Business and Financial Services Documentation
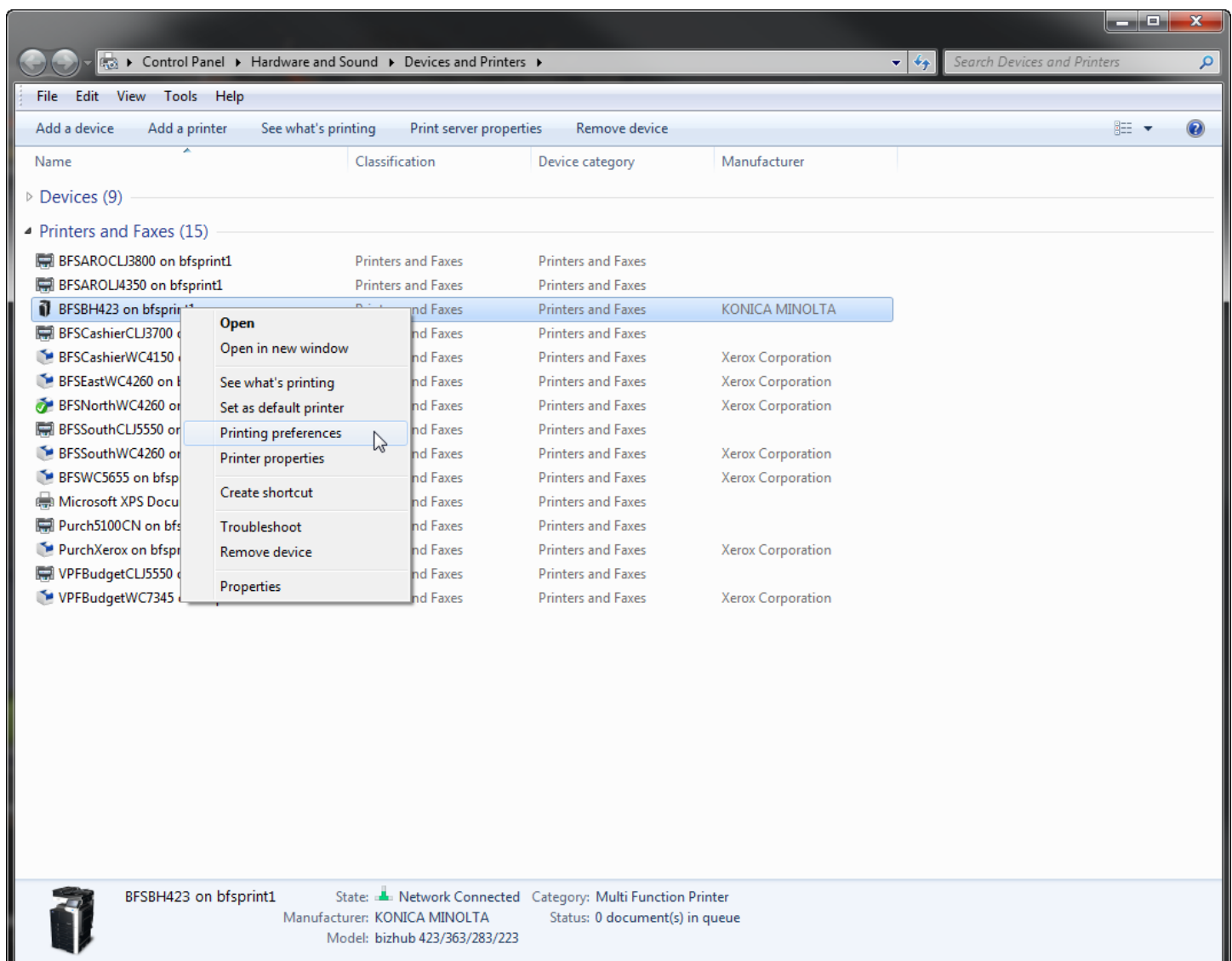
Colorado State University

Secure Printing to BizHub
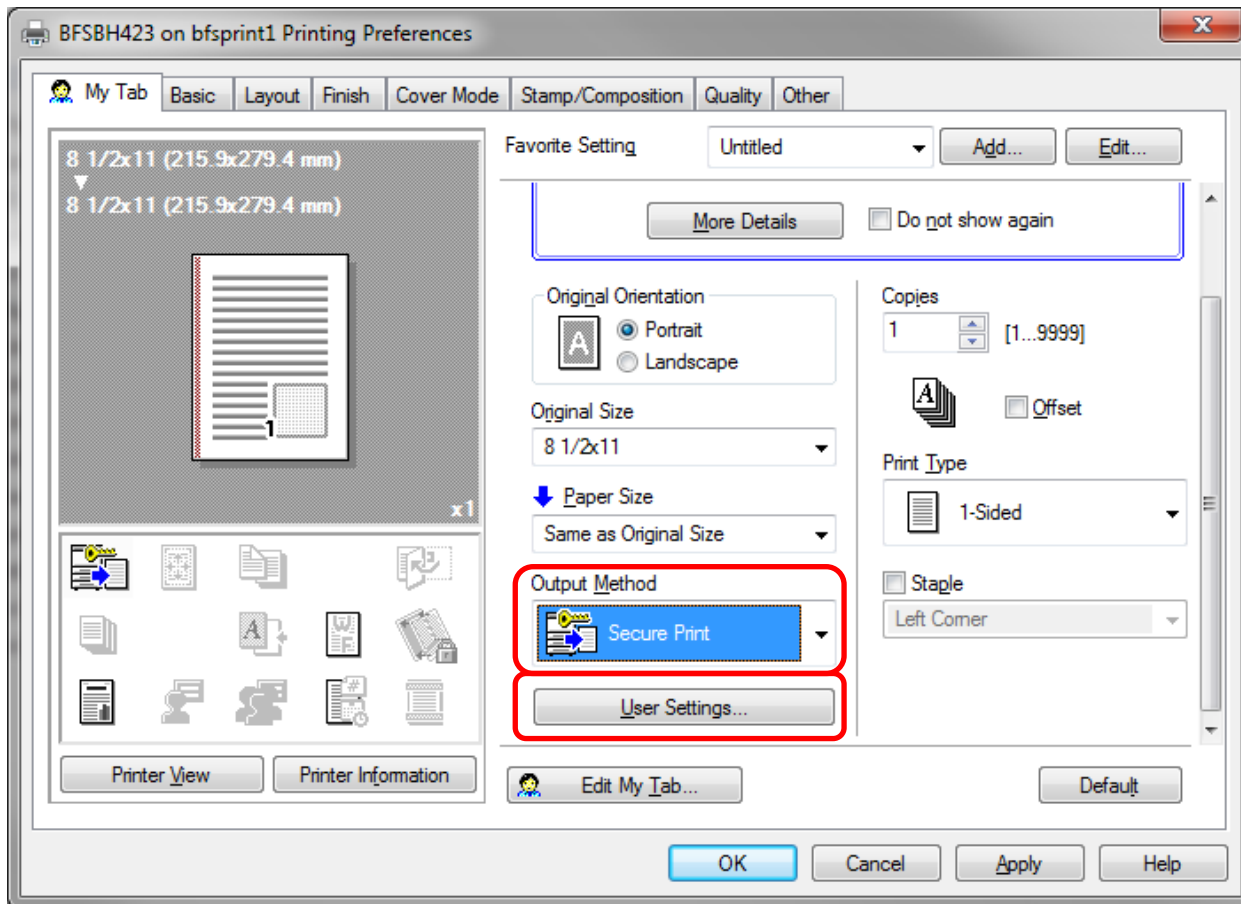## Client computers and BizHub Printer

5/21/2012

What is Secure Printing? Secure Printing allows you to setup a Secure Print ID and Password that will be required at the printer before your jobs will print. Why is this a good thing? Secure Printing will allow you to print to the BizHub printer without worrying that someone else can pick up your print jobs. In addition you can print multiply jobs to the printer and print them all out at one time.
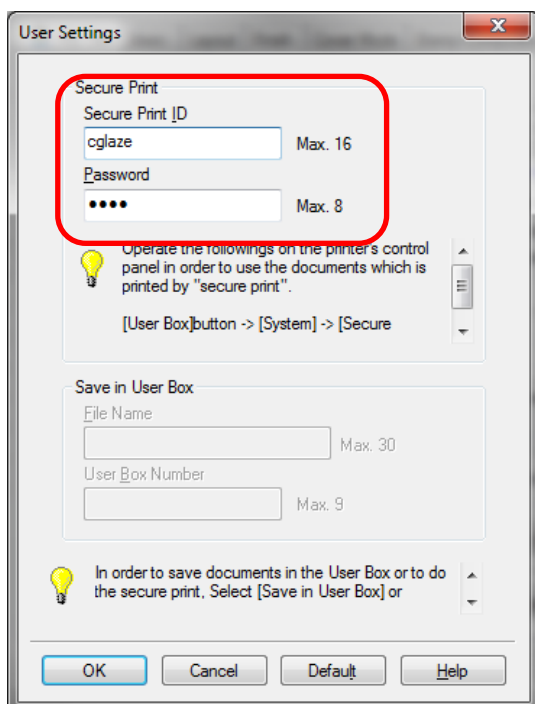
How do I setup Secure Printing? To setup Secure Printing click on your start (windows) button and select Devices and Printers on the right hand side. On the Devices and Printers window right click on BFSBH423 Printer and select Printing preferences.

On the BFSBH423 Printing Preferences window use the scroll bar on the right hand side to scroll down to the bottom. For the Output Method, change this to Secure Print then click on the User Settings… button just below the Output Method.
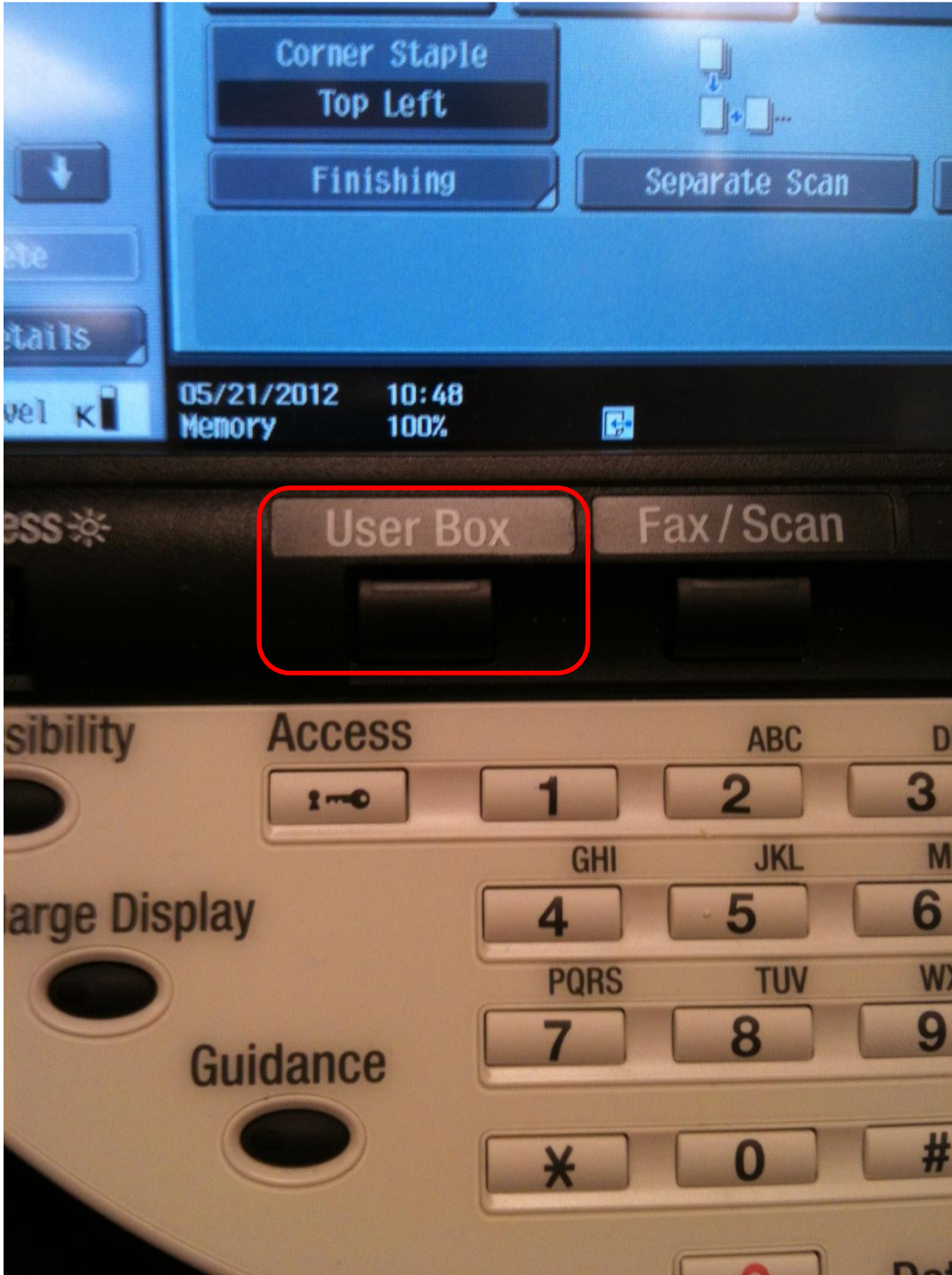

On the User Settings window type in a Secure Print ID (please use your eID user name or as much of it as you can staying under the 16 character limit). Now type in a password (8 characters max) and click the OK button.
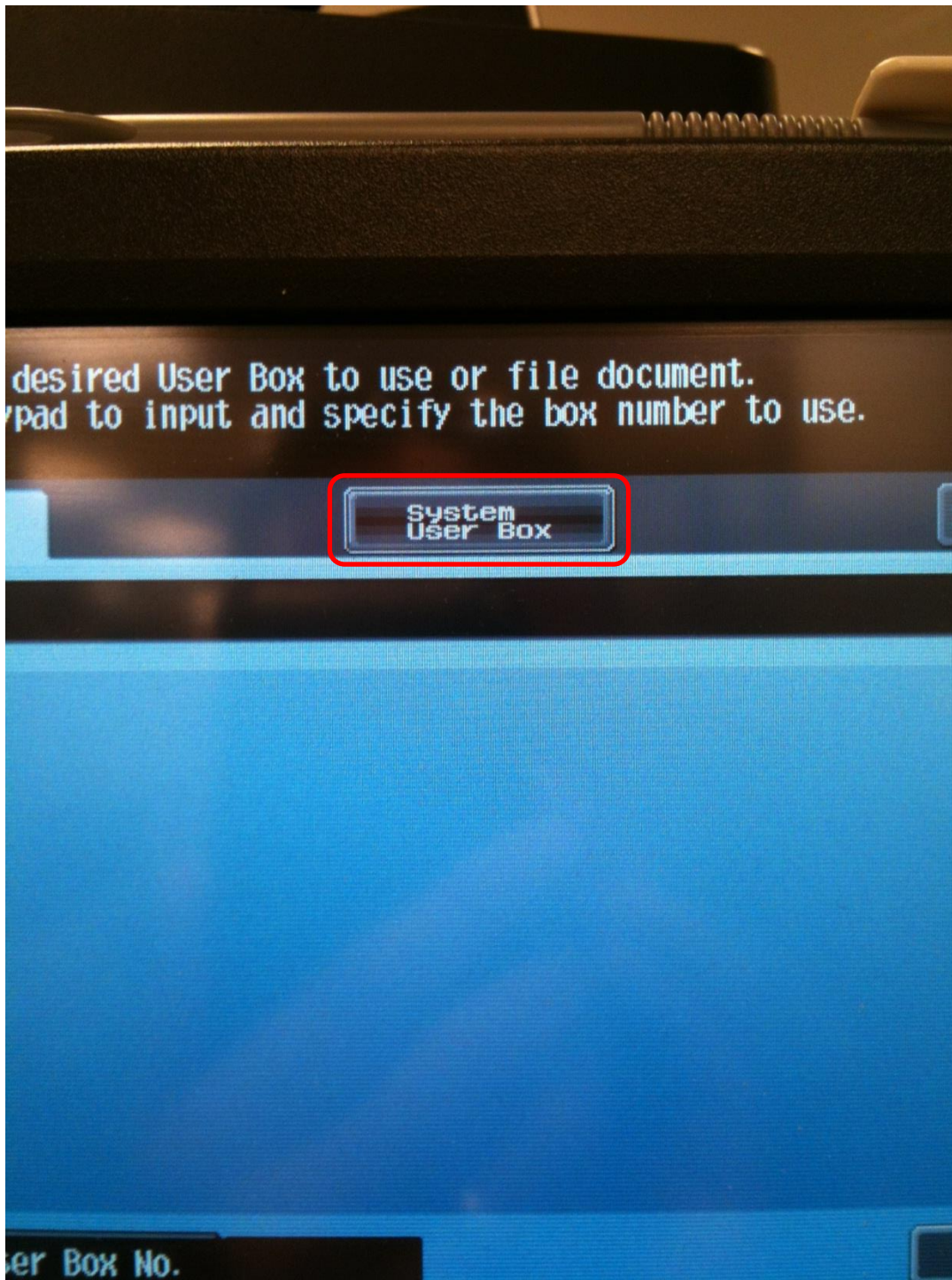
Click the Apply button then the OK button on the Printing Preferences window. You may now close any other open windows as Secure Print is now set and ready for use.

Please note that any jobs sent to this printer with the above settings will be held until it is released using the following steps at the printer.
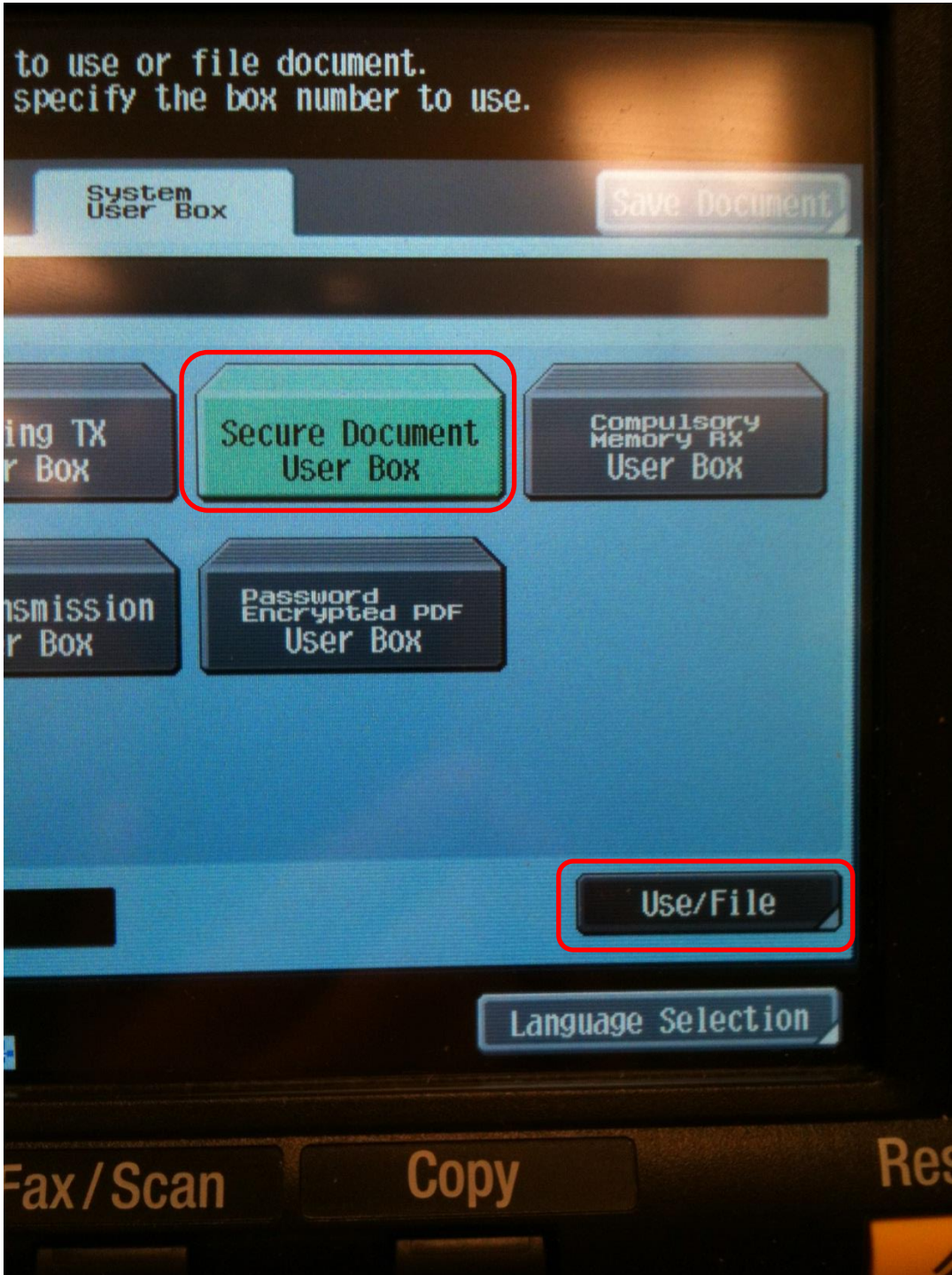
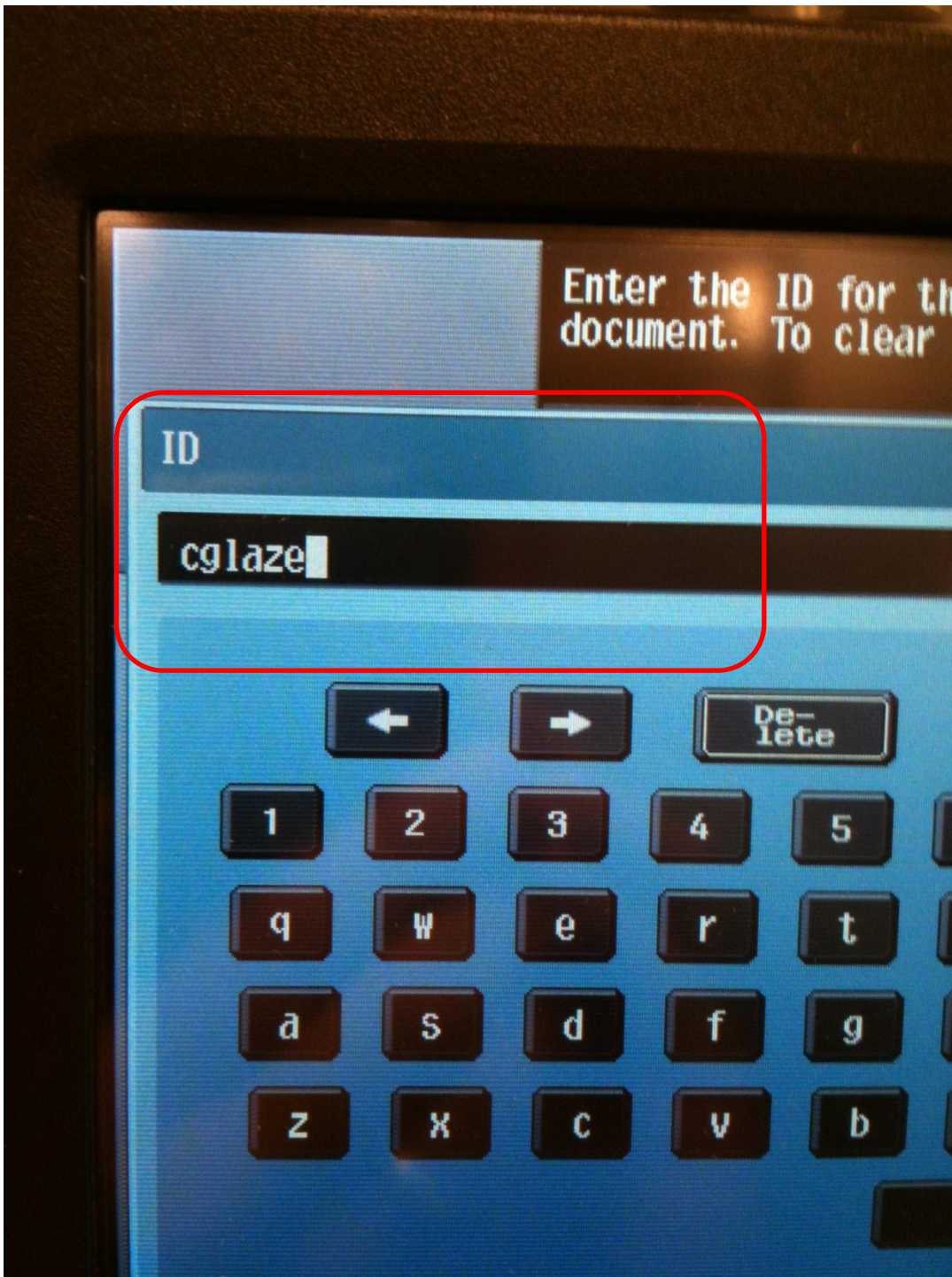At the printer, push the User Box button above the keypad (sorry for the bad pictures on this).

On the top center of the screen touch the System User Box.

desired User Box to use or file document.
pad to input and specify the box number to use.
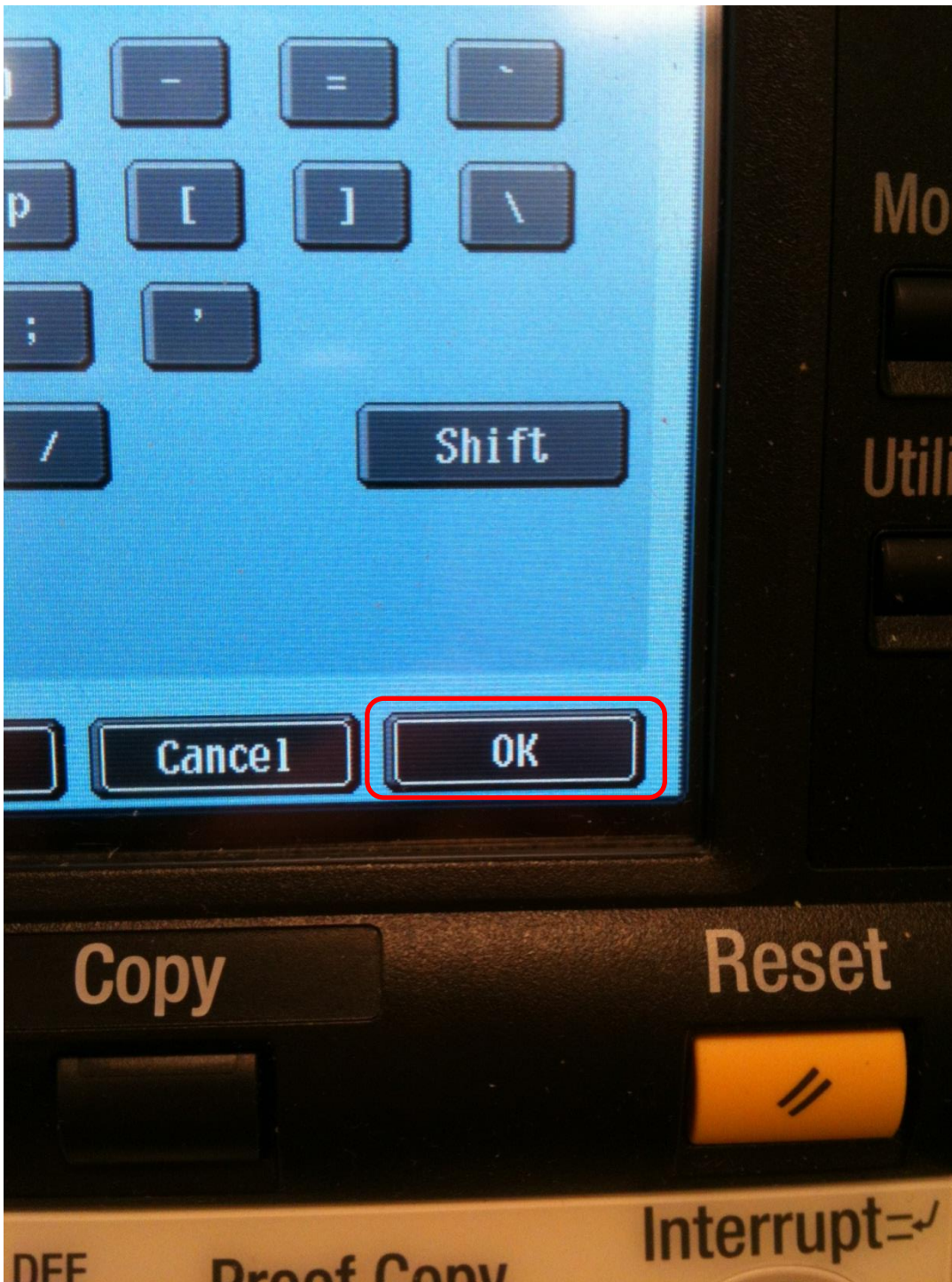
System
User Box

er Box No.

On the screen below the System user Box, touch the Secure Document User Box button then on the bottom right of the screen touch the Use/File button.

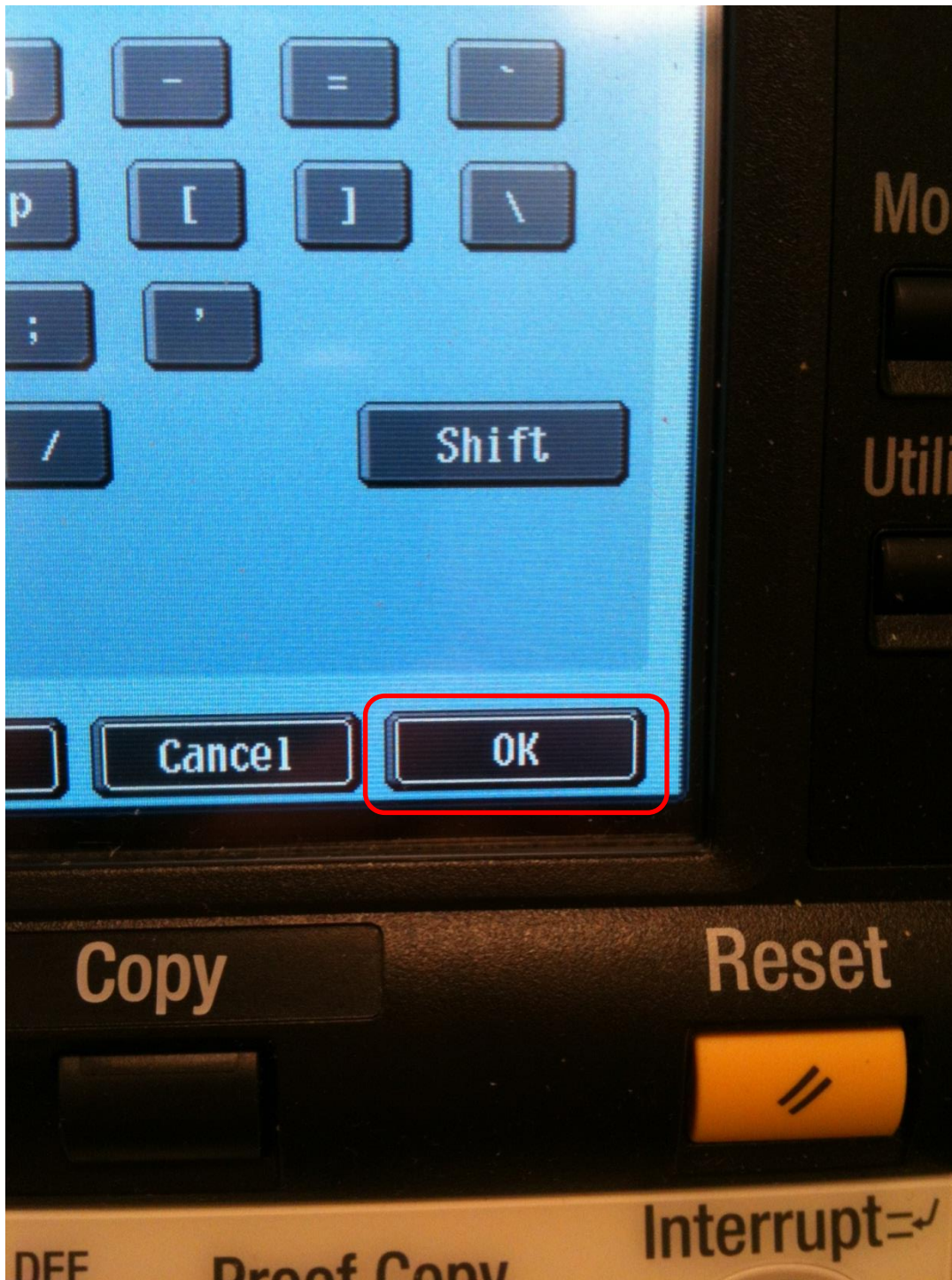Type in the Secure Print ID using the keypad on the screen (this was setup above and should by your eID).

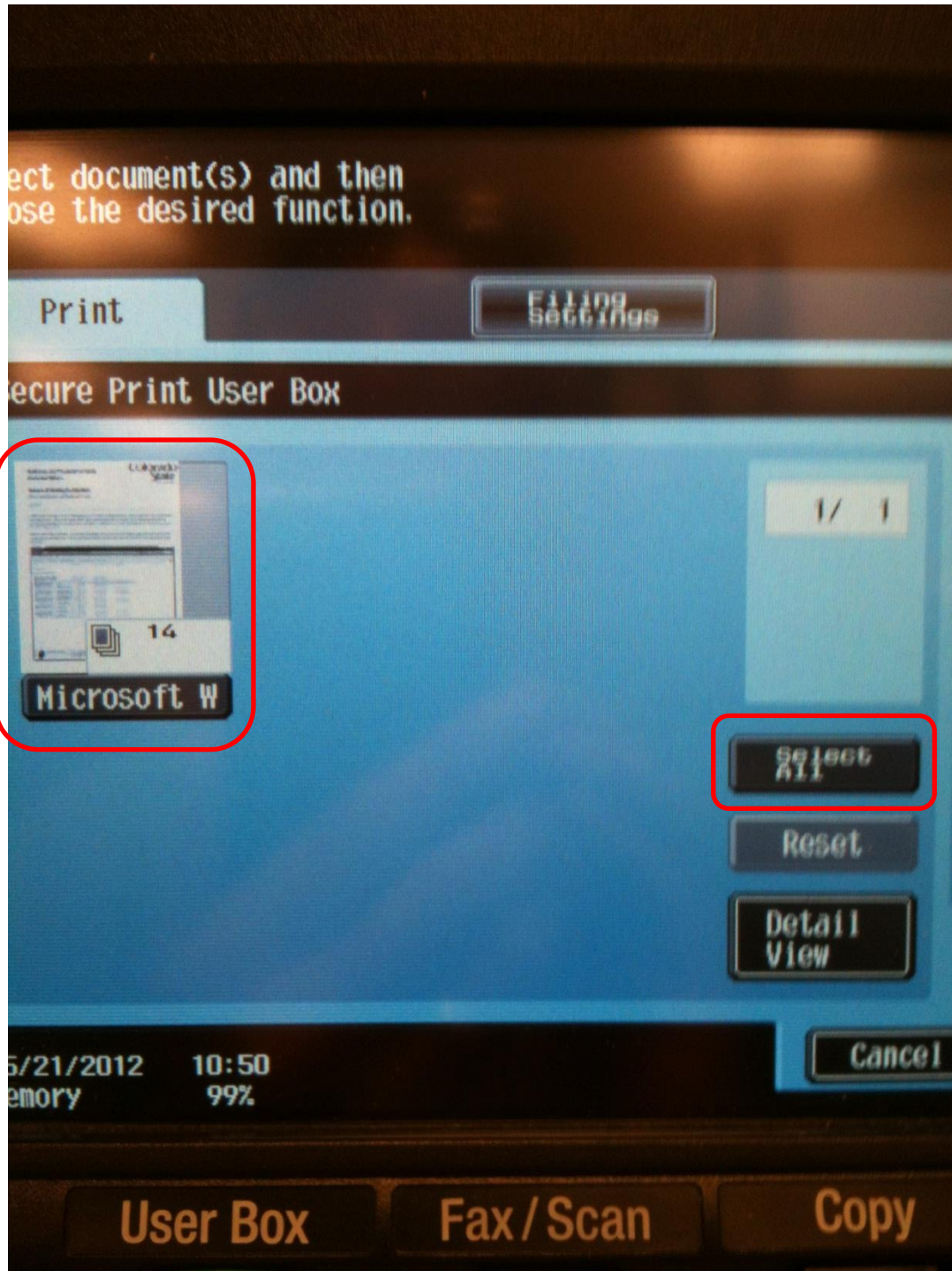On the bottom right of the screen touch the OK button.

Type in your password using the keypad on the screen (this was setup above along with the Secure Print ID).
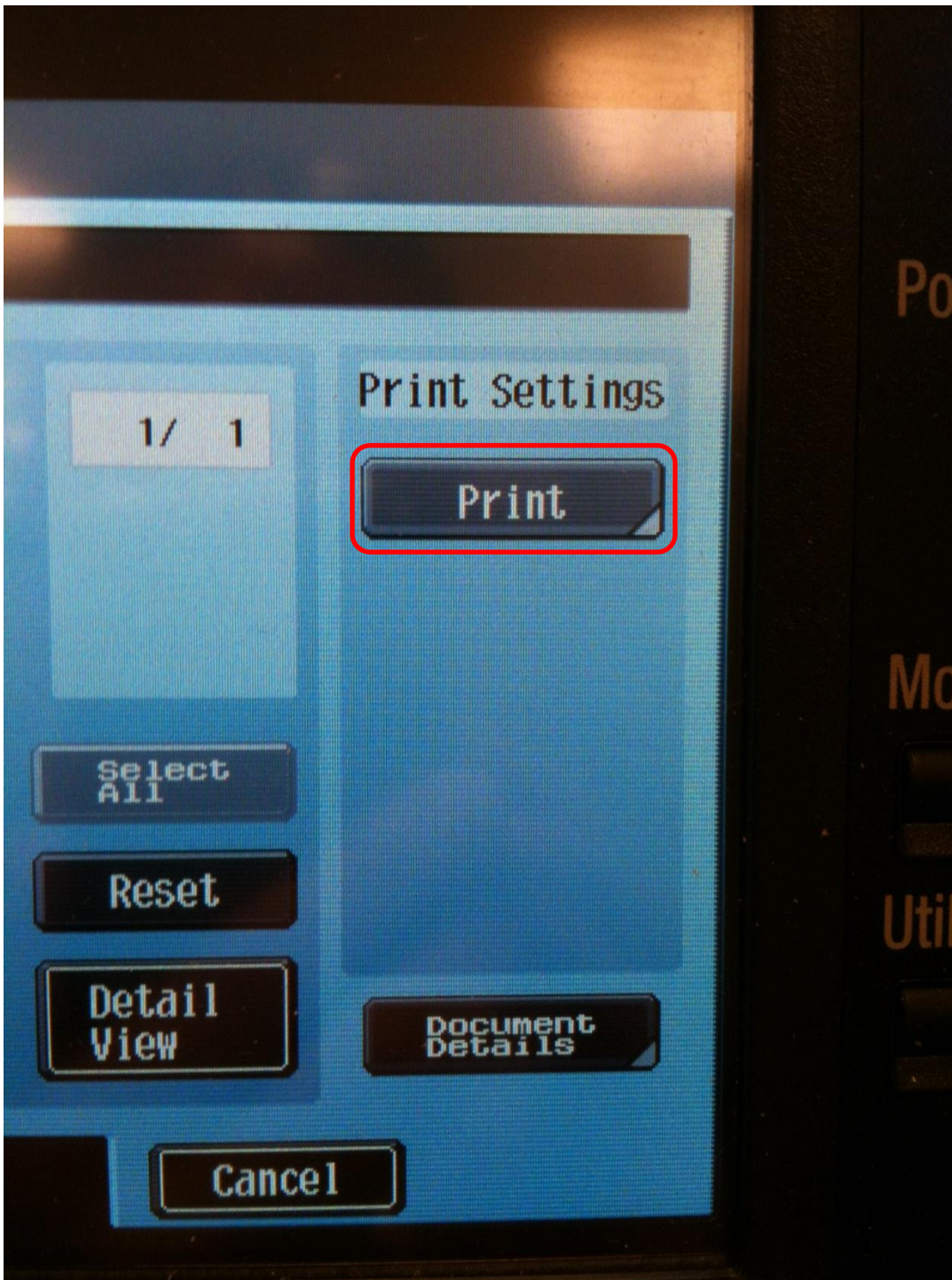
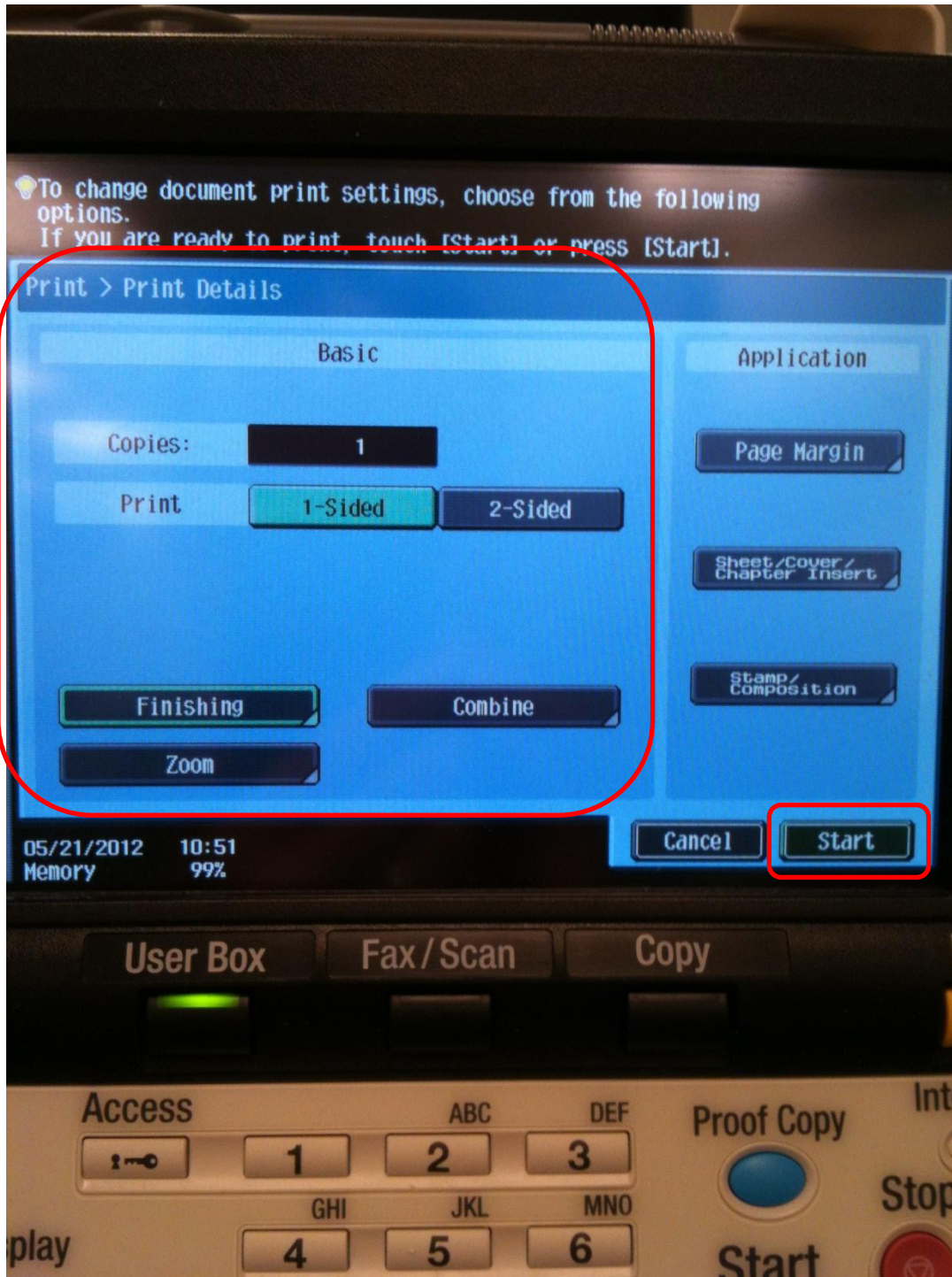On the bottom right of the screen touch the OK button.

In the secure Print User Box a list of all Secure Print jobs will be listed here. To print a Secure Print job, touch it. Or to print all Secure Print jobs touch the Select All button.

Touch the Print button on the right hand side of the screen to print the selected Secure Print jobs.

At this point you can make any changes to the way the Secure Print job is printed. Leaving the defaults will print the Secure Print job as it was sent over and most of the time this will be correct. Touch the Start button at the bottom right of the screen to print the Secure Print Job(s).

If you have any problems setting up or using Secure Print on the BizHub 423, please submit a SysAid ticket.