

SECURE PRINT - Used for printing Highly Confidential documents

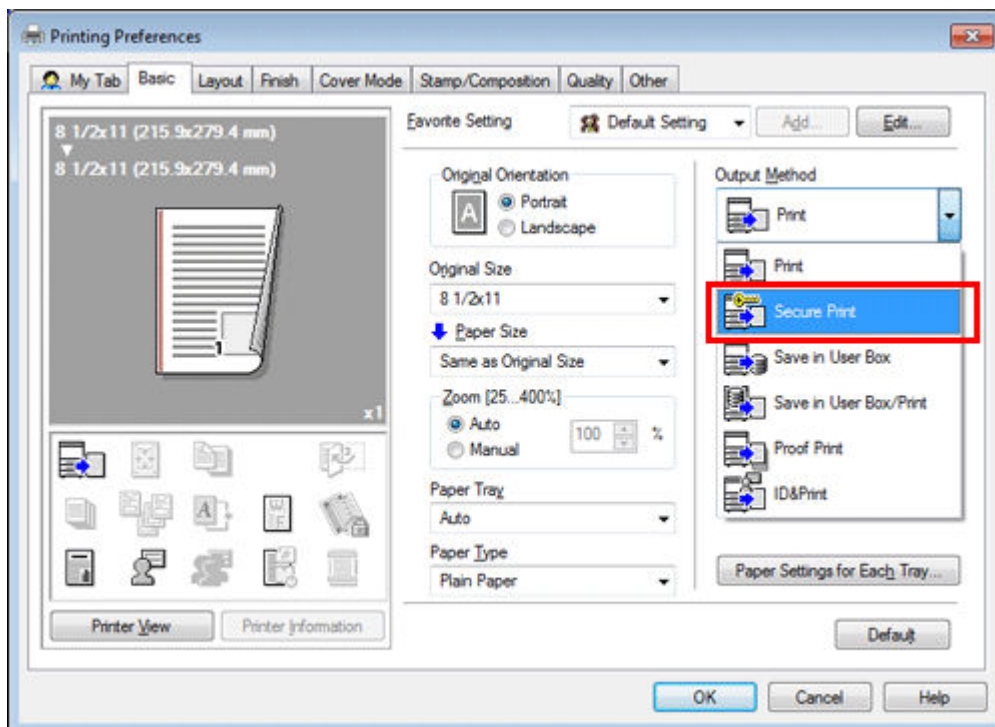
The Secure Print function allows you to set an ID and a password for print data and to save the data in a box (Secure Print User Box) on these machines.

Because the data is not printed instantly, this function prevents printed materials from becoming viewed by others, missing or simply left unattended.

Since you need to enter the ID and password from the **Touch Panel** to print the data saved in the box, this function is particularly suitable for safely printing highly confidential documents.

1. How to print Document(s) from the computer... (Print Preferences/Properties)

In 'Output Method' on the 'Basic' tab, select 'Secure Print'.



In 'User Settings', Enter the ID and Password you wish to use, then click OK.

User Settings

Secure Print

Secure Print ID
 Max. 16

Password
 Max. 64

Operate the followings on the printer's control panel in order to use the documents which is printed by "secure print".

[User Box]button -> [System] -> [Secure]

Save in User Box

File Name
 Max. 30

User Box Number
 Max. 9

Type in [Secure Print ID] and [Password] that are used with [Secure Print].

OK Cancel Default Help

Now when you Print the job, the data is saved in the 'Secure Print User Box'.

2. How to retrieve the Document(s) from the machine...

(To print the saved data, you need to enter the ID and password specified in the printer driver when you sent the job.)

Press the Home/Menu key followed by 'User Box' on Screen



On the left of the Touch Screen, touch 'System' followed by 'Secure Print'

Enter the 'Document ID' and 'Password' for the secure document, then touch 'OK'.



Select a file to print, then touch 'Print'.



Press the **Start** key, and the Job will be Printed.



(The Document is then Deleted from the device.)