HP Secure Print– Driver Setup

Secure Printing

It is possible to send secure print jobs so that:

• They will wait to print until you are at the printer.

• They will not print until you enter a designated PIN number or log into the printer.

HP Printers: PIN Printing *CAUTION:* Steps may vary slightly depending on the model of printer.

Name:	🖶 HP Laser Jet M 2035 M	#P (20.27.20.44)	•	Eroperties
Status: Type: Where: Comment:	Ide HP Universal Printing PCL 6 SP_10.27.20.44			Fing Printer
Page range	t page 5election age numbers and/or page separated by commas counting the start of the document or the 1. For example, type 1, 3, 5–12 1, p1s2, p1s3–p8s3	Copies Number of gopies: {	1 🔄	
Print what:	Document	Zoom	2	2494
Print:	All pages in range	Pages per sheet: Scale to paper size:	1 page No Scalino	

1. When sending a print job from your computer, select File – Print or Office Button – Print – Print so that the Print dialog box is displayed.

- 2. Select an HP printer and the Properties button.
- 3. Select the Job Storage tab.
- 4. Under the Job Storage Mode section, select the Personal Job option.

storage.	e job has proced, it will be automatically removed from the printer's job
Job Storage Mode	User Name
Off Off	User name
Proof and Hold	Custom
Personal Job	GREERJO
Ouick Conv	Job Name
C C C C C C C C C C C C C C C C C C C	Automatic
Stored Job	Custom
Make Job Private/Secure	<automatic></automatic>
Encrypt Job (with password)	If job name exists:
Password	Use Job Name + (1-99)
Canfur	
	Job Notification Options
(4 - 32) Characters	☑ Display Job ID when printing

5. Under the Make Job Private/secure section, select encrypt job (with password). Password 4 to 32 characters.

6. To save this configuration as a shortcut, select "Apply", then click on the "Printing Shortcuts" tab, else, select OK button twice (or OK then Print, application dependent) to send the print job.

Note: Go to page 2 to create a Shortcut

Note: Go to page 3 for job retrieval instructions.

HP Secure Print- UPD Quickset Configuration

HP M605 PCL 6 (v6.2.1) Printing Preferences	HP M605 PCL 6 (v6.2.1) Printing Preferences
Advanced Printing Shortcuts Paper/Quality Effects Finishing Output Job Storage Services	Advanced Printing Shortcuts Paper/Quality Effects Finishing Output Job Storage Services
A printing shortcut is a collection of saved print settings that you can select with a single click. Printing shortcuts: Factory Defaults Printing Shortcuts	A printing shortcut is a collection of saved print settings that you can select with a single click. Printing shortcuts: Image: Constraint of the setting s
EcoSMART Se	Private Print Paper sizes: &5 × 11 inches Letter Paper source: Automatically Select Automatically Select Page per sheet 1 1 page per sheet Print on both sides: No
Paper type: Unspecified Orientation: Portrait	Papertype: Unspecified • Orientation: Portrait •
Save As Delete Reset	Save As Delete Reset About Help
OK Cancel Apply	OK Cancel Apply

1. Select "save As", enter shortcut name in "Printing Shortcuts" dialog box, click "OK"

Your shortcut will now be listed in the printing shortcuts list.

HP Secure Print – Job Retrieval



HP Secure Print – Job Retrieval

🕼 🔞 🔕 Start Copy	S 2 8 2				
Sign In Ready	Copies: 1				
E-mail	Сору				
Send a document as an attachment to an e-mail	Make copies from an original document				
Retrieve from Device Memory	Fax				
Print a job stored on this device's memory	Send a document to one or more fax numbers				
Save to Network Folder	Save to SharePoint®				
Send a document to a folder on the network	Save the scanned job to a SharePoint® site				
PC	Quick Sets				
Click on "Retrieve from Device Memory"					
Click on "Retrieve	from Device Memory"				
Click on "Retrieve	from Device Memory" e from Device Memory				
Ready	trom Device Memory" e from Device Memory				
Ready	from Device Memory" e from Device Memory Copies: 1				
Circk on "Retrieve Image: Select a Folder Image: Untitled	trom Device Memory" e from Device Memory Copies: 1 Select a job folder from the list at the left. Then select a stored job to view information about that job.				
Ready Select a Folder Untitled Stored Faxes	from Device Memory" e from Device Memory Copies: ① Select a job folder from the list at the left. Then select a stored job to view information about that job.				
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Ready Select a Folder Cuntitled GREERJO Control Control Co	trom Device Memory" e from Device Memory Copies: 1 Copies: 1 Select a job folder from the list at the left. Then select a stored job to view information about that job.				



Select your job or select "All Jobs"



HP Secure Print – Job Retrieval



Enter password and click OK



Select Retrieve from Device Memory or Delete