Secure Printing
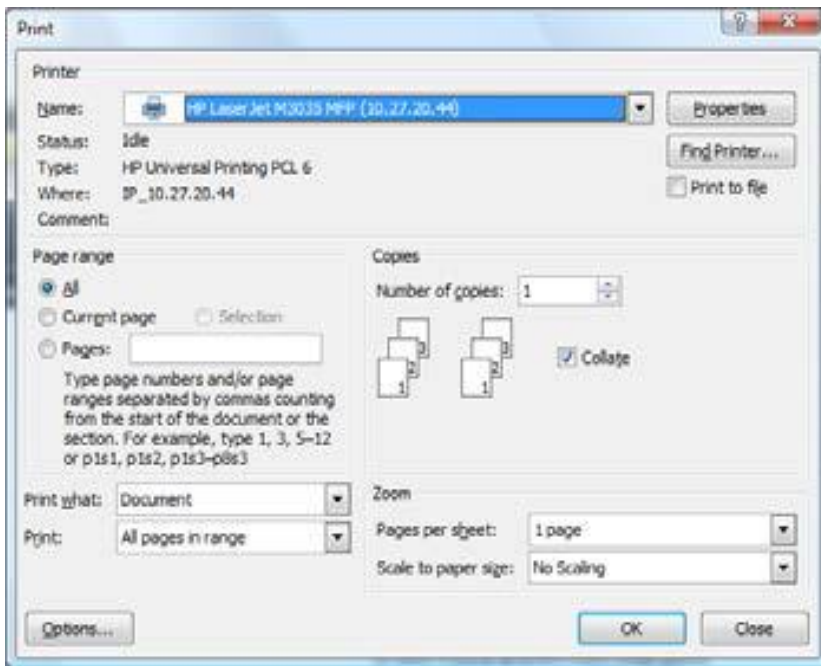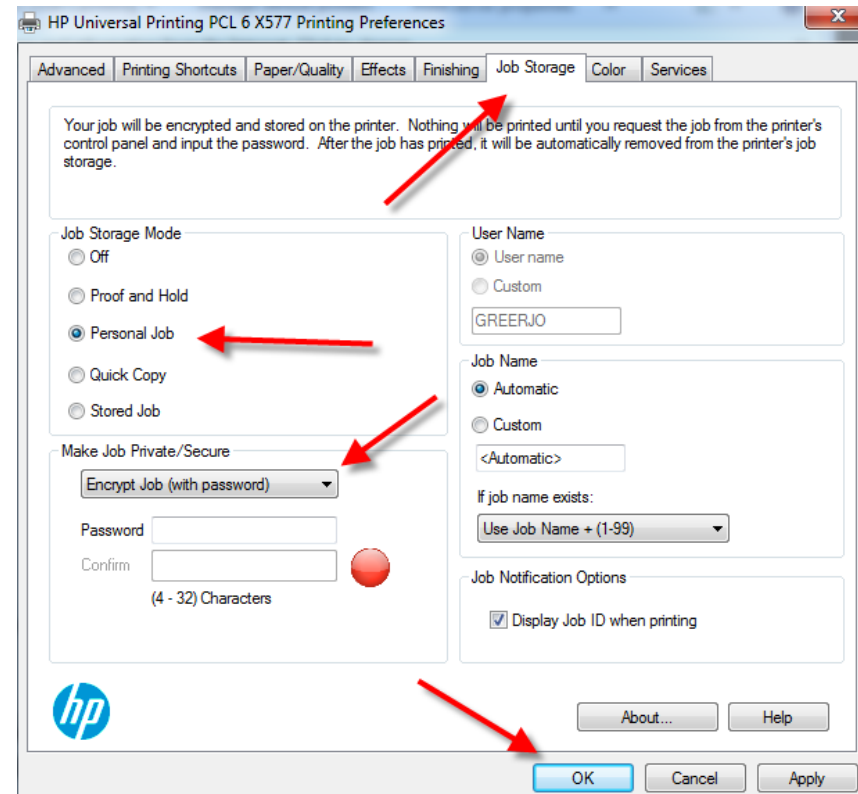
It is possible to send secure print jobs so that:
• They will wait to print until you are at the printer.
• They will not print until you enter a designated PIN number or log into the printer.

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


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.
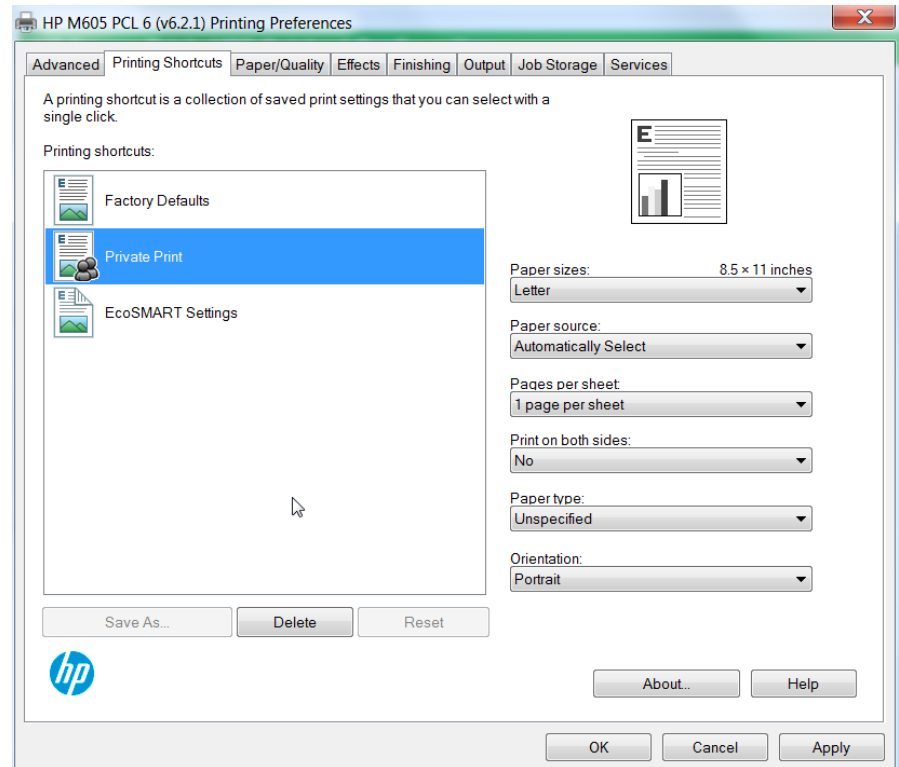
Note: Go to page 2 to create a Shortcut

Note: Go to page 3 for job retrieval instructions.

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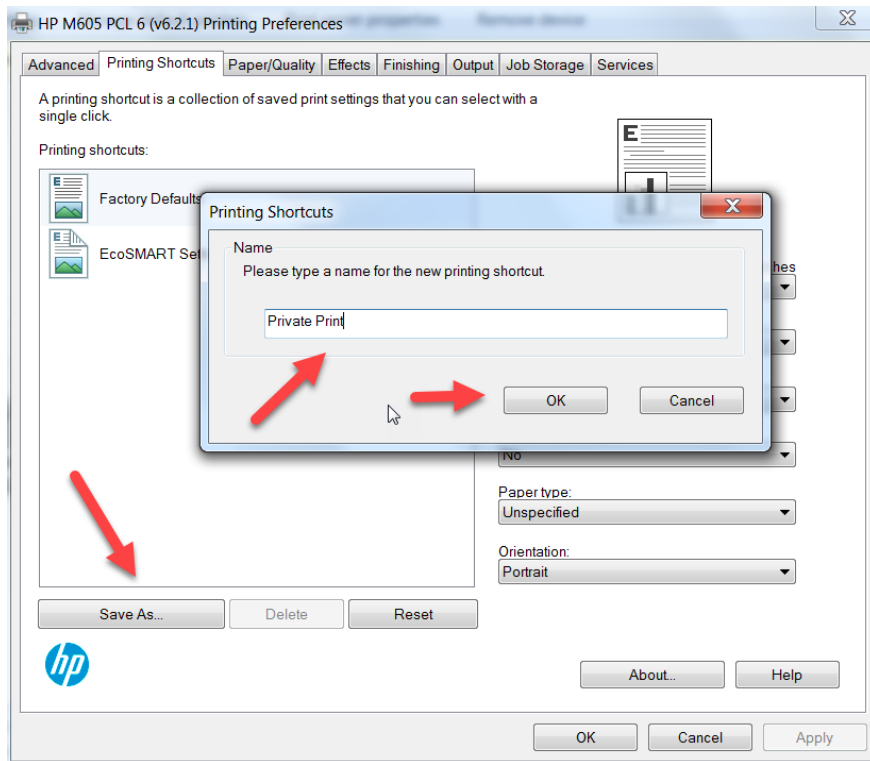
1. Select "save As", enter shortcut name in "Printing Shortcuts" dialog box, click "OK"

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

Select your job or select "All Jobs"

Click on your folder (your logon ID)

Click in password field

HP Secure Print – Job Retrieval

E-mail
Send a document as an attachment to an e-mail

Copy
Make copies from an original document

Retrieve from Device Memory
Print a job stored on this device's memory

Fax
Send a document to one or more fax numbers

Save to Network Folder
Send a document to a folder on the network

Save to SharePoint®
Save the scanned job to a SharePoint® site

PC

Quick Sets

Click on "Retrieve from Device Memory"
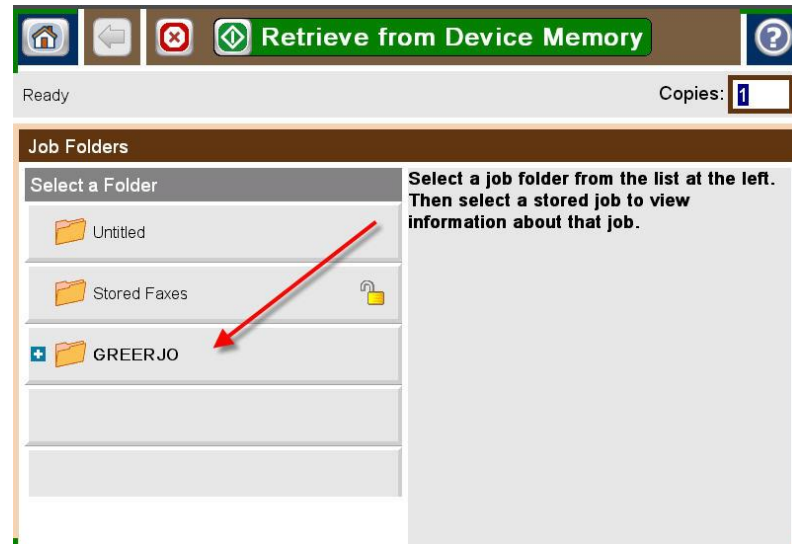
Job Folders> GREERJO

GREERJO

All Jobs (With Password)

HP Secure Print.

HP Secure Print.001

Select a stored job from the list on the left.

Select your job or select "All Jobs"

Job Folders

Select a Folder

Untitled

Stored Faxes

GREERJO

Select a job folder from the list at the left. Then select a stored job to view information about that job.

Click on your folder (your logon ID)

Job Folders> GREERJO> HP Secure Print.

GREERJO

HP Secure Print.

This is a private job. You must enter the correct PIN to access it.
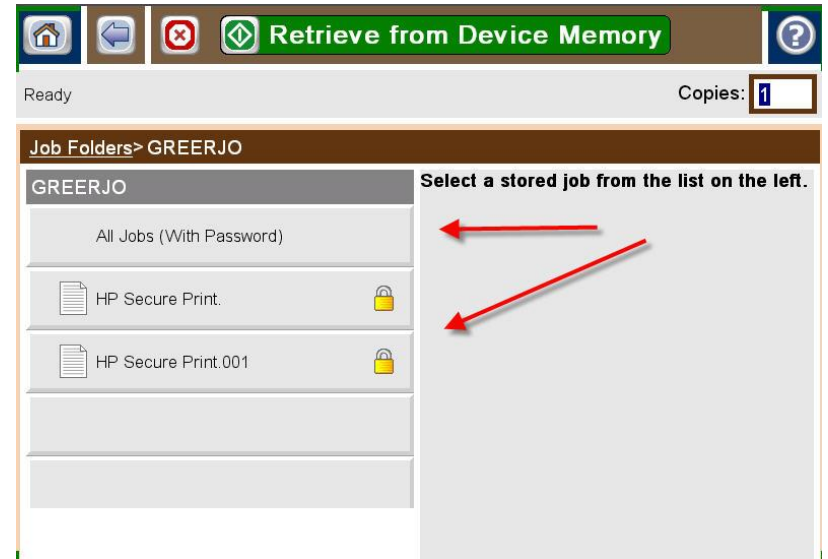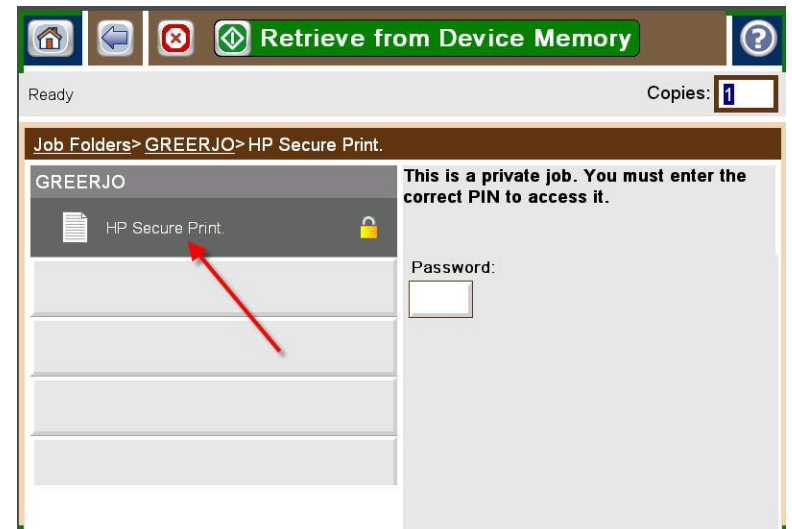
Password:

Click in password field

HP Secure Print – Job Retrieval

Enter password and click OK

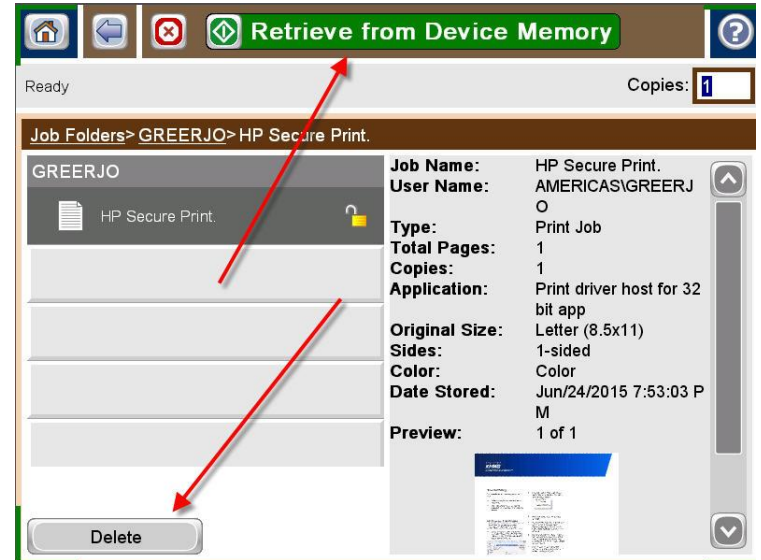**Select Retrieve from Device Memory or Delete**