

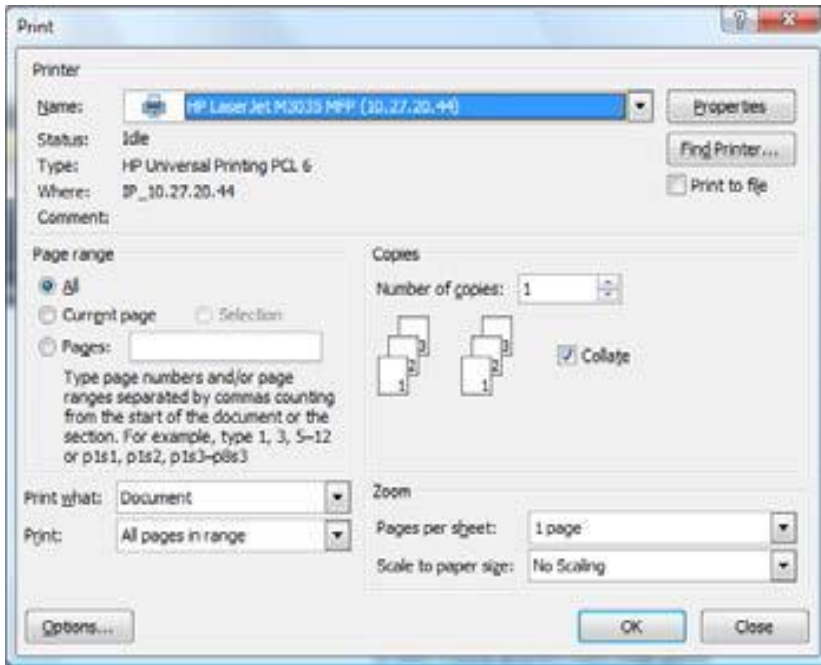
# HP Secure Print– Driver Setup

## Secure Printing

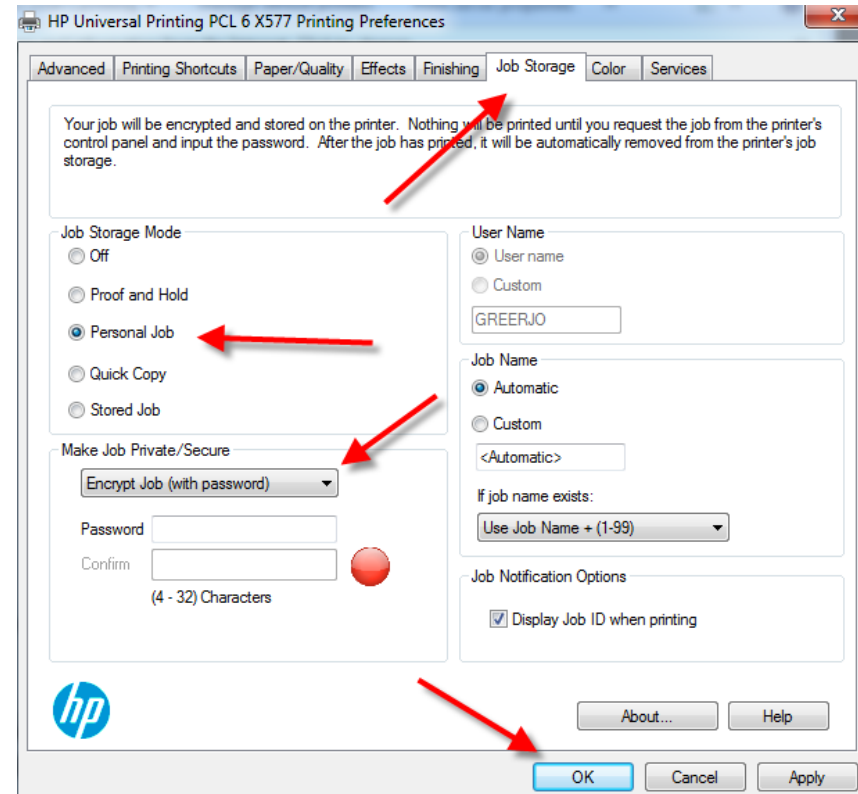
It is possible to send secure print jobs so that:

- 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.

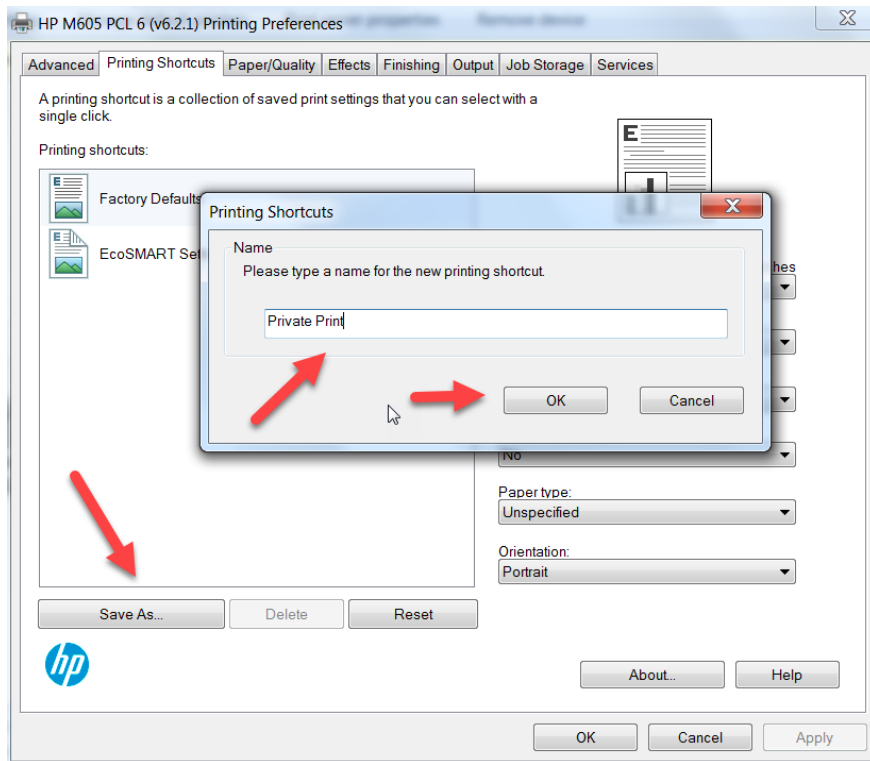


5. Under the Make Job Private/secure section, select encrypt job (with password). Password 4 to 32 characters.
6. To save this configuration as a shortcut, select “Apply”, then click on the “Printing Shortcuts” tab, else, select OK button twice (or OK then Print, application dependent) to send the print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

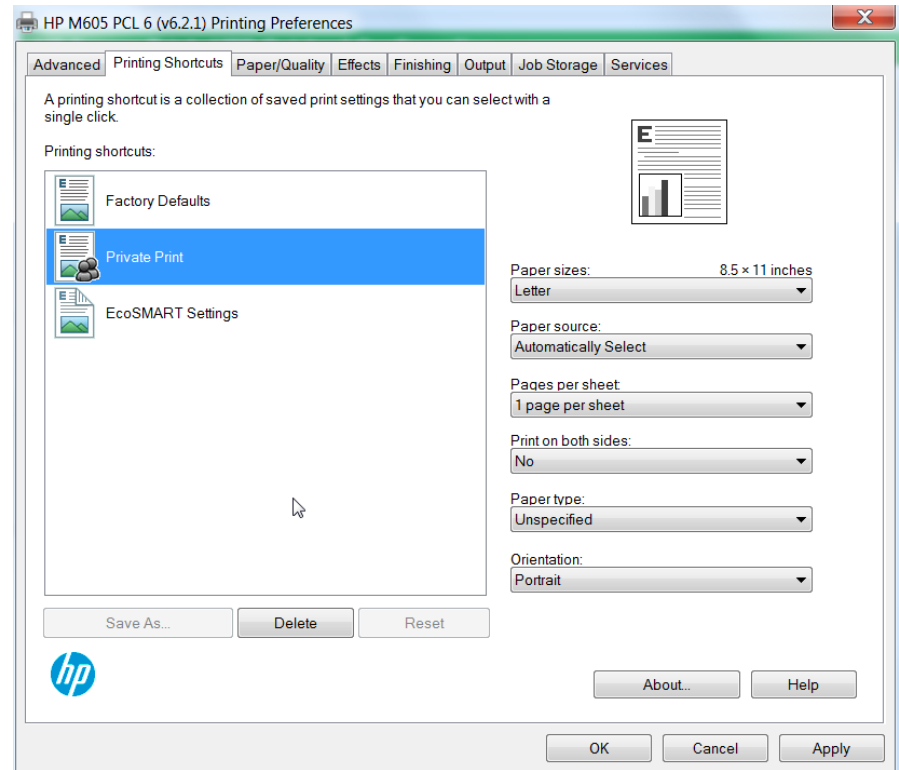
**Note: Go to page 2 to create a Shortcut**

**Note: Go to page 3 for job retrieval instructions.**

# HP Secure Print– UPD Quickset Configuration

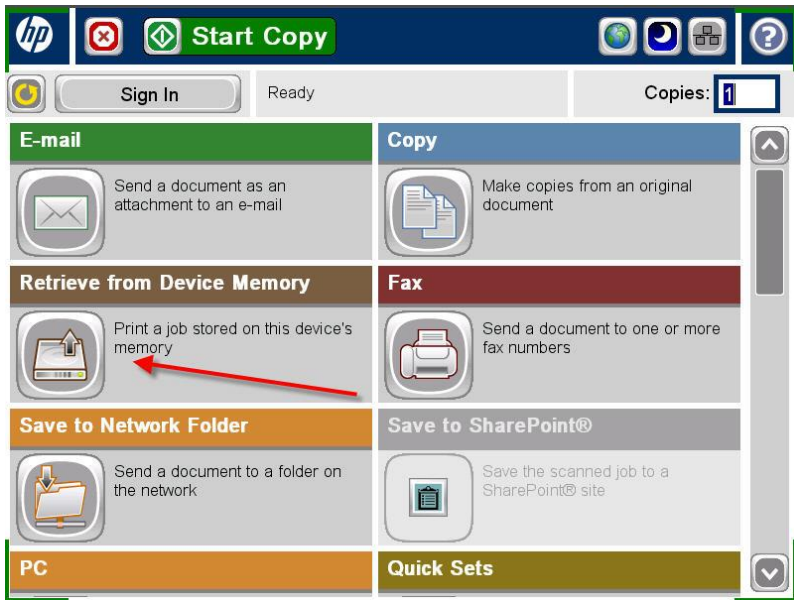


1. Select “save As”, enter shortcut name in “Printing Shortcuts” dialog box, click “OK”

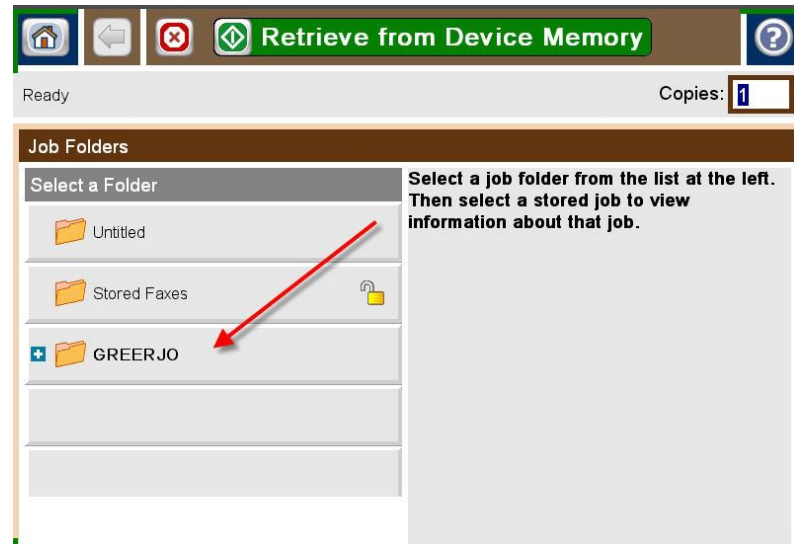


Your shortcut will now be listed in the printing shortcuts list.

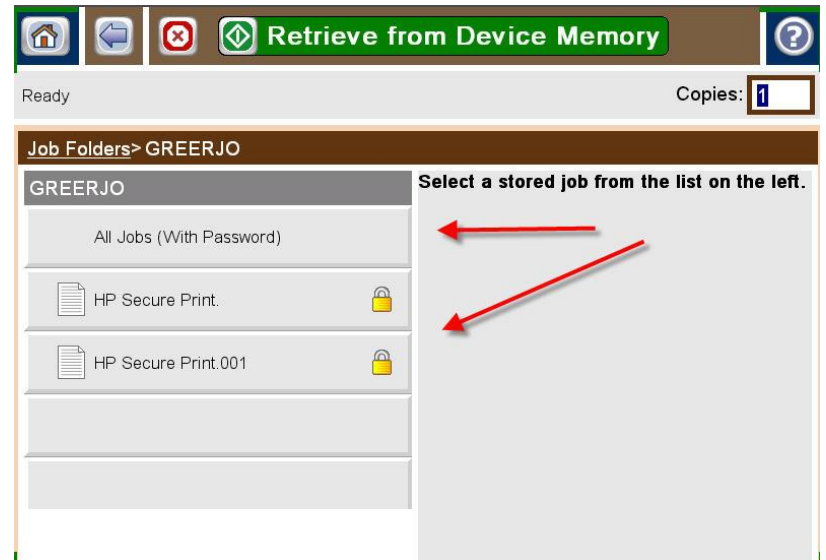
# HP Secure Print – Job Retrieval



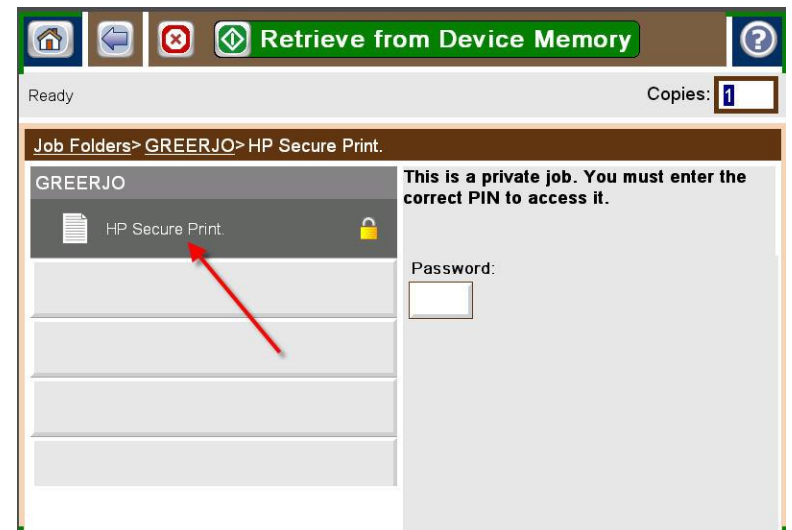
Click on “Retrieve from Device Memory”



Click on your folder (your logon ID)



Select your job or select “All Jobs”

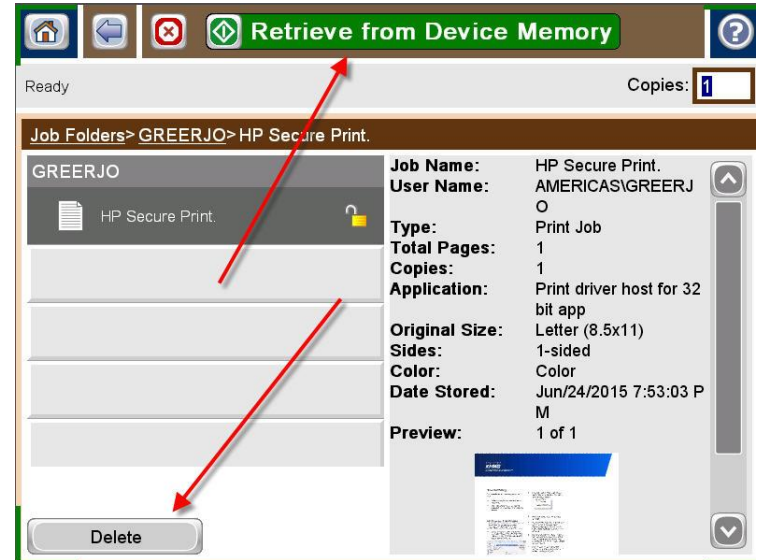


Click in password field

# HP Secure Print – Job Retrieval



**Enter password and click OK**



**Select Retrieve from Device Memory or Delete**