

PRIVATE PRINTING

The Private Print feature allows you to send a print job to a shared or publicly located Kyocera Multifunction printer/copier and hold the job in the printer's memory until you enter an access code to print or delete the document. The first section of this article relates to a one-time instance of secure printing for a single document or web page.

A later section explains how to make secure printing the default setting for everything you print.

Sending a Document to the Printer

1. Search for the printer in Printers and scanners.
2. Select the printer and manage.
 1. Go to Printing Preferences.
 2. In the Printer Preferences window, select the Job tab.
 3. Click to check the Job Storage box to enable the feature, then click Private Print.
 4. Uncheck Prompt for Password and type a unique four-digit access code in the space provided.
 5. Click OK.
 6. Select Print to send and hold the job at the printer.

Retrieving Your Print Job(s) from the Kyocera Multifunction Printer

1. Go to the printer/copier's control panel and press the Document Box button in the bottom left corner.
2. Choose the Job Box tab on the touch screen.
3. Highlight the Private Print/Stored Job folder then touch Open.
4. Select your username then touch Open.

Selecting and Printing Your Documents

1. Select/mark the check box(es) next to the appropriate job(s) then touch Print.
Note: You can also delete jobs from here.
2. When prompted, type in your four-digit access code/password.
3. Indicate the number of copies to print, using either the plus/minus selectors on the touch screen or number buttons on the control panel.
4. Touch Start Print.
5. The screen displays Accepted and your print jobs are released and removed from the Job Box.
6. To return the multifunction printer back to a ready state for other team members, press the Reset button followed by the Copy button.