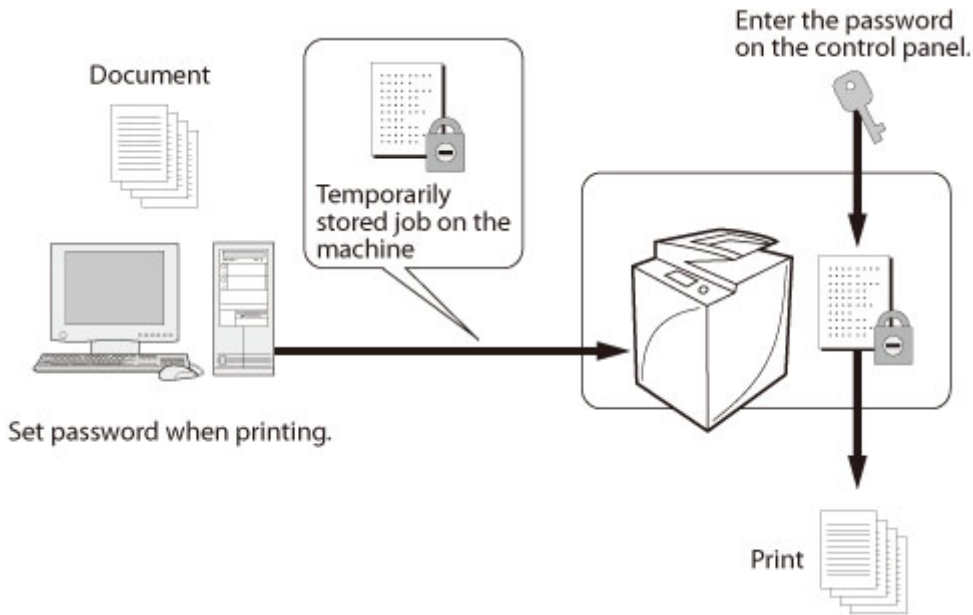


Secured Print

0R9S-23R

The Secured Print function enables you to help prevent other users from viewing the documents you are printing. When using this function, you must enter a password to start a print job.



Required Condition

The printer driver is installed.

This section describes how to specify Secured Print settings, and print a document by entering a password.

The screens may differ, depending on the model of the machine and on attached optional products.

The screens may differ, depending on the operating system of your computer.

Follow the procedures below.

Setting a Password for a Print Job

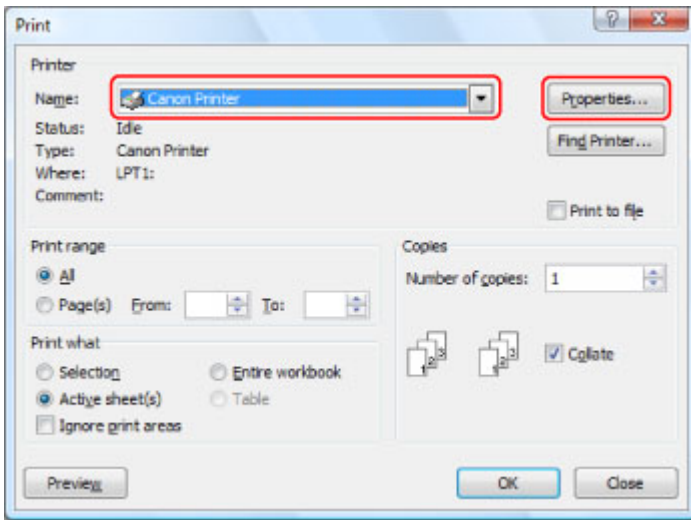
Entering the Password and Printing

Setting a Password for a Print Job

For Windows

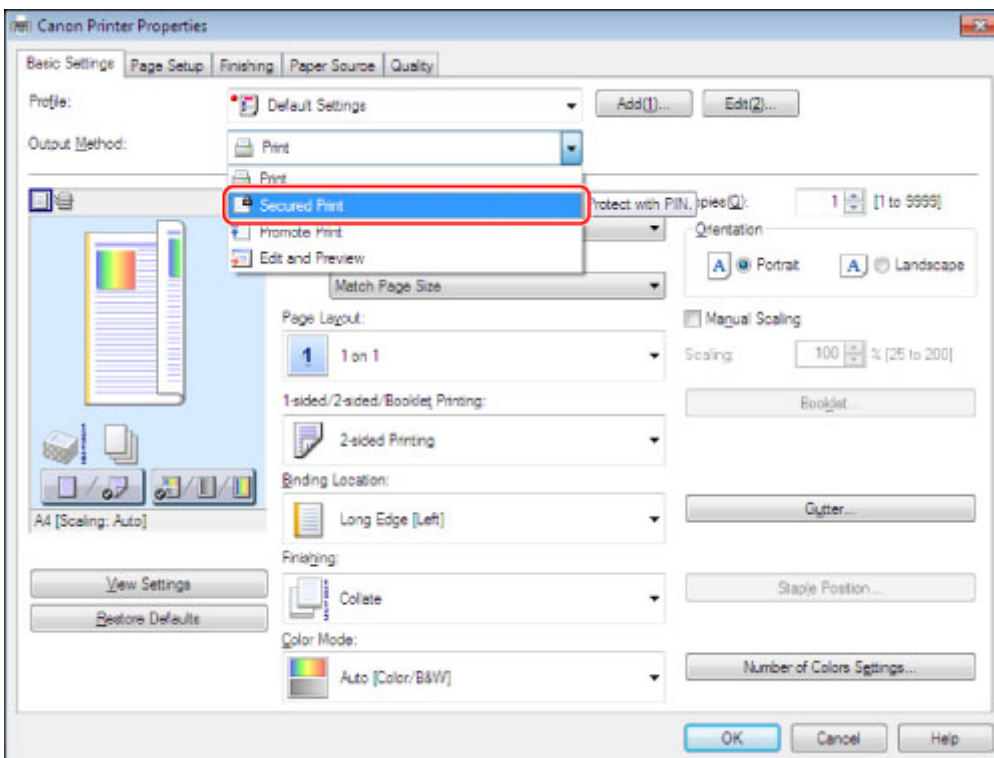
1.

From the [File] menu of the application software you are using to print the document, select [Print] to display the [Print] dialog box → select the printer to use → click [Properties].



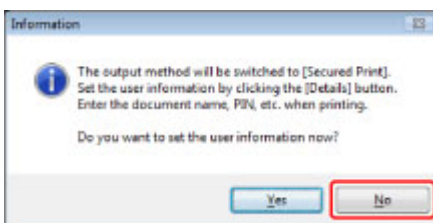
2.

Select [Secured Print] from the [Output Method] drop-down list.



3.

Click [No].

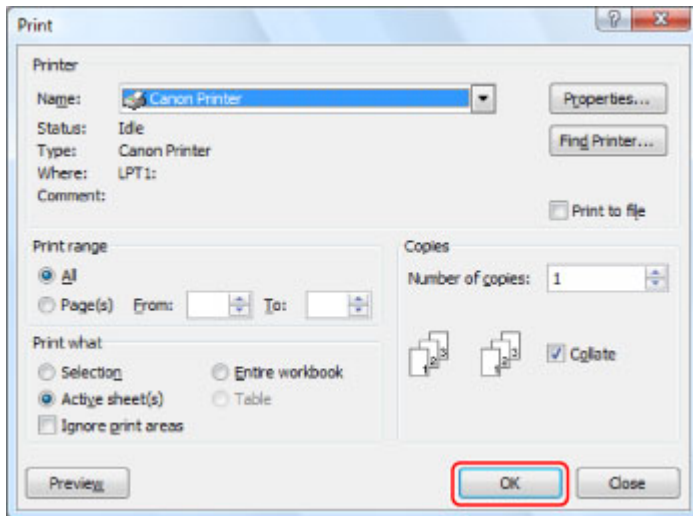


The printing method is changed to [Secured Print].

You can also click [Yes] and enter the user name and PIN immediately.

4.

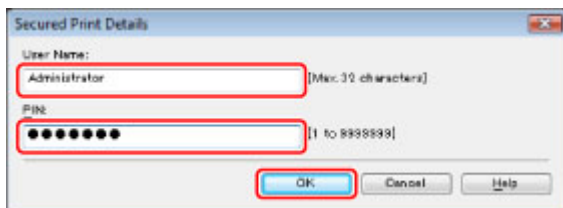
Click [OK] to close the printer driver screen → click [OK] in the [Print] dialog box.



The Secured Print Details dialog box is displayed.

5.

Enter the user name and PIN → click [OK].



The file name is displayed for [Document Name], but you can change it to a desired name. The Secured Print job sent from the computer is stored in the machine.

NOTE

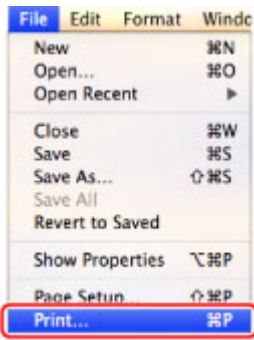
The user name is displayed on the touch panel display of the machine. When using the Secured Print mode, register a user name that can be distinguished from other users.

You must enter the password again to print from the machine. After the password is set on the document, write down the password and keep it in a safe place.

For Mac OS

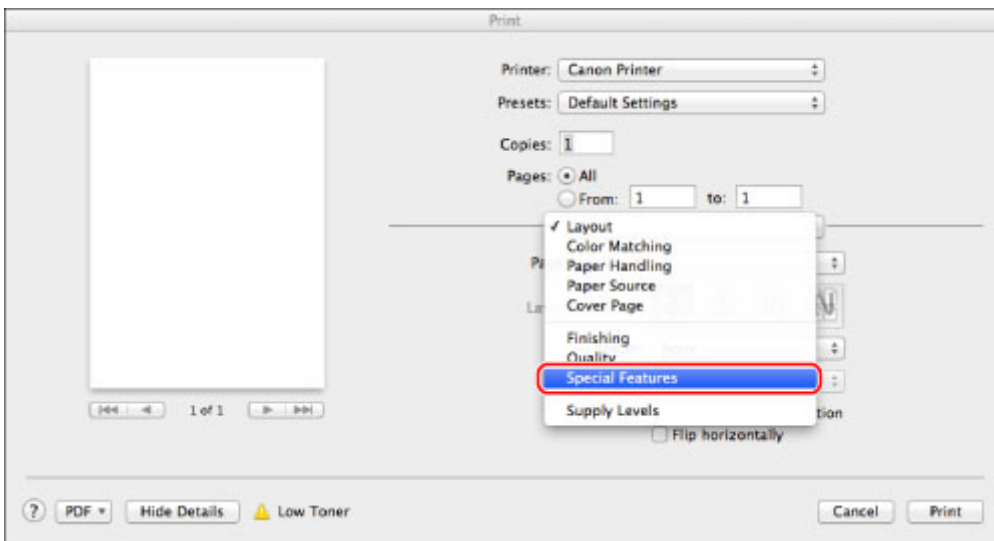
1.

From the [File] menu of the application software you are using to print the document, select [Print].



2.

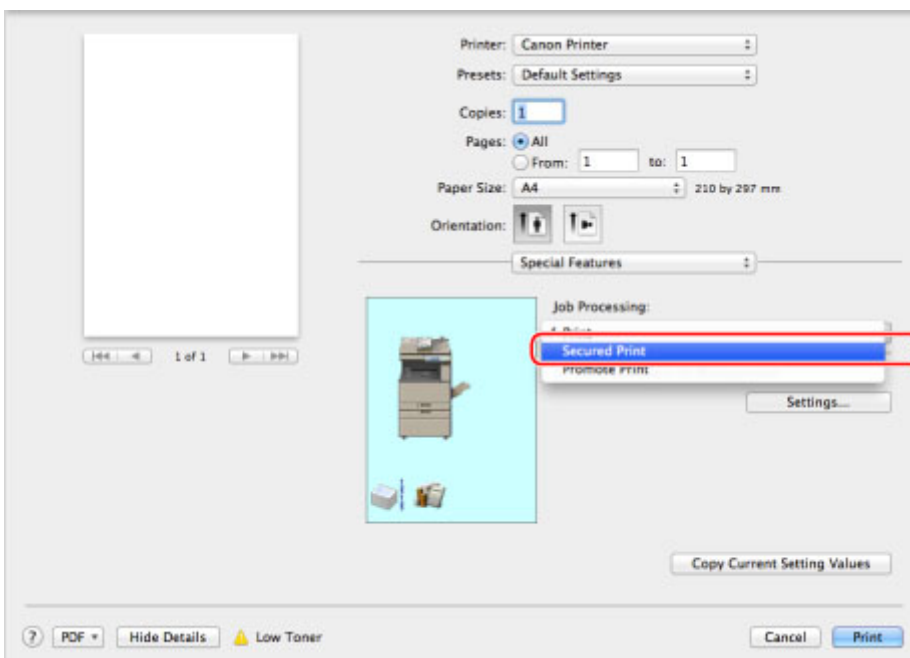
Select the printer to use → select the [Special Features] panel.



The [Special Features] panel is displayed.

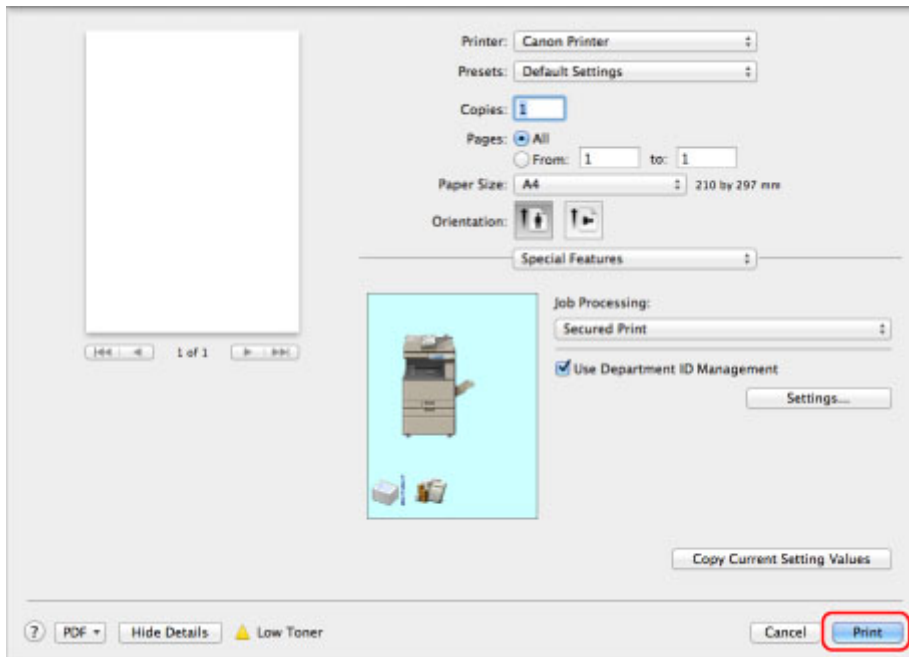
3.

Select [Secured Print] from the [Job Processing] drop-down list.



4.

Click [Print].



The [Secured Print] dialog box is displayed.

5.

Enter [Document Name], [User Name], and [PIN] in the [Secured Print] dialog box → click [OK].



The Secured Print job sent from the computer is stored in the machine.

NOTE

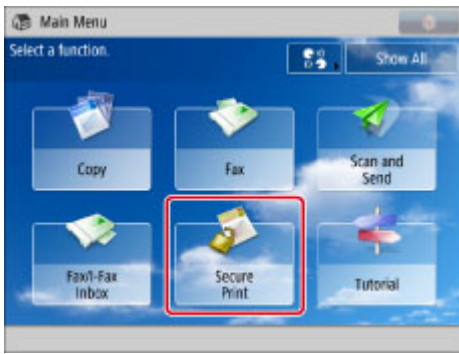
Up to 32 alphanumeric characters can be entered for [Document Name] and [User Name].
Up to seven digits (0 to 9999999) can be entered for [PIN].

Entering the PIN and Printing

Enter the PIN on the control panel of the machine to print.

1.

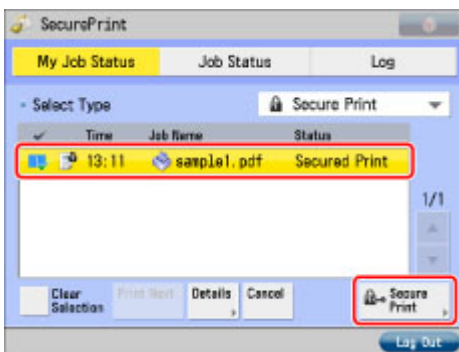
Press [Secure Print] on the Main Menu screen.

**NOTE**

If the Main Menu screen is not displayed, press [Main Menu].

2.

Select the secured job to print → press [Secure Print].

**NOTE**

A locked icon is displayed for the secured print job in the job list on the touch panel display.

3.

Enter the PIN that you entered in the computer → press [OK].

Reference Information

Linking to the Authentication Function

If the management mode for the machine is set to User Authentication, only the user that is logged in can print.