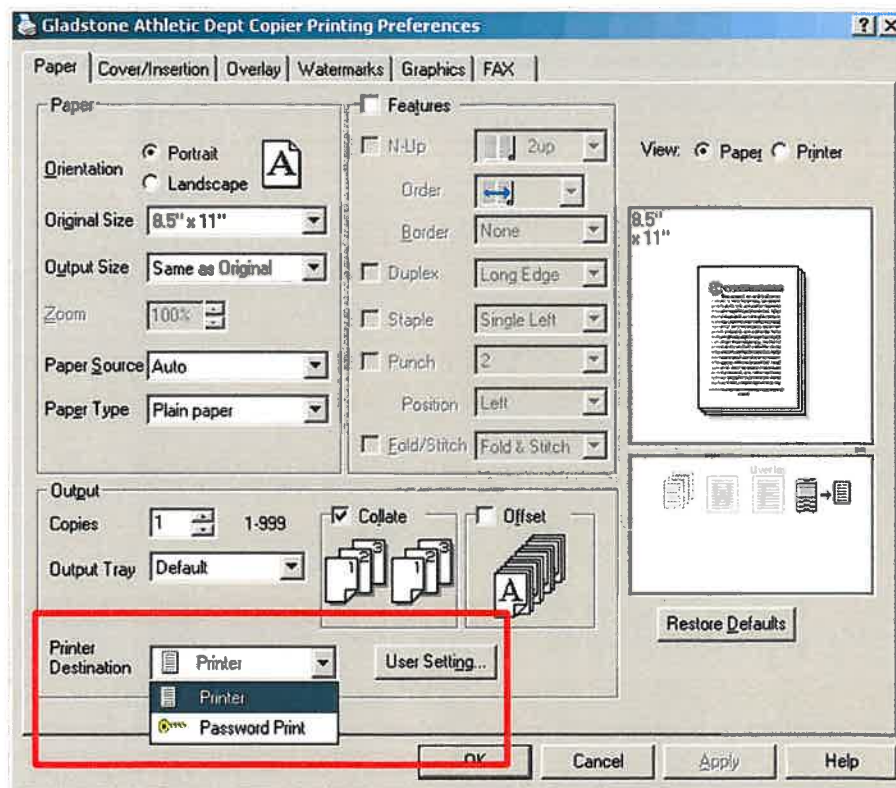


Password Printing

Password printing will save the print job at the copier until you get to the copier to print it. To use this feature, click the "properties" button after you have selected your desired output device.

The following diagram will aid you in the password printing feature. Under printer destination, choose "Password Print" from the dropdown menu. The user settings box will appear. If it does not, press the "User Setting" button and enter the user id and passcode for password printing. Both the user ID and Password are your last four digits of you school telephone number.



When you print the job with this setting enabled, the job will be held at the copier until you put in the password and print your jobs.

Retrieving the Secure Print from the copier:

Choose "Print" mode hard button. Press the "Password print" soft touch button to be prompted for your ID and Password. Enter your User ID and Password. Select an individual job or use the "All" button to print the desired jobs.