

Secure Print

You can send your print job to the copier and retrieve at your leisure.

What to know before you start:

This method will help eliminate jobs getting lost, thrown away and will free up the copier when others have large print jobs.

This also helps with security issues. Your job will not print until you are physically there at the copier to release the job, thus no one can see your private documents.

To send your print job to the copier:

- Open your document
- Select **File, Print**
- Select your **Bizhub driver**
- Go to **Properties** (choose options such as stapling, 2 sided...etc..)
- Under the Basic tab go to **OUTPUT METHOD** and select **SECURE PRINT** (usually defaulted to print, box will pop up first time for you to key in your id)
- In the **SECURE PRINT ID** field key in a numeric code, one that is easy to remember like a phone extension, last 4 digits of social...etc., **leave password blank**
- Select **OK, OK, Print**

Note: The PC will store your print ID, if you need to change your secure print ID go to the tab that says user settings and change.

To retrieve from copier:

- Touch **Home Button** (lower left corner of screen)
- Select **Secure Print** (see instruction below to setup shortcut on screen)
- Enter the **Document Id** - the same ID that you used at your PC (leave password Blank, just like you did at your PC)
- Highlight your document or touch select **All** and **OK**...you also still have options to add finishing options and duplex. It would be better to send those settings with your document.

Note: Once your document is printed it will automatically delete, if you forget to print your document, it will automatically delete after one day or the time that your administrator has pre-determined. You can manually delete it

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(continued)

To set up secure print shortcut on screen:

- Touch Home Button (left corner of screen)
- Select Utility on screen
- Select Administrator (key in code **1,2,3,4,5,6,7,8** touch **OK**)
- Select **System Settings**
- Scroll to **Main Menu Default** (classic style)
- Select **Assignment Number**. (one that is not set)
- Select **Edit** (upper right corner of screen)
- See **Function Name** - scroll down to system user box (shortcut key should say secure print)
- Select **OK, OK**
- Select **X** to close out

Secure Print Delete time (default is 24 hours):

- Select **Home Key** (left corner or screen)
- Select **Utility** on screen
- Select administrator on screen key in **1,2,3,4,5,6,7,8** touch **OK**
- Select **SYSTEM SETTINGS**
- Select **USER BOX SETTING**
- Select **DELETE TIME SETTING**
- Under auto delete secure document: Specify days-from drop down choose days (how long before auto delete)
- Touch **OK** (very important to touch OK to lock in)