## Steps to private printing to a copier.

1. Install the copier. (installation instructions)

2. On your computer select the start button and choose <u>Devices and Printers</u> right click and choose <u>printer properties.</u> (not properties)

3. Click on the Preferences button

General	Sharing	Ports	Advanced	Color	Management	Security	Configuration	
2		3-302-Copier						
Location:		Room 302						
<u>C</u> omment:		10.30.48.58						
		M <u>o</u> del:		SHARP MX-M654N PCL6				
Featu	ires							
Colo	or: No				Paper available:			
Dou	ble-sideo	d: Yes			Custom Paper			
Staple: No								
Speed: 65 ppm								
Maximum resolution: 1200 dpi							~	
						Datas	TetDere	
				ereren	ces	Print	lest Page	

4. In the window that appears go to the Job Handling tab. Check the Retention box indicated. Select Hold only. Check the Password box and type in any 5 character password.

Click Apply and then Ok to exit.

Main Paper Advanced Special Mo	des Job Handing Watermarks	Defaults
	JEP	
Retention     Retention Settings     Hold Only     Hold After Print     Sample Print     Passwgrd     •••••	Dogument Filing Settings Quick File Main Folder Custom Folder Stored to Default Job ID	User Authentication
Create PDF for PC Browsing Print and Send	User Name	Notify Job End
		OK Cancel Apply Help

5. To retrieve your print job follow these steps:



Click the Home button on the far right of the control panel. (looks like a little house)



## Click the Secure Print Job icon



Click the Main Folder bar on the left



You should now see any print jobs you have waiting.



Click on the print job and you will be prompted for the code you setup earlier.



Input the code using the pull out keyboard. Grab from the bottom of the control panel and extend towards yourself.



Then click the Print Now button!