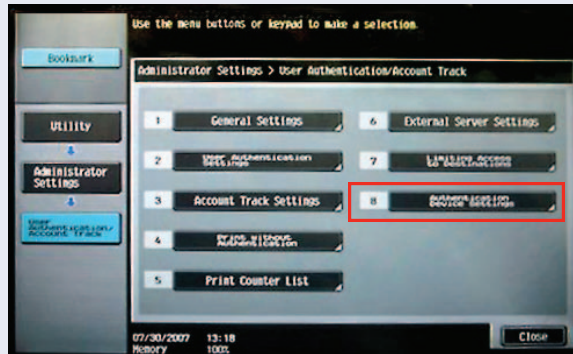


6. When the “Are you sure you want to clear all data?” window appears select “**YES**” then Select **OK**

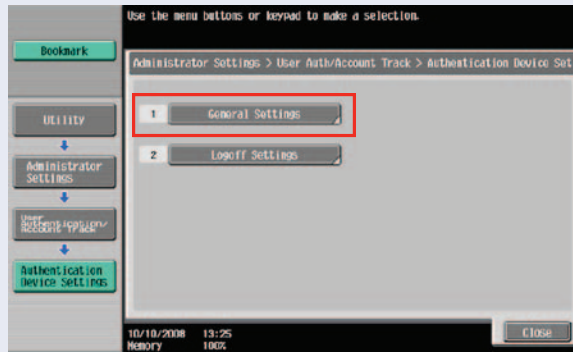


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7. Select **Authentication Device Settings**



8. Select **General Settings** and then **Biometric Authentication**



9. Under **Beep Sound**, select whether or not a beep is produced when scanning of the finger vein pattern is completed successfully.

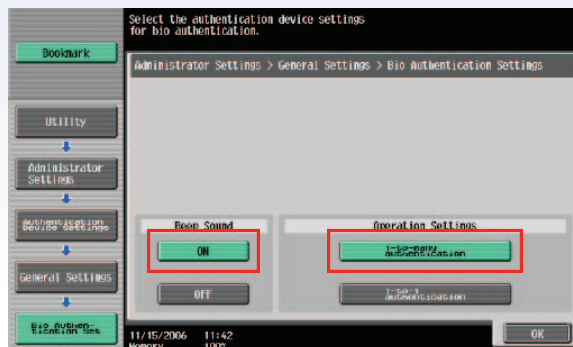
10. Select **1-to-many authentication** under **Operation Settings** then select **OK**

Select **OK** twice.

Select **Close**.

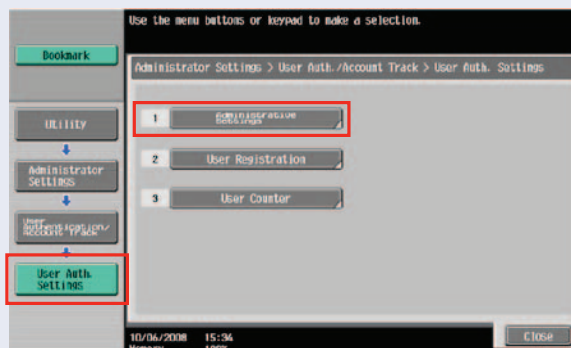
1-to-many authentication – Authentication is performed simply by positioning a finger within the biometric unit.

1-to-1 authentication – Authentication is performed by entering a user name and positioning a finger within the biometric unit. If users are registered with “1-to-1 authentication” selected, the function for storing print jobs cannot be used.

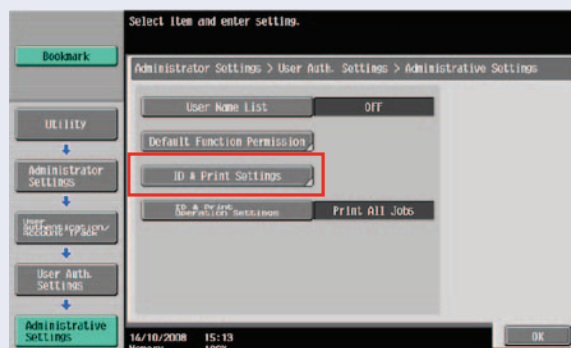


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11. When at the **User Auth/Account Track** page, select **User Auth Settings**.
12. Select **Administrative Settings**.

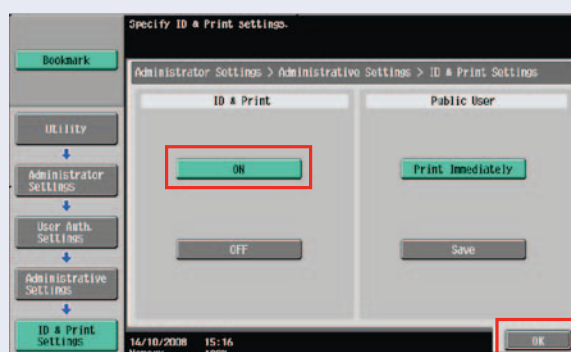


13. Select **ID & Print Settings**.



14. Select **ON** under **ID & Print**.

*Note: To use ID & Print User Box function, select "1-to-many authentication" under "Operation Settings" and **ON** under "Touch & Print Settings".*



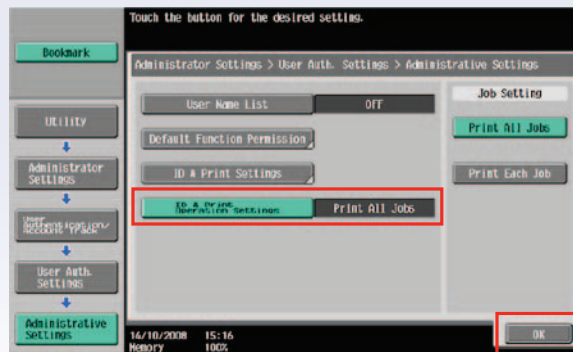
15. Select **OK**. These settings will enable the ID & Print feature.

*Note: To use ID & Print User Box function, select "1-to-many authentication" under "Operation Settings" and **ON** under "ID & Print Settings".*

The necessary settings are now configured in order to register users directly from the MFP.

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16. Select **ID & Print Operation Settings**.
17. Select **Print All Jobs**.
18. Select **OK**.
19. Select **Close** 4 times.



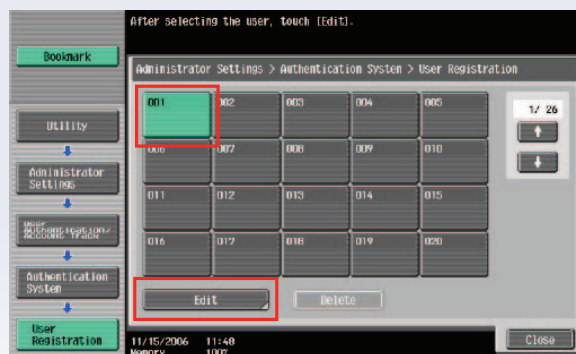
Registering Users with the AU-102 Biometric Authentication Unit from the MFP

There are two methods for registering users to use the AU-102 Biometric Authentication Unit.

1. Connect the Biometric Authentication Unit to the MFP and register directly from the control panel.
2. Connect a Biometric Authentication Unit to a computer and register users via PageScope Data Administrator.

The following lists the steps to register users from the control panel of the MFP.

1. Ensure the Authentication device is connected to the USB port of the MFP and the device is enabled. (See AU-102 setup instructions)
2. Press the **Utility/Counter** key
3. Select **Administrator Settings** (the default password is 12345678)
4. Select **User Authentication/Account Track**
5. Select **User Authentication Settings**
6. Select **User Registration**
7. Select a Box
8. Select **Edit**
9. Enter a User Name
10. Enter a Password.
(The password is optional and can be left blank.)
11. Enter a Password a second time to confirm
12. Press **OK**



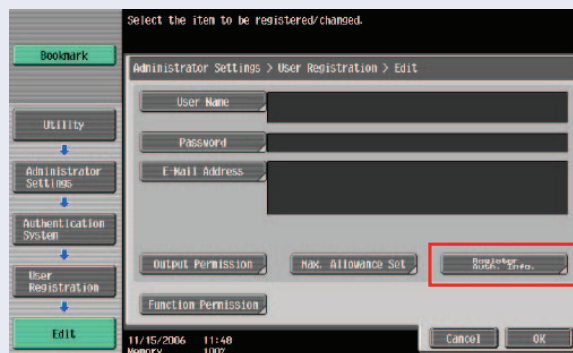
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13. Enter user's email address and touch **OK**

NOTE: The e-mail address is optional. When this field is entered, all outgoing email transmissions will come from the logged in user.

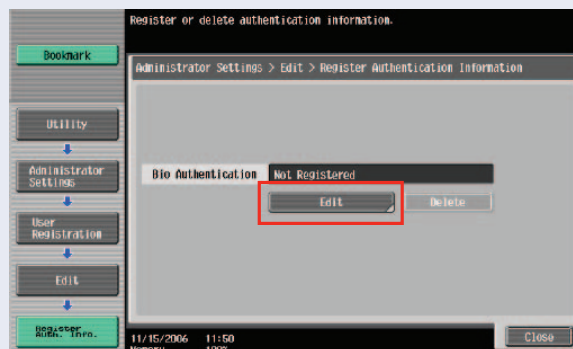
14. Select

Register Auth. Info.

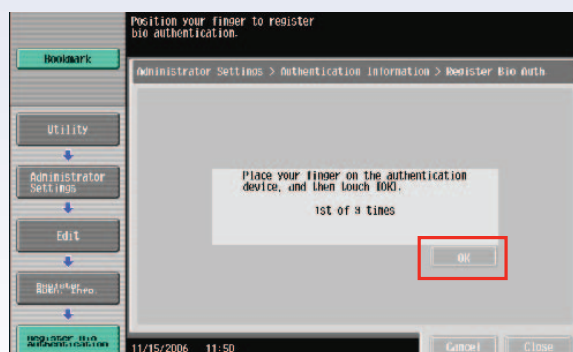


15. Select **Edit**

16. Place your middle finger in AU-102 Biometric Unit and select **Scan** from the registration window. Wait for the confirmation beep and remove your finger. When ready, place the same finger



in AU-102 Biometric Unit in the same position, press **Scan** again and wait for the second confirmation beep then remove your finger. Place the same finger on the AU-102 in the same position for a third time, select **Scan** and wait for the third confirmation beep. Remove your finger and select close to complete the registration process.



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The AU-102 Authentication Unit is designed to scan your finger vein three times. BE SURE TO REMOVE YOUR FINGER EACH TIME. By removing and placing your finger three times, the AU-102 scans your finger from slightly different angles. This makes it quicker for the AU-102 to recognize your finger vein.

17. To ensure the user has been properly registered, place your finger in the AU-102 Biometric Unit and press **Login Test**.
18. Prompt will read **Authentication was successful**.
19. Repeat this process for all users to be registered.
20. Press **Close** until you return to main menu when all users have been registered.

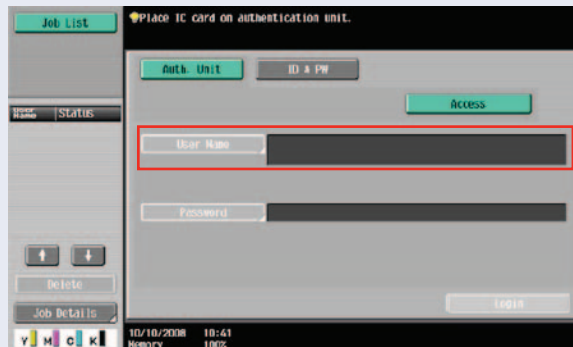
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Authenticating Users

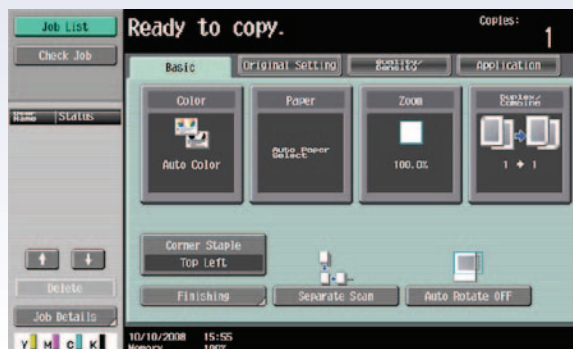
Follow the procedures described below to authenticate users with their finger vein patterns.

When “1-to-many authentication” has been specified

1. Position the registered finger on the device.

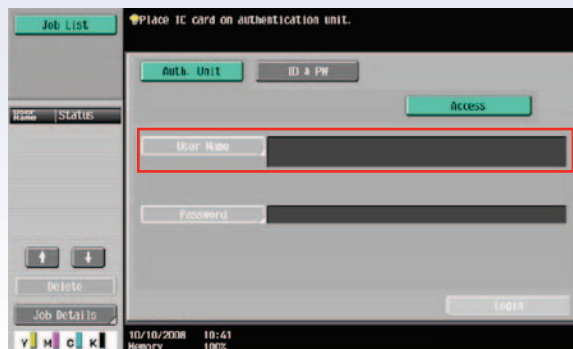


2. The user is authenticated, and the Basic screen appears.



When “1-to-1 authentication” has been specified

1. Type in the user name

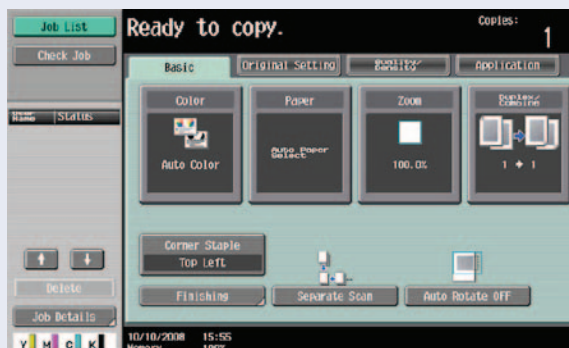


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2. Position the registered finger on the device.

The user is authenticated, and the Basic screen appears.

Note: If authentication fails many times, the authentication data may not be registered correctly. Therefore, register the user again. It is highly recommended that you register the middle finger and that the tip of the finger rests on the two raised points. Additionally, ensure that the scanner portion of the unit is clean. Clean the scanner with a soft cloth if necessary.



SELLING POINTS FOR BIOMETRIC UNIT

- Higher level of security using vein patterns instead of finger print.
- Flexibility in registering users from the biometric unit and from the MFP or a computer.
- Ability to use features such as ID & Print.
- An individual can use one finger for one account and another finger for a different account.

Using the Authentication Unit (Biometric Type) AU-102 with the ID & Print Feature

OVERVIEW SUMMARY APPLICATION

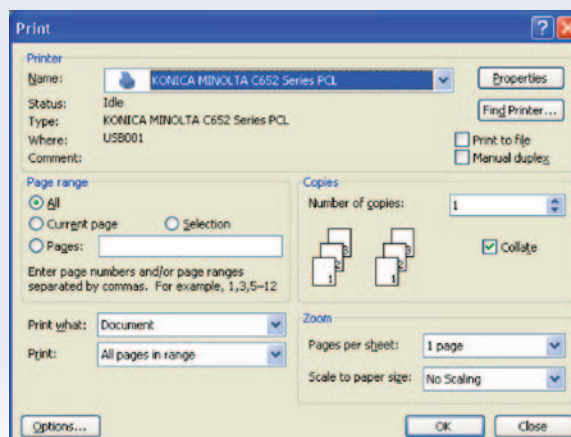
Instead of setting a password as a security lock for those highly sensitive and confidential documents that you don't want others to read, you can use the advanced Biometric Authentication unit that recognizes unique physical characteristics of each user. The Biometric Authentication Unit is more reliable than fingerprints; it reads the veins in a person's finger. Protected documents are not output until the biometric unit recognizes the physical characteristics of the authorized user. To make the Biometric Authentication Unit even more appealing, a user could even use the ID & Print method of security. This means a user can send a document to the MFP and release it, just by touching the Biometric Authentication Unit.

Prerequisites

To use the ID & Print User Box function, user authentication on the multifunctional product must be set for MFP authentication. "1-to-many authentication" must be selected under "Operation Settings" and **ON** under "ID & Print Settings."

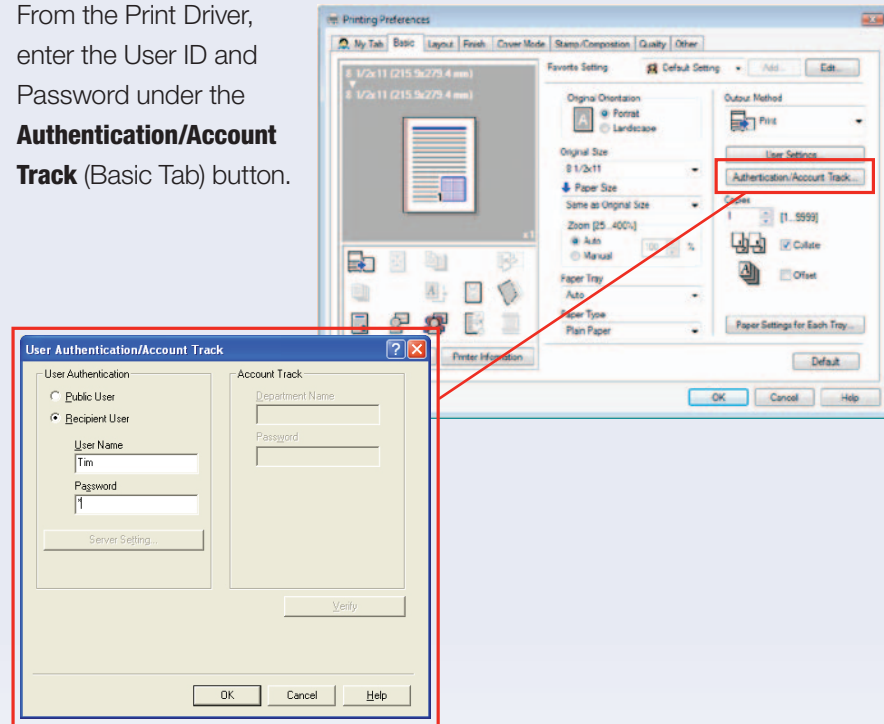
When combined with account track settings, set "Synchronize User Authentication & Account Track" to "Synchronize". If "Do Not Synchronize" is selected, the function for storing print jobs cannot be used.

1. From MS Word or other application, select **File, Print, Properties**



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2. From the Print Driver, enter the User ID and Password under the **Authentication/Account Track** (Basic Tab) button.



3. Select **OK** through the print driver screen as with any other print job.

Print Jobs will be sent to the MFP and remain in the device until the Biometrics Authentication is performed.

Registering Users with the AU-201H HID Card Authentication Unit

Prerequisite:

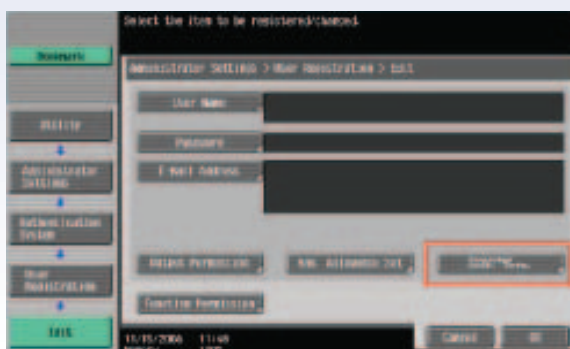
Ensure the Authentication Device is connected to the USB port on the MFP and the device is enabled (See AU-201H setup instructions).

Caution: HID cards can not be reused.

Steps/Keystrokes:

1. Press the **Utility/Counter** key on the MFP control panel.
2. Touch **Administrator Settings** and enter **12345678**.
3. Touch **User Authentication/Account Track**.
4. Touch **General Settings**.
5. Touch **User Authentication** and select **ON MFP**.
6. Touch **OK**.
7. When the “Are you sure you want to clear all data?” window appears touch **YES** then touch **OK**.
8. Touch **User Authentication Settings**.
9. Touch **User Registration**.
10. Select a **Registration Box** (001, 002, etc.).
11. Touch **Edit**.
12. Enter **User Name** and touch **OK**.
13. Touch **Password** and enter your password.
14. Touch **Confirm Password** and enter again.
15. Press **OK**.
16. Touch **Register Auth. Info**.

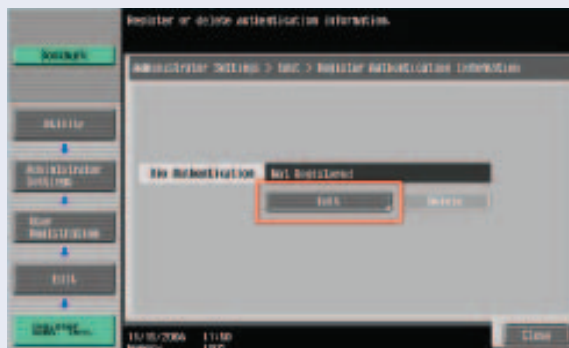
continued



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17. Touch **Edit**.

18. Place the **HID Card on top of the worktable in the area of the white sticker** (Authentication Device is mounted under the worktable).



19. Touch **OK**.

20. The LCD screen prompt will read **Registration Complete**.

21. Touch **Close** twice.

22. Touch **OK** (this step will confirm the registration).

When you register a user, make sure to check the Function Permission menu and confirm which functions are allowed.

23. **Repeat** this process for all users to be registered.

24. Press **Close** until you return to the main menu when all users are registered.

25. The **Login Screen** is displayed.

LOGGING IN USING THE HID AUTHENTICATION UNIT AU-201H

1. At the **Login Screen** wave the HID card over the worktable in the area of the white sticker.
2. MFP will recognize card and display the **Basic** screen.

Releasing a Print Job using the ID & Print Feature

Prerequisite:

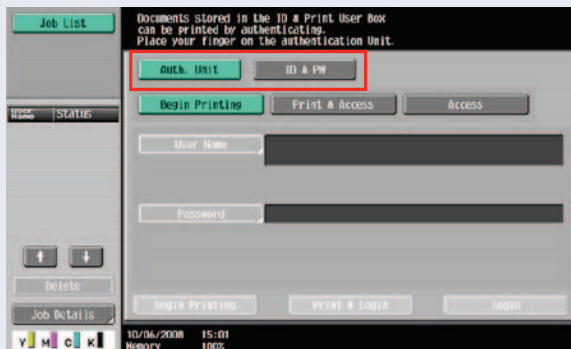
1. If you are using the AU-102 Biometric Device, the users must have their finger veins preregistered.
2. If you are using the AU201H HID Proximity Card Reader, the HID cards must be preregistered.

When you send a print job, there will be three buttons that appear on the screen:

1. **Begin Printing** (Default)

The **Begin Printing** selection will begin printing your jobs as soon as you place your finger on the AU-102 Biometric Unit and authenticates your finger vein or you place your

HID card near the AU-201H HID Card Reader and you are authenticated as an authorized user. You will not be logged into the device after the printing is finished. If you have multiple print jobs, keep your finger on the AU-102 or use your HID card to authenticate, you will see your individual jobs sent to the print queue waiting to be printed until all waiting jobs have been sent.



2. **Print & Access**

The **Print & Access** selection will begin printing your jobs as soon as you place your finger on the AU-102 Biometric Authentication Unit or you are authenticated using your HID card.

Once the printing is finished you will be logged into the device and default main screen will appear.

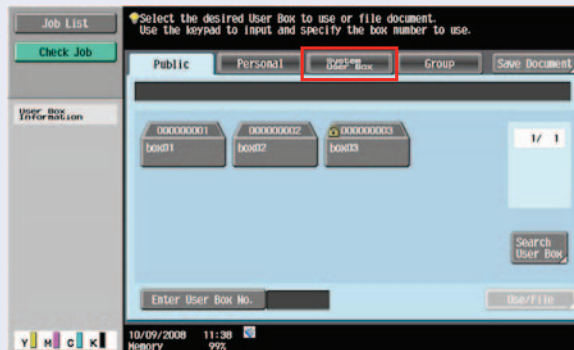
3. **Access**

The **Access** selection will log you into the device only. You will be required to place your finger on the AU-102 or use your HID card to authenticate. Your print jobs will NOT print. You will be required to access the ID & Print User Box to retrieve your print job.

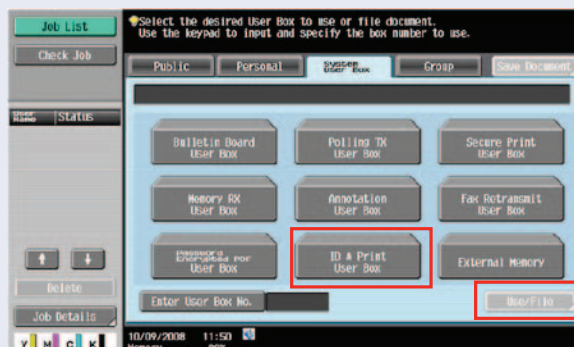
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Accessing the ID & Print User Box

1. After selecting **Screen Operation**, place your finger on AU-102 Biometric Unit or use your HID card to authenticate.
2. Press **User Box** button to access User Box Mode
3. Press **System User Box**



4. Select **ID & Print User Box**
5. Select **Use/File**

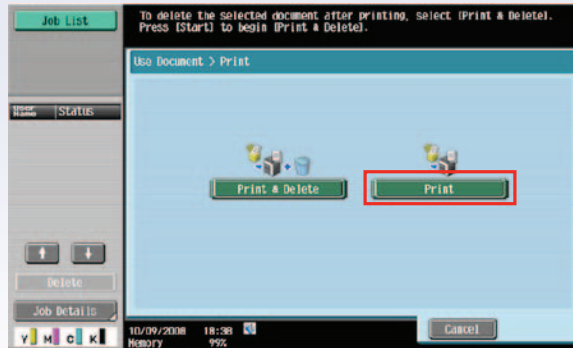


6. You can choose **Select All** and then **Print** and all your documents will be printed, or you can select the individual document you want to print and the rest will be saved until a later time.



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7. Log out of the MFP when completed.



TROUBLESHOOTING

If you encounter a problem with the ID & Print Function, please check the following:

1. At the PC go to the Printer Properties menu of the PS or PCL driver that you are using for the ID & Print Function
2. Select the **Advanced** tab and check **ON** for "Print Spooled Document First".*

* In some cases, this setting is required the FIRST time the ID & Print function is used. After that, it doesn't appear that it is required even if the "Print Spooled Document First" selection becomes unchecked.

Copy Guard

WHAT & WHY

When a user prints a document using the Copy Guard function, a pattern becomes embedded within the Copy Protected text appearing on the face of each sheet. This pattern is referred to as the Copy Guard Pattern.

For example, a pre-set stamp such as Private or the day's date prints on the face of each document page. Then, if a user attempts to reproduce the copy-guarded sheet(s), the bizhub MFP automatically scans a Copy Guard pattern, stops copying, and discards the currently running job. Thus, this function prevents unauthorized copying of selected documents.

APPLICATION

Any business or organization requiring a certain amount of privacy for client or customer hard copy information needs Copy Guard. Specifically, hospitals or doctor's offices, law firms, or financial institutions need to protect customer data. Patient files stored at a doctor's office may no longer be copied and carried away. Financial institutions with financial statements stored hard copy on site no longer have to be concerned that unauthorized reproduction may easily be accomplished. The Copy Guard function is an additional level of security offered by Konica Minolta that businesses can use to ensure that any hard copy document is not duplicated without prior authorization.

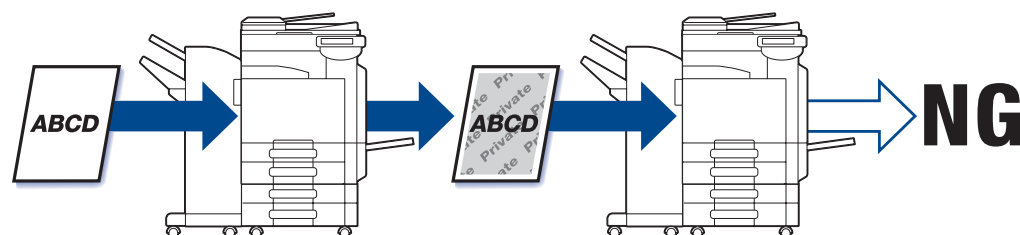
HOW

Pre-requisite

You will need one letter size (8 ½ x 11) original with text.

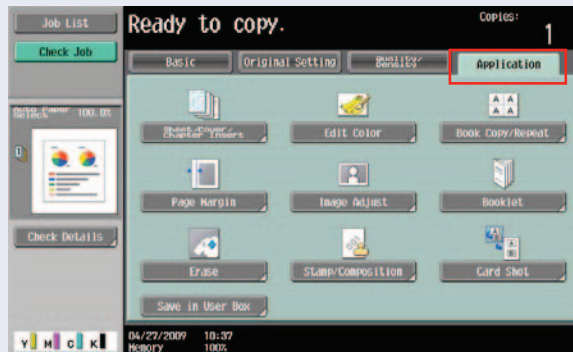
REFERENCE

- Preset Stamp, Date/Stamp and Other can be selected together.
- In Preset Stamp, multiple copy guards cannot be selected.
- A copy guard cannot be printed on a colored paper, envelope, or transparency film.

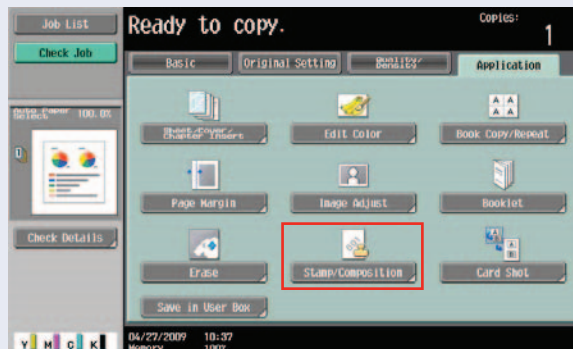


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1. Insert the letter size (8 ½ x 11) original in to the RADF.
2. Touch **Application**.

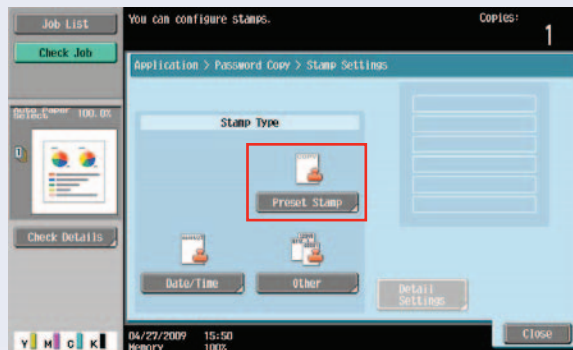


3. Touch **Stamp Composition**.
4. Touch **Copy Security**.
5. Touch **Copy Guard**.



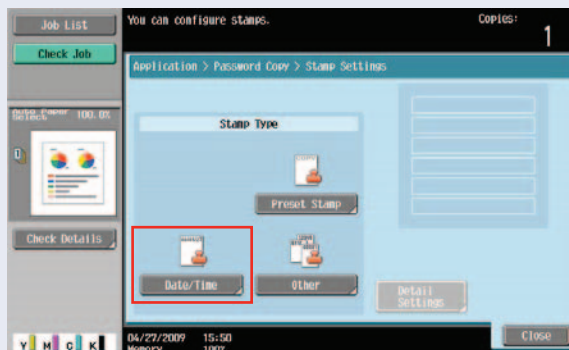
6. Touch **Preset Stamp**.
7. Select **Confidential**.
8. Touch **OK**.

continued

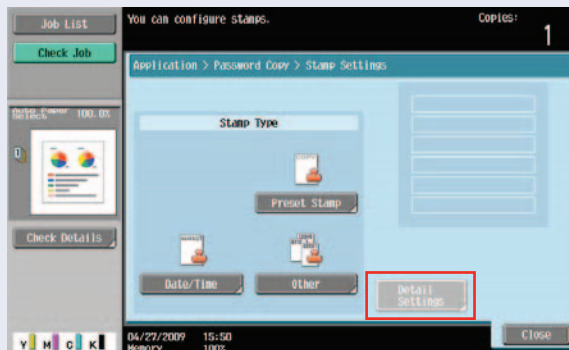


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9. Touch **Date/Time**.
10. Select the **Date Format** that reads **Month, Day and Year** (Jan 23,2007).
11. Touch **OK**.



12. Touch **Detail Settings**.
13. Select **Text/Background Color**.
14. 1. Select **Magenta**.
15. Touch **OK**.
16. Select **Text Size**.
17. Select **Minimal**.
18. Touch **OK**.
19. Select **Copy Guard Pattern**.
20. Move the cursor over to **"-2"**.
21. Touch **OK**.
22. Select **Background Pattern**.
23. Select **Pattern 6**.
24. Press **Start**.
25. **Place the Copied Document into the RADF.**
26. Press **Start**.
NOTE: A window will appear indicating that the job being scanned has been deleted.
27. Press **OK**.



Password Copy

WHAT & WHY

The Password Copy function prints a document with embedded copy protected text and password. This level of security seeks to stem unauthorized reproduction of documents when an unauthorized user attempts to copy password-copied sheets. In the event an unauthorized user makes such an attempt, the MFP that supports this function scans a Password Copy pattern and prompts for a password. When the correct password is entered, copying will start. However, if the password has not been entered correctly, the job will not be completed.

APPLICATION

Password Copy fits within any business or organization wishing to protect their hard copy documents from unauthorized reproduction. This additional level of security, offered by Konica Minolta, ensures that any hard copy document is not duplicated without an authorized password.

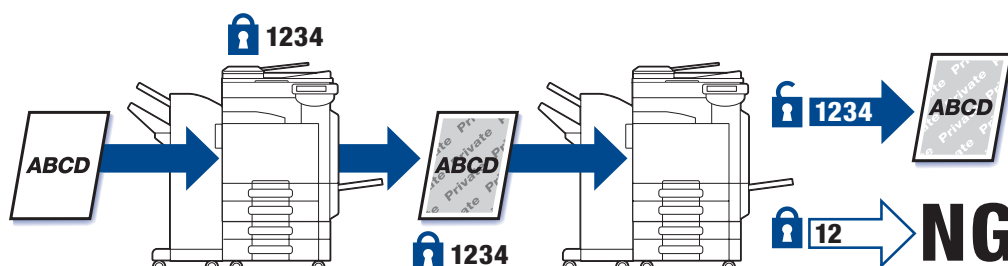
HOW

Pre-requisite

You will need one letter size original with text.

REFERENCE

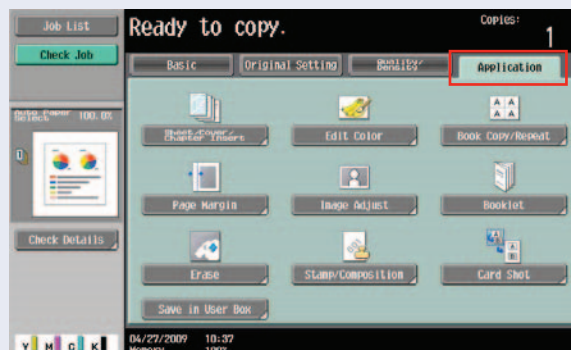
- Preset Stamp, Date/Stamp and Other can be selected together.
- In Preset Stamp, multiple copy guards cannot be selected.
- A copy guard cannot be printed on a colored paper, envelope, or transparency film.
- If you fail to enter a password three times, the currently processed copy job will be erased.
- If a password is detected on copies with Zoom, 2 Color, Grayscale, Color Adjust, Colored Paper, Envelope, or Transparency specified, the currently processed copy job will be erased.
- If multiple originals with different passwords are scanned, you will need to enter a password for each original.



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1. Insert the letter size original in the RADF.

2. Touch **Application**.



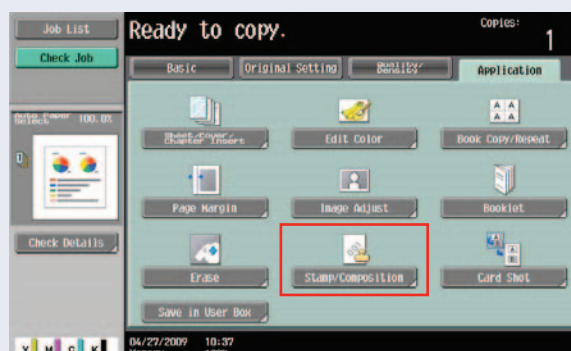
3. Touch **Stamp Composition**.

4. Touch **Copy Security**.

5. Touch **Password Copy**.

6. Touch **Password**.

7. Enter **Password**
(the password can be up to 8 digits).



8. Touch **Password Confirmation**.

9. Enter **Password** again.

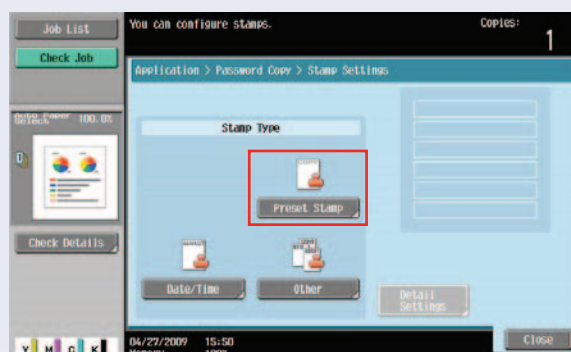
10. Touch **OK**.

11. Touch **Stamp Settings**.

12. Touch **Preset Stamp**.

13. Select **Illegal Copy**.

14. Touch **OK**.



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15. Touch **Date/Time**.

16. Select the **Date Format** that reads **Month, Day and Year** (Jan 23,2007).

17. Touch **OK**.

18. Touch **Detail Settings**.

19. Select **Text/Background Color**.

20. Select **Cyan**.

21. Touch **OK**.

22. Select **Text Size**.

23. Select **Minimal**.

24. Touch **OK**.

25. Select **Password Copy Pattern**.

26. Move the cursor over to “-1”.

27. Touch **OK**.

28. Select **Background Pattern**.

29. Select **Pattern 8**.

30. Press **Start**.

31. **Place the Copied Document into the RADF.**

32. Press **Start**.

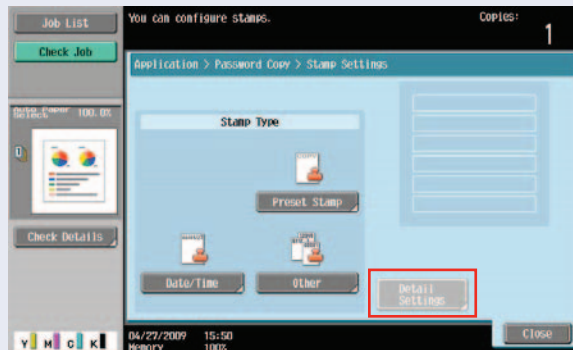
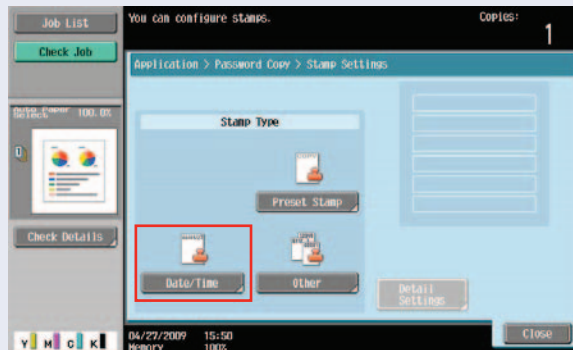
NOTE: A window will appear indicating to enter the password and touch “Start Authentication”.

33. Touch **Password**.

34. Enter **Password**.

35. Touch **OK**.

36. Touch **Begin Authentication**.



Notes



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