**How to Print Confidential Documents Using a Password**

1. With the document that you wish to print open, follow the normal procedures for printing a document. You should see the following dialog box.



1. Click the properties button.
2. After clicking properties, the following dialog box will appear.



1. Click on the Job Storage Tab.
2. Select Private Job under Job Storage Mode.
3. Enter a number in the require PIN box.
4. Press OK. This returns you to the original dialogue box. Press OK again.
5. If File name is shown press OK till printing starts.



Go to printer and press the Job Storage button

1. After clicking Job Storage, the following dialog box will appear. Select the appropriate folder and file from the drop down list.

 

Select the correct folder then select the correct file. A PIN box will appear.

Press the PIN box.

 

Type in the PIN using the pop up keypad.

Press OK.

1. Press the green “Start” button atop the printer to print.

 