

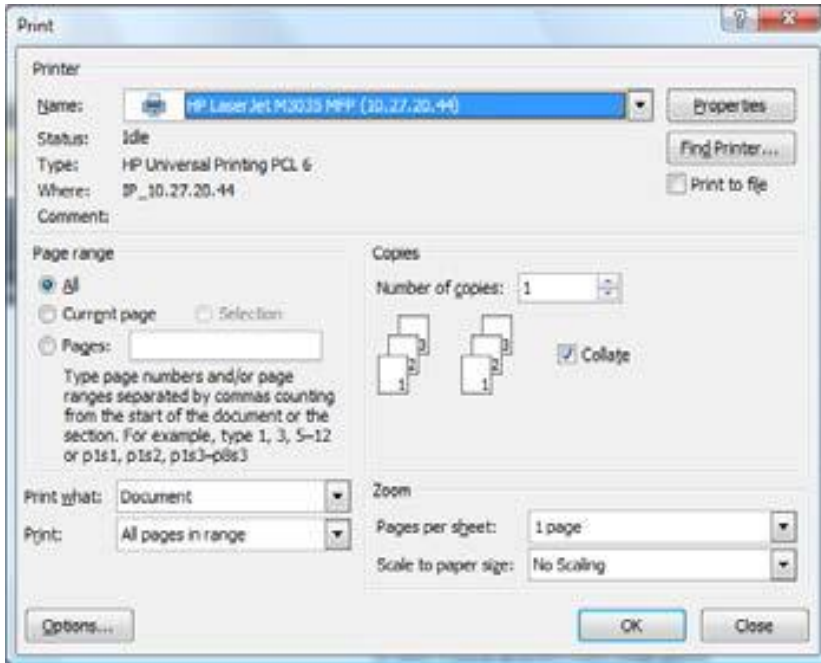
HP Secure Print– Driver Setup

Secure Printing

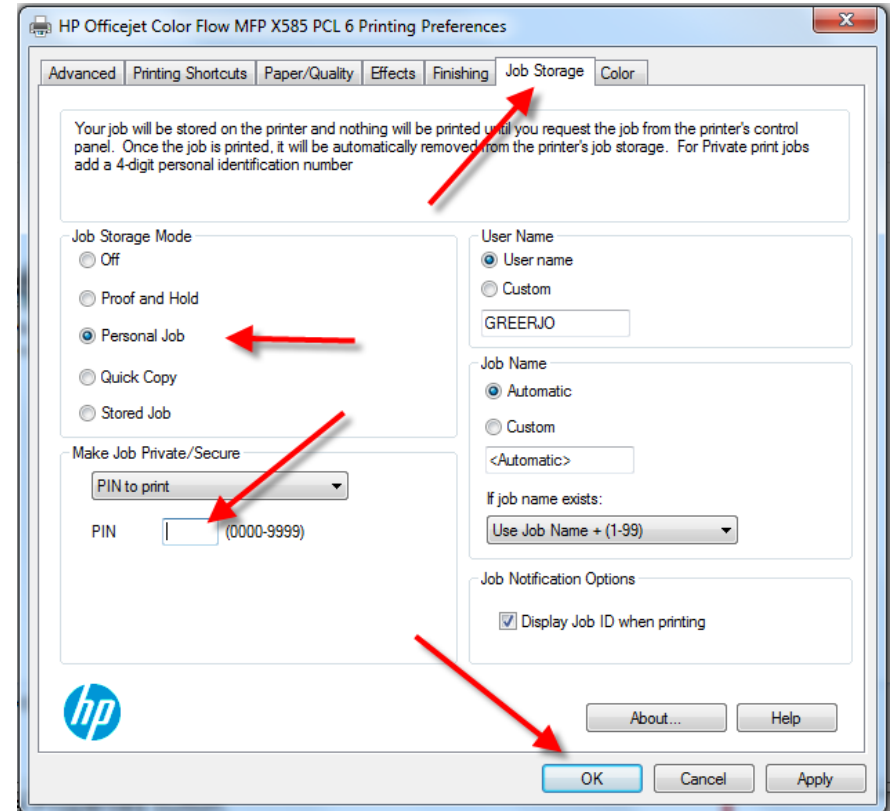
It is possible to send secure print jobs so that:

- 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.

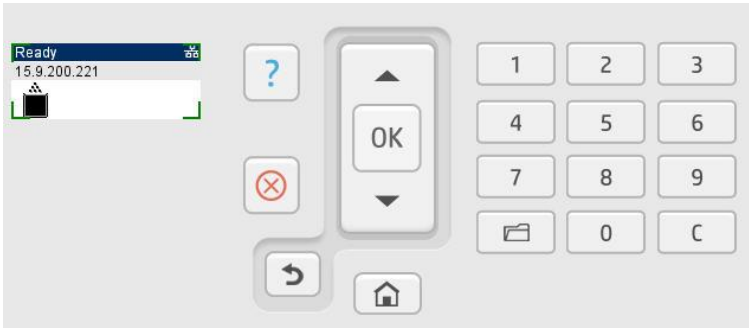


5. Under the Make Job Private section, select the PIN to print drop down and enter a 4 digit number.
6. Select OK button twice (or OK then Print, application dependent) to send the print job.

Go to page 2 for job retrieval instructions.



HP Secure Print – Job Retrieval



Press "OK"



Arrow down to "Retrieve from Device Memory", press OK



Arrow down to your folder, press "OK"



Select your job, press "OK"



Select "print or delete", press OK



Enter PIN # using number pad, press "OK"

HP Secure Print – Job Retrieval



Enter # copies, press “OK”