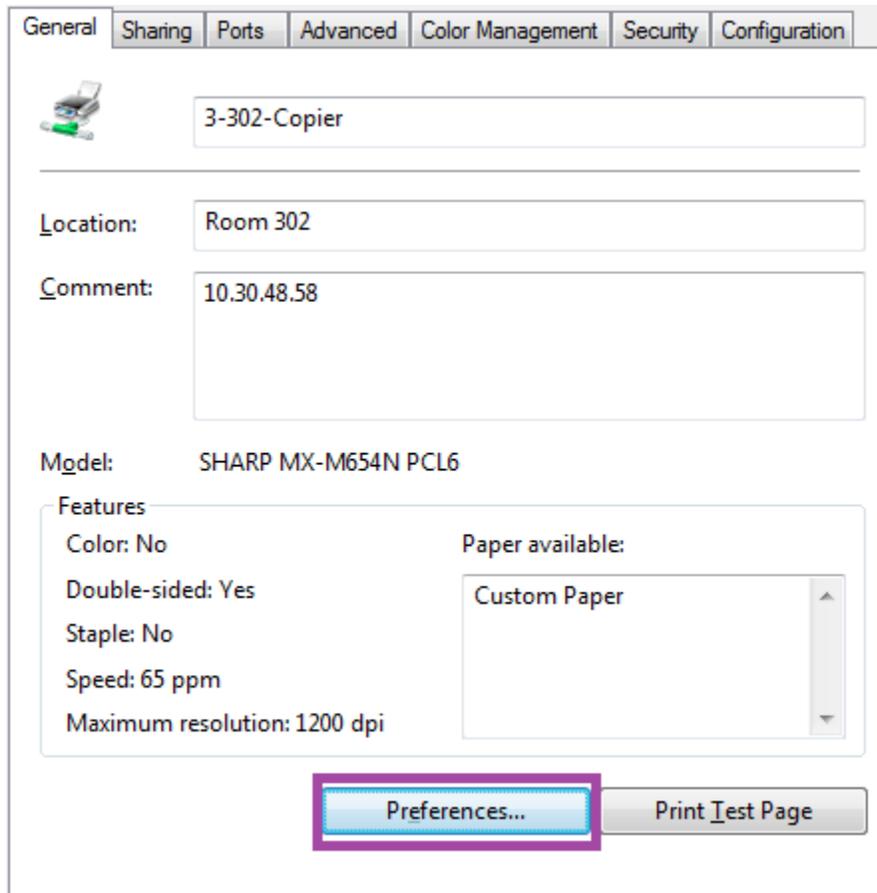


Steps to private printing to a copier.

1. Install the copier. ([installation instructions](#))

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

3. Click on the Preferences button



General | Sharing | Ports | Advanced | Color Management | Security | Configuration

 3-302-Copier

Location: Room 302

Comment: 10.30.48.58

Model: SHARP MX-M654N PCL6

Features

Color: No Paper available: Custom Paper

Double-sided: Yes

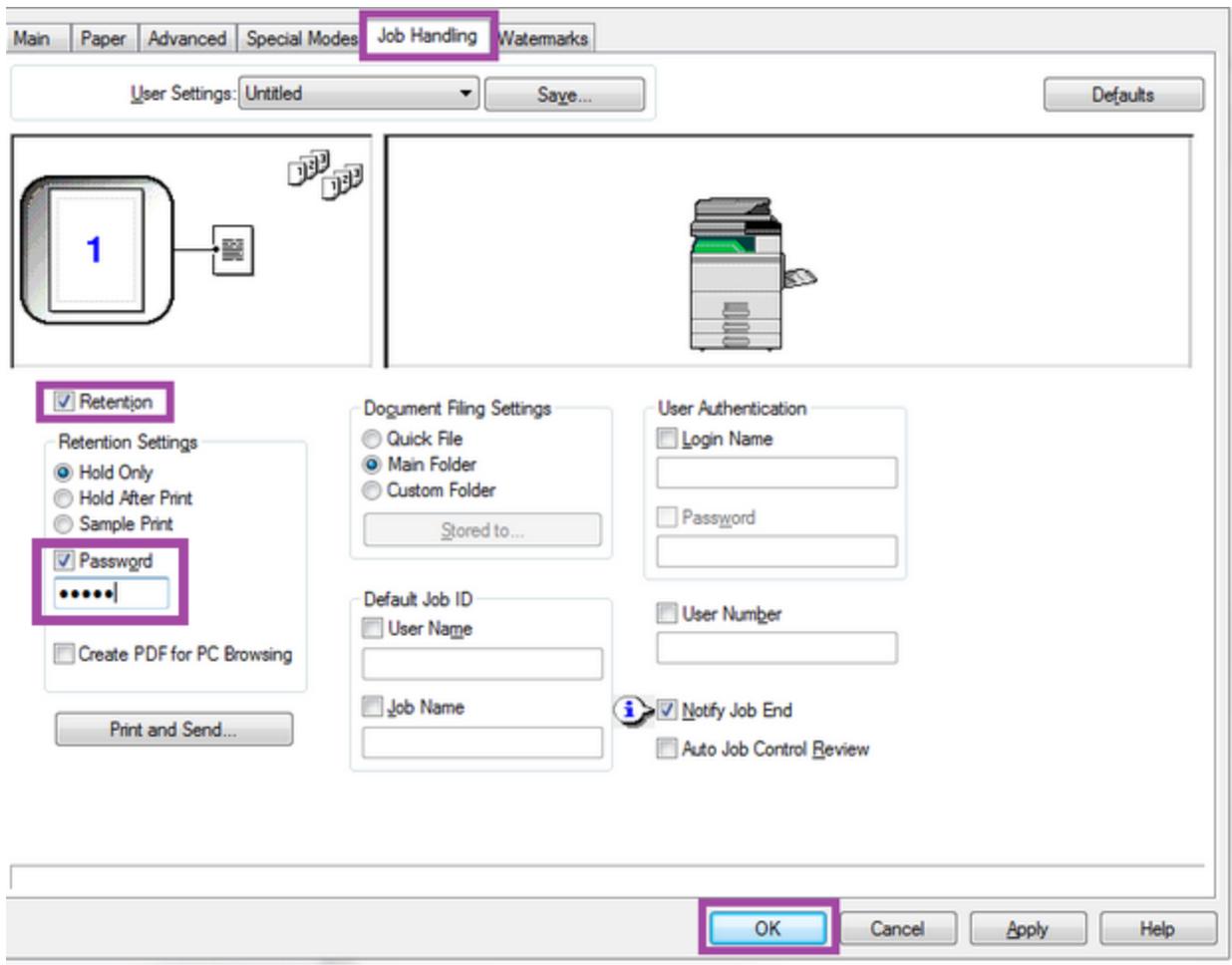
Staple: No

Speed: 65 ppm

Maximum resolution: 1200 dpi

Preferences... Print Test Page

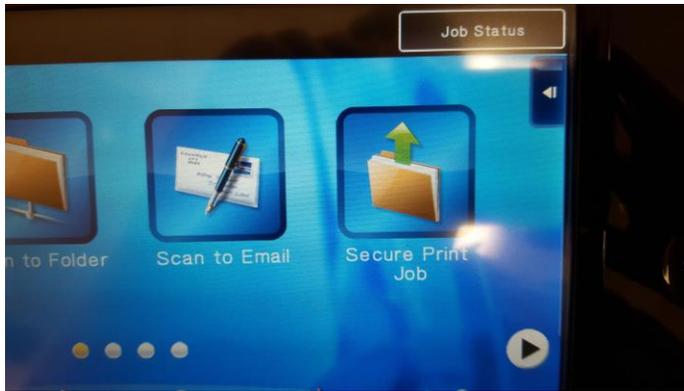
4. In the window that appears go to the Job Handling tab. Check the Retention box indicated. Select Hold only. Check the Password box and type in any 5 character password.
Click Apply and then Ok to exit.



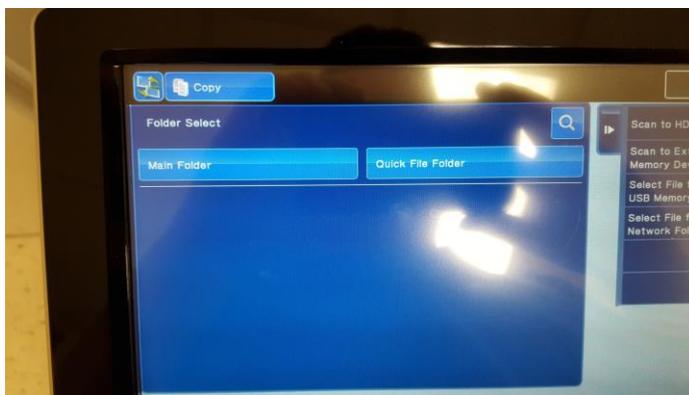
5. To retrieve your print job follow these steps:



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



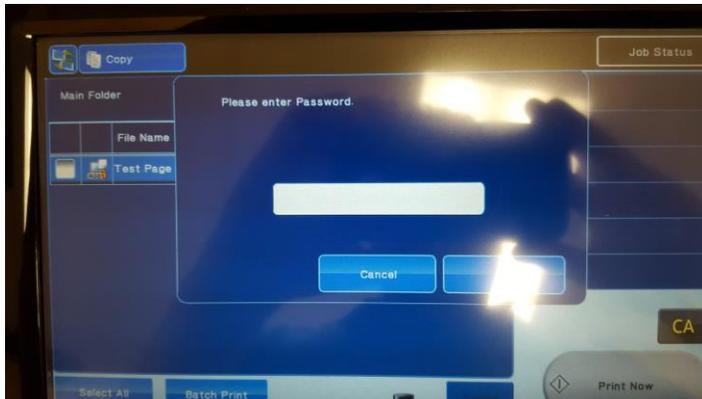
Click the Secure Print Job icon



Click the Main Folder bar on the left



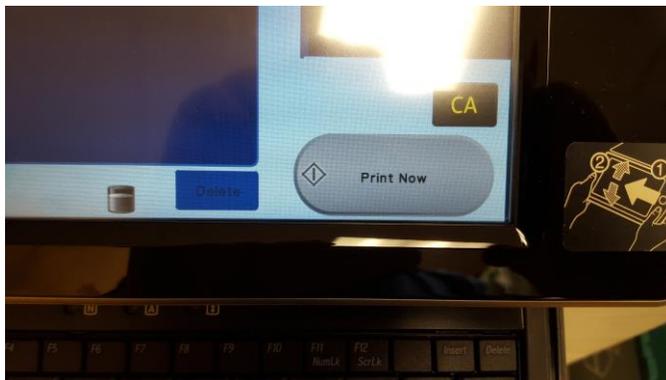
You should now see any print jobs you have waiting.



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!