How to manually enable the Public User on Konica Minolta

Normally, the Public User is disabled on Konica Minolta printers. However, there may be instances where the Public User is required. Here are a few examples:

- *The server is not operational*. If the PDServer (and secondary PDServer) is not operational, the users will not be able to log in to the printer. In order to allow them to use the printer, enable the Public User. It can be disabled once the server is back online.
- *To allow scanning without login*. Since there is negligible unit cost for scanning, some clients do not wish to record (or charge for) scanning. In this case, users can log in for scanning without having to enter their authentication details. The Public User can be enabled, and then its functions restricted to only allow scanning. This prevents users from photocopying using the Public User.
- To allow printing. Some sites may use datastream interpretation as their print tracking method. Under this method, the print jobs are not authenticated when they arrive at the printer. The jobs are still recorded provided they are sent via queues that are tracked by PDAgent. As long as **Print without authentication** is set to **Allow** on the printer, the jobs should print. However, the printer drivers must have their User Authentication set to disabled. If the drivers have the **Auto** settings checkbox selected, the User Authentication option will be automatically set to Enhanced Server. This means jobs will arrive at the printer under the Public User. The printing function for the Public User must be Allowed, otherwise the printer will delete the jobs.

Enable the Public User

- At the printer, press the **Menu** button.
- Touch **Utility**.
- Touch Administrator.
- Enter the Administrator password and touch **OK**.
- Touch User Auth / Account Track.
- Touch Authentication Type.
- Touch **Public User Access** dropdown and select **ON (With Login)** (unless you want the Public User to stay logged in because the server is not operational then use ON Without Login).
- Touch **OK**.



			Q 7	x :	×
< User Auth/Account Track	Authentication Type				
Authentication Type	Authentication Type				_
 Account Track Settings 	User Authentication	Enhanced Server Au			
Print without Authentication	Update Billing Information	Allow -			
 Simple Authentication setting 	Default Authentication Method	ON (External Server)			
Print Counter List	Public User Access	ON (With Login) -			
 External Server Settings 	Ticket Hold Time Setting (Active Directory)	5	vinute (0-600)		
Logoff Settings	Assount Treely				
Public User Box Setting	Account Track				
User/Account Common Setting		ОК	Car	ncel	

Once the Public User has been enabled, an extra button will appear on the login screen – **Public User Access**. To enable this button, the button **Login without Print** must be selected first after which the user will be able to select **Public User Access**.

Please enter your PIN.	Job List 07/19/2024 07:18 M Memory C	Enlarge Display
Print Director Login without Print Logout after Print PIN PIN		? Guidance
Public User Access	ogin	Interrupt Preview
	\Diamond	Start



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Set Access Basic Screen to be selected by Default

Note that the **ID & Print / MFP Access** button is usually selected by default. We can change this to the Access Basic Screen button. This will speed up the process of logging in as the Public user:

- At the printer, press the **Menu** button.
- Touch Utility.
- Touch Administrator.
- Enter the Administrator password and touch OK.
- Touch User Auth / Account Track.
- Touch User Authentication Setting.
- Touch Administrative Setting.
- Touch the Auth. Operation Setting when print Documents are Stored dropdown and select Login without Print.
- Touch **OK**.

			Q ☆ ¥
< User Authentication Setting	Administrative Setting		
User Registration	Administrative Setting		
Default Function Permission	ID & Print		
Public User	Public User	Print Immediately -	
Administrative Setting	ID & Print Operation Settings	Print All Jobs	
User Counter	Change to Basic Screen after ID & Print	Restrict -	
	Auth. Operation Setting when print Documents are Stored	Login without Print -	
	Login Allowed with Administrative Rights		
		ок	Cancel

Restrict the Public User's functions

- At the printer, press the **Menu** button.
- Touch Utility.
- Touch Administrator.
- Enter the Administrator password and touch **OK**.
- Touch User Auth / Account Track.
- Touch User Authentication Setting.
- Touch Public User.
- Edit the Function Permission for Copy / Scan / Print.





- If you do not want the Public User to be able to photocopy, touch **Restrict** for the Copy function.
- If you want the Public User to be able to Scan, leave the option **Full Colour/Black** selected. Otherwise touch **Restrict**.
- If you want the Public User to be able to print (because of datastream interpretation print tracking), leave the option **Full Colour/Black** selected for the Print function. Otherwise, touch **Restrict**. If the printer is mono, the option will be **Allow** or **Restrict**.
- Touch OK.

			Q	☆	×
< User Authentication Setting	Public User				
User Registration	Public User				
Default Function Permission	Function Permission				
Public User	Сору	Restrict			
Administrative Setting	Scan	Full Color/Black -			
User Counter	Print	Restrict			
	User Box		•		
	TX Document Print	Full Color/Black -			
	Manual Destination Input	Allow			
		ОК		Cancel	

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