

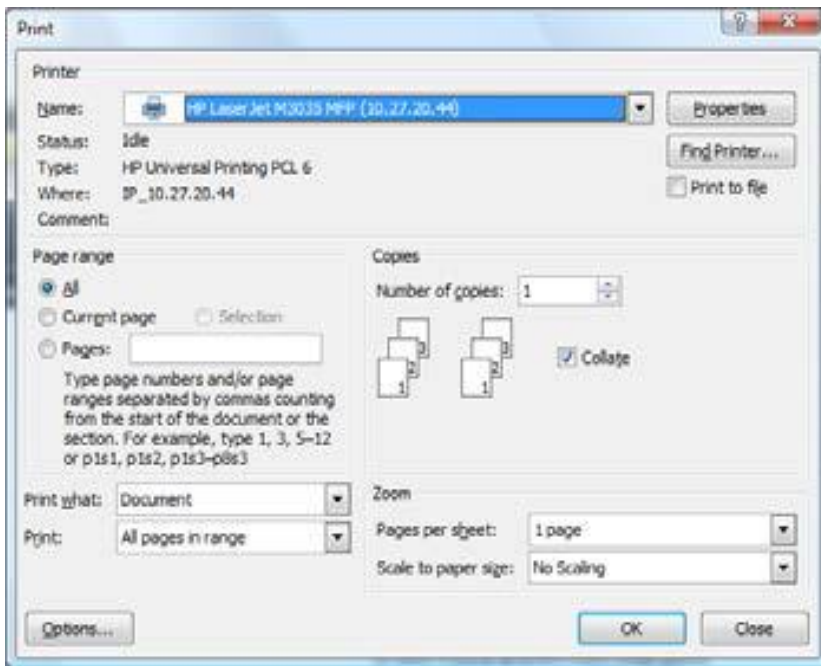
HP Secure Print– Driver Setup

Secure Printing

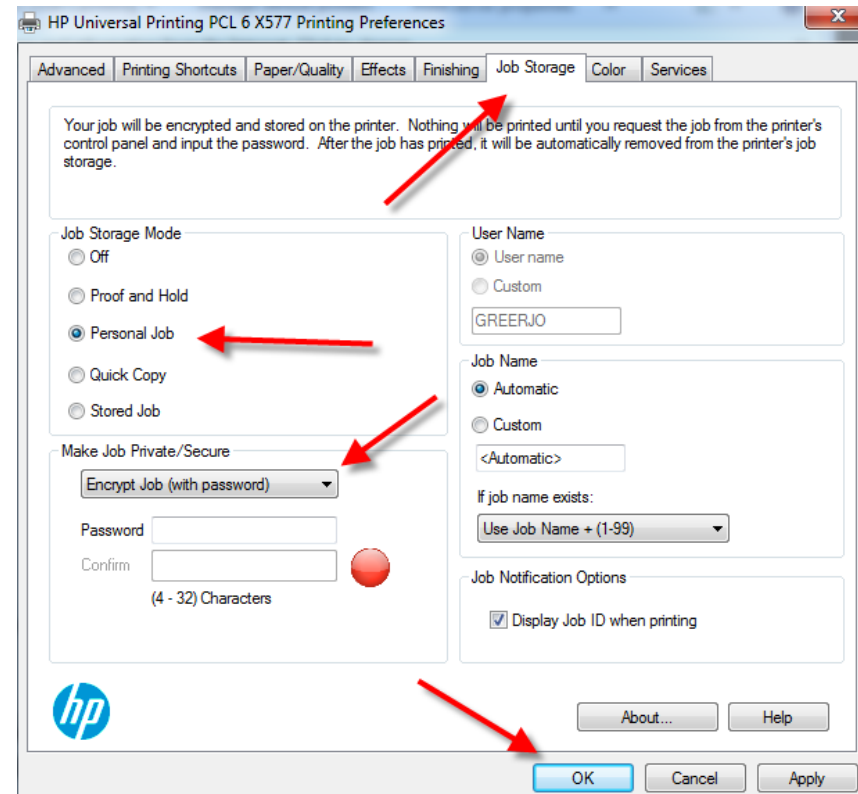
It is possible to send secure print jobs so that:

- 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.*



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.

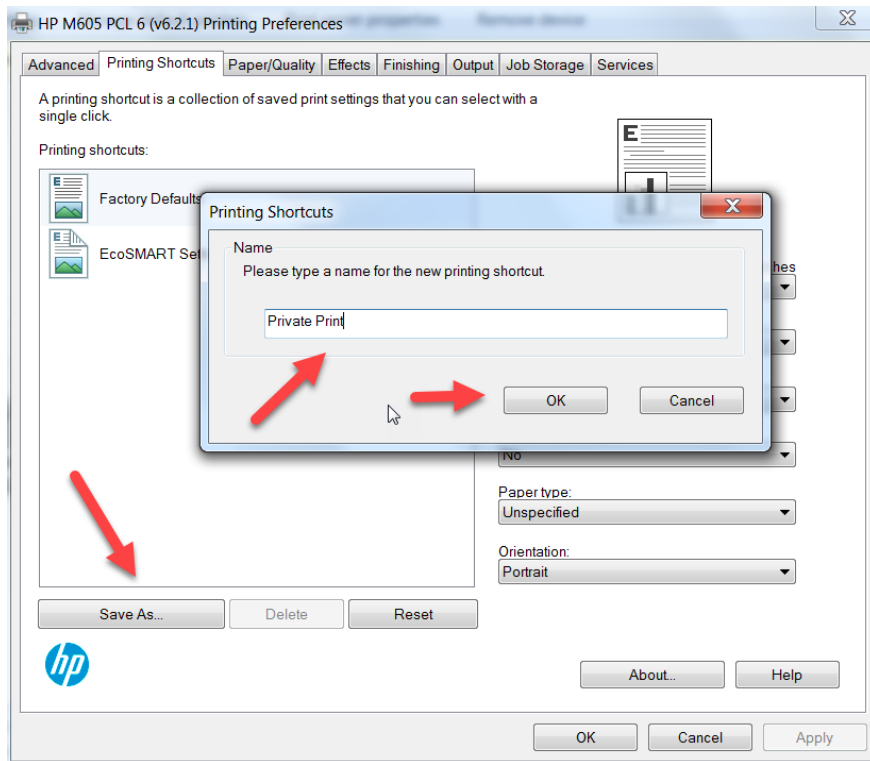


5. Under the Make Job Private/secure section, select encrypt job (with password). Password 4 to 32 characters.
6. To save this configuration as a shortcut, select “Apply”, then click on the “Printing Shortcuts” tab, else, select OK button twice (or OK then Print, application dependent) to send the print job.

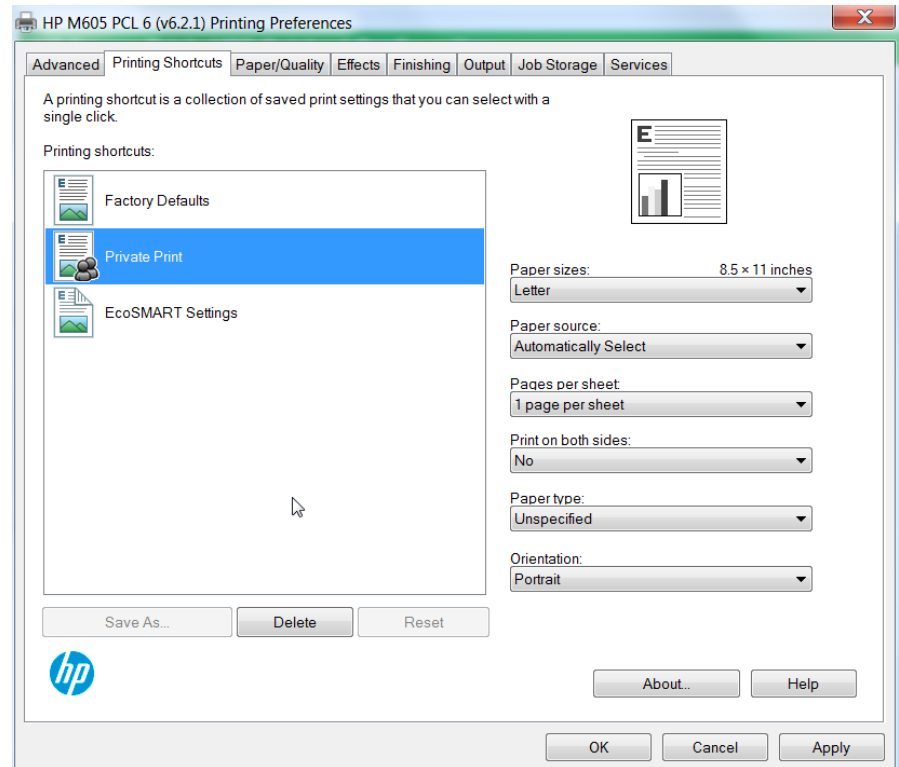
Note: Go to page 2 to create a Shortcut

Note: Go to page 3 for job retrieval instructions.

HP Secure Print– UPD Quickset Configuration



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

The screenshot shows the HP printer control panel interface. At the top, there is a navigation bar with the HP logo, 'Reset', 'Sign In', and the time '6:36 AM'. Below this, there are six large icons: 'Scan to Email', 'Copy', 'Fax', 'Print from Job Storage', 'Print', and 'Scan'. A red arrow points to the 'Print from Job Storage' icon. To the right, a 'Print from Job Storage' dialog box is open, showing a list of folders: 'Untitled', 'Stored Faxes', and 'GREERJO'. A red arrow points to the 'GREERJO' folder. At the bottom of the dialog, there is a 'Cancel' button and a 'Select' button. A 'Print' button with a '1' is visible at the bottom right of the main interface.

Select your job or select "All Jobs"

This screenshot shows the 'Print from Job Storage' dialog box in more detail. It has a title bar with a back arrow and the text 'Print from Job Storage'. Below the title bar, there is a 'Stored Job to Print' section with a 'Choose >' button. A red arrow points to this button. Below that is a 'Job Details' table with the following columns and rows:

Job Name	
User Name	
Type	
Date Stored	

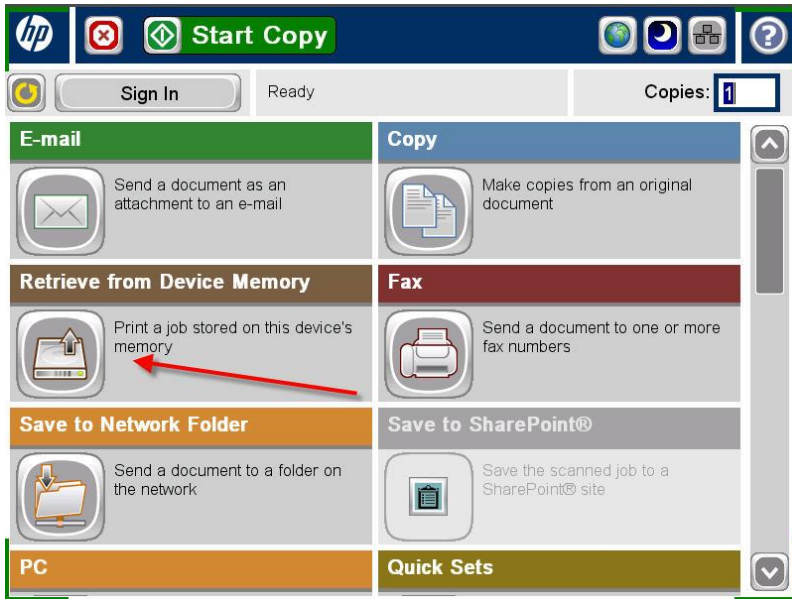
At the bottom of the dialog, there is a 'Print List' button and a 'Print' button with a '1'.

Click on your folder (your login ID)

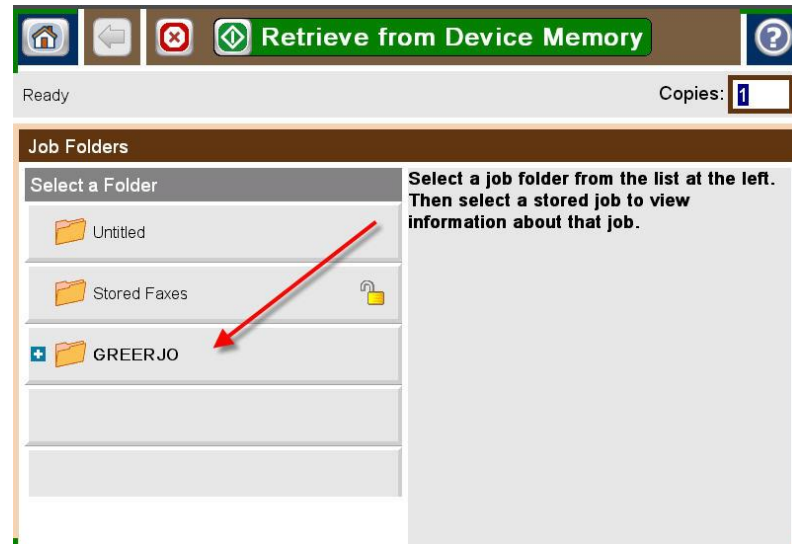
This screenshot shows the 'Retrieve from Device Memory' dialog box. At the top, there is a navigation bar with a home icon, a back arrow, a cancel icon, and a 'Retrieve from Device Memory' button. Below this, there is a 'Ready' status and a 'Copies: 1' field. The main content area shows 'Job Folders > GREERJO > HP Secure Print.' Below this, there is a list of jobs with 'HP Secure Print.' highlighted by a red arrow. To the right of the job list, there is a message: 'This is a private job. You must enter the correct PIN to access it.' Below the message is a 'Password:' label and an empty password field.

Click in password field

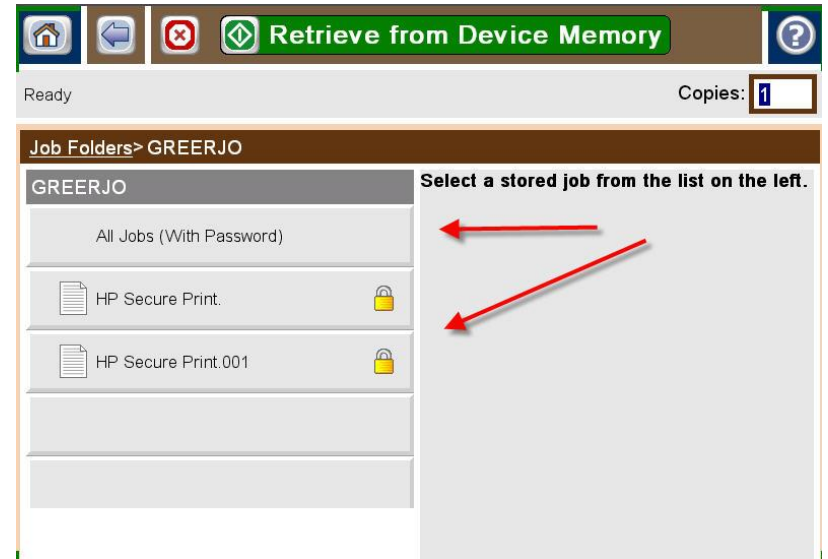
HP Secure Print – Job Retrieval



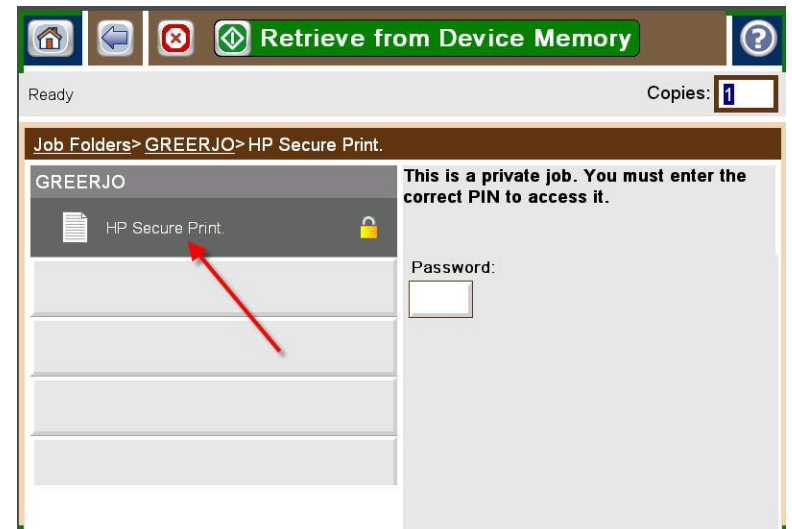
Click on “Retrieve from Device Memory”



Click on your folder (your logon ID)



Select your job or select “All Jobs”

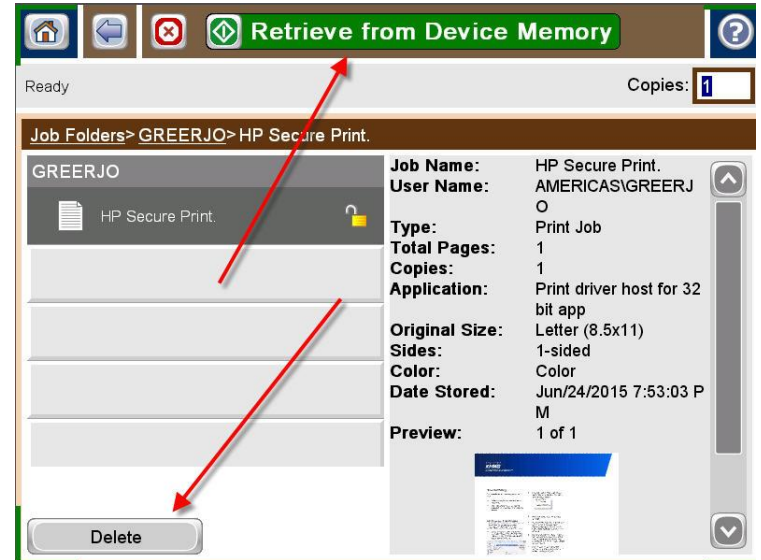


Click in password field

HP Secure Print – Job Retrieval



Enter password and click OK



Select Retrieve from Device Memory or Delete