The following guide will help you use Secure Print

Overview

Secure Print allows you to assign a document ID and password to a document and save the document to the Secure Print User Box of the machine. This means that the document will not print until you are at the machine and enter this document ID and password. This can be useful when printing documents with confidential or sensitive information that you do not want left sitting at the printer. The ID and password is up to the individual and can change every time you use this function.

• Enable simple printing for secure print documents and save time

If simple printing for secure print documents is enabled, the computer login name is used as the document ID for Secure Print, so you can skip the entry of the document ID.

Also, if the computer login name is used as the document ID for Secure Print, it prevents the document ID from being duplicated with that of another user, which simplifies document management on the machine

When accessing print on the machine, the user can display a list of documents IDs on the screen of this machine and easily specify the target documents ID.
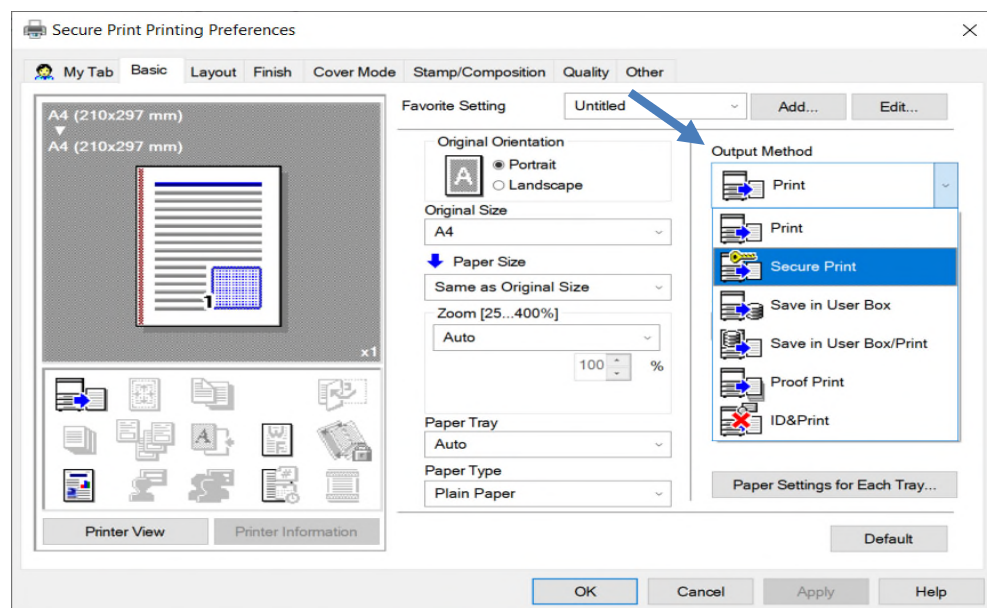
Enabling Simple printing

Utility > Administrator > System Settings > User Box Setting > Security Document Setting > Select [Release Secure Print]
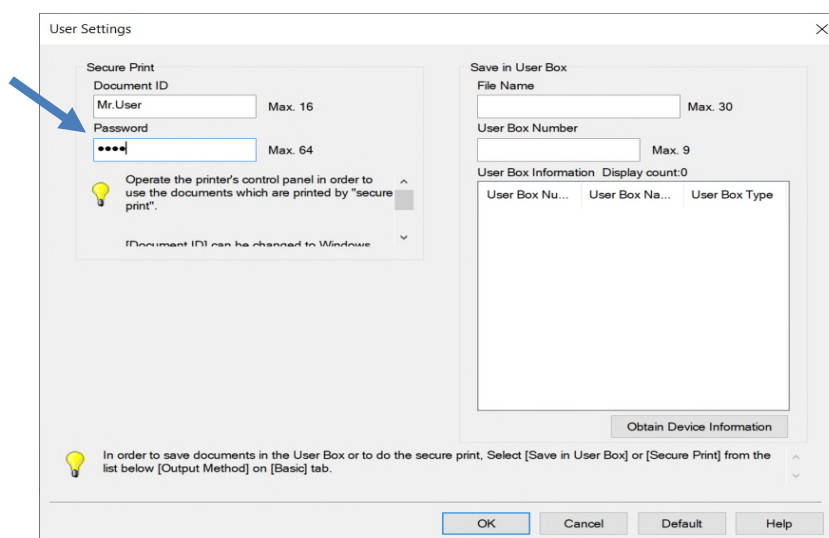
How to use Secure Print (Simple Printing enabled)

Start by opening the Printing Preferences and use the Output Method dropdown to select Secure Print
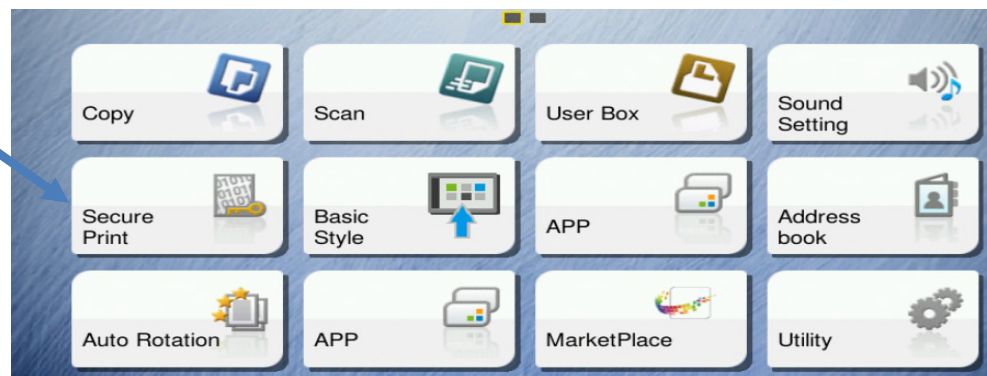

Enter a password

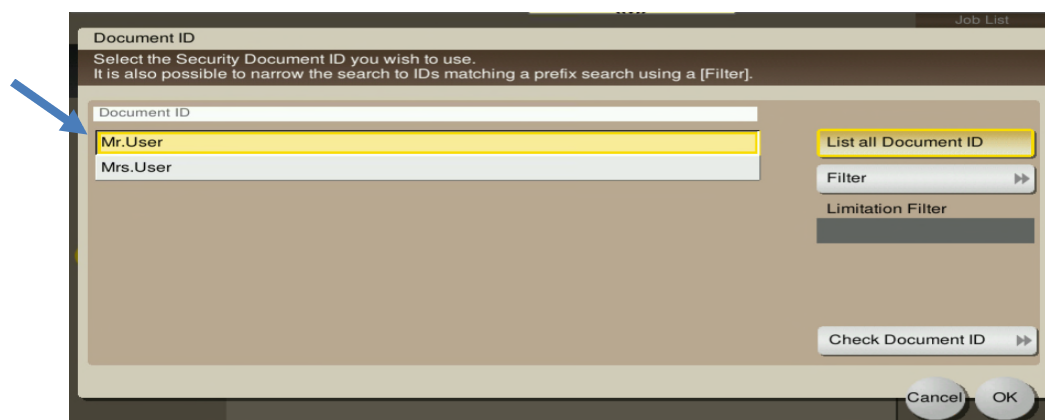You are now ready to print, press OK twice and print

Printing a document from a Secure User Box

Select Secure Print

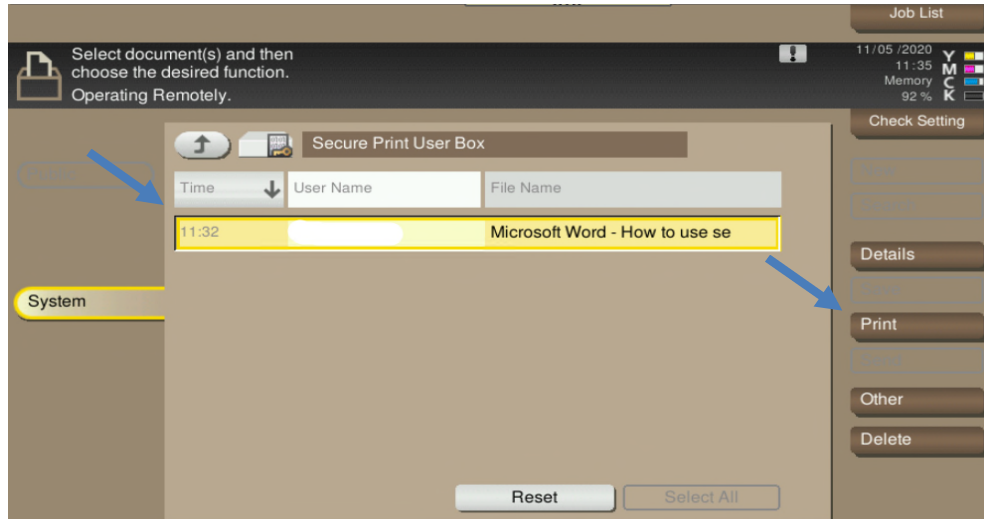Select the appropriate Document ID (Username) and press OK

Enter your password (The one you specified in the print driver)

Select a document to print and press Print

Specify print options as needed. Use the Start key to start printing.