How to enable the Public User on Konica Minolta printers

With Print Director, everyone logs in at a Konica Minolta printer before using it, so the device's **Public User** is normally disabled. Enabling it lets people use some or all of the printer's functions without logging in. Typical reasons:

- **Scanning without login.** Scanning costs almost nothing, so some sites do not record or charge for it. Enable the Public User and allow it to scan only, so it cannot be used for copying.
- **Printing with datastream interpretation.** When jobs are tracked by datastream interpretation, they are not authenticated at the printer, and a driver whose **User Authentication** is set automatically (to *Enhanced Server*) sends them as the Public User. The Public User must then be allowed to print, otherwise the printer deletes those jobs. Jobs are still recorded by the PDAgent. See *Konica Minolta Integrated controller settings* for the driver and printer settings this tracking method needs.
- **The PDServer is down.** If neither the primary nor the secondary PDServer can be reached, nobody can log in. On printers that support it, it is better to turn on **Cache user info to allow login when server is down**, so that users who logged in recently can still log in (see *How to allow login on Konica Minolta printers when the PDServer is unavailable*). Otherwise, enable the Public User until the server is back, then disable it again.

Option 1: From Resource Manager

1. In Resource Manager, edit the shared device (**Print Management** > **Shared Devices**, double-click the device) and click **Controller**.
2. On the **Initialisation** tab, click **Advanced settings**, then click **Public User**.
3. Choose **Set Public User**:
   - **Enable with login**: the login screen gets a **Public User Access** button.
   - **Enable login by default**: the printer starts as the Public User, with no login screen. Users who want to log in tap **Logout** first. Use this while the server is down.
   - **Disable Public User** turns it off again, and **Do not change** leaves the printer's own setting.
4. Choose the Public User's allowed functions. **Print**, **Copy**, **Scan**, **Fax** and **TX Document Print** can each be **Full colour**, **Black only** or **Not Allowed**; **Scan to USB**, **Read from USB**, **User Box**, **Manual Destination Input**, **Web Browser** (with **File Upload** and **File Download**) and **Mobile Reception** can each be ticked. For scanning without login, for example, set **Scan** to **Full colour** and **Copy** to **Not Allowed**.
5. Close the window and initialise the device (**Initialisation** tab, **Initialise now**) so the settings reach the printer, then click **OK + Refresh All**.

Option 2: At the printer panel

Use this if the printer cannot be initialised, for example because the server is down.

1. At the printer, press **Menu**, then touch **Utility** > **Administrator**.
2. Enter the administrator password and touch **OK**.
3. Touch **User Auth / Account Track** > **Authentication Type**.
4. In **Public User Access**, choose **ON (With Login)**. To let people use the printer straight away while the server is down, choose **ON (Without Login)** instead.
5. Touch **OK**.

To limit what the Public User can do:

1. In **User Auth / Account Track**, touch **User Authentication Setting** > **Public User**.
2. Set the function permissions for **Copy**, **Scan** and **Print**: **Full Colour/Black** allows the function (**Allow** on a mono printer), and **Restrict** blocks it. For example, restrict **Copy** but leave **Scan** allowed for scanning without login, and leave **Print** allowed for datastream interpretation.
3. Touch **OK**.

If the device is initialised again later, the setting chosen in Resource Manager under **Set Public User** replaces the panel setting, unless it is **Do not change**.

Make the Public User Access button easier to reach

With **Enable with login** (or **ON (With Login)**), the **Public User Access** button on the login screen is only available while **Login without Print** is selected. The printer usually selects **ID & Print** (**MFP Access** on some models) by default, so users must tap **Login without Print** first. To select it by default:

1. At the printer, press **Menu**, then touch **Utility** > **Administrator**, enter the administrator password and touch **OK**.
2. Touch **User Auth / Account Track** > **User Authentication Setting** > **Administrative Setting**.
3. In **Auth. Operation Setting when print Documents are Stored**, choose **Login without Print**.
4. Touch **OK**.

Related articles

- *Konica Minolta Integrated controller settings*
- *How to allow login on Konica Minolta printers when the PDServer is unavailable*
- *How to harden the security of Konica Minolta printers*

Print Director version at time of publish: 2.5.15.3. Publish date: 03/11/2026.