

Updated: 6/26/2012

PURPOSE

The following screenshots outline how to send and print a confidential print job by utilizing a PIN code. The ability to print confidential jobs enables users with sensitive printing needs to utilize network printers.

DISCLAIMER

This document utilizes screenshots and pictures using an HP printer. This resource should in no way be interpreted as an endorsement from the Federal Electronics Challenge (FEC), the U.S. Environmental Protection Agency (EPA) or the Office of the Federal Environmental Executive (OFEE), of a specific product, brand, or manufacturer.

Most commercial printers have the ability to print confidential documents. You may need to check the printer options, properties or settings to use this feature. If you have any questions, please check your printer manufacturer's website or contact your local IT support.

STEPS FOR PRINTING WITH A PIN CODE

Select the **Print** option after selecting the **File** menu. The print window is displayed.

Print			? 🗙
Printer Name:	\b0606gdapm001\10_174_425	50	Properties
Status: Type: Where: Comment:	Idle HP LaserJet 4250 PCL 6 10_174 204.46.110.95		Fing Printer
	age Selection umbers and/or page ranges separated For example, 1,3,5-12	Copies Number of gopies:	Collage
Print <u>w</u> hat: Pgint:	Document v All pages in range v	Zoom Pages per sheet: Scale to paper sige:	1 page 💌 No Scaling 💌
Qptions			OK Cancel

Click on the downward arrow in the Name box and select a printer.

Click the **Properties** button.



The **Document Properties** window is displayed.

10_174_4250 on b0606gdapm001 Document Properties	? 🔀
Advanced Printing Shortcuts Paper/Quality Effects Finishing Job Storage Services	
HP LaserJet 4250 PCL 6 Advanced Document Settings Graphic Graphic Fint Optimizations: Enabled Frint Optimizations: Enabled Frint Optimizations: Enabled Frint Optimizations: Enabled Frint Partext as Black: Disabled Send True Type as Bitmap: Disabled Ret: On Alternative Letterhead Mode: Off Clayout Options Page Order: Front to Back	
	OK Cancel

Select the Job Storage tab.

	s Finishing Job Storage Services
Your job will be printed but not stored on the printe	ar.
Job Storage Mode	User Name
⊙ Off	User name
O Proof and Hold	Custom
O Personal Job	PLAWRENC
Quick Copy	
O Stored Job	
Make Job Private	Job Name
PIN to print	 Automatic
(0000-9999)	Custom
	<automatic></automatic>
Job Notification Options	
Display Job ID when printing	If job name exists: Use Job Name + (1-99)
	058 300 Name + (1753)
	About Help



- Within the Job Storage tab do the following:
 1. Select the Stored Job button under Job Storage Mode.
 2. Under Make Job Private check the PIN to print checkbox.
 3. In the box under the checkbox, type in a 4 digit number. (*Remember the number*!)
 4. Click the OK button.

Your job will be stored in the printer as if it is an electronic file cabinet. Nothing will be printed until your job is requested from the printer's control panel. Use this storage for forms and other common or shared documents. Job Storage Mode Off Off Outer Name Off Custom Personal Job Custom Outick Copy Stored Job Make Job Private Ø Automatic ✓ PIN to print Custom Job Notification Options I job name exists: I job play Job ID when printing If job name exists:	dvanced Printing Shortcuts Paper/Quality Effe	ects Finishing Job Storage Services
 Off Proof and Hold Personal Job Quick Copy Stored Job Make Job Private ✓ PIN to print ④ (0000-9999) Job Notification Options ✓ Display Job ID when printing ④ Iser name ○ Custom PLAWRENC ○ Lustom ○ Custom ○ Custom ○ Automatic ○ Custom ✓ Display Job ID when printing 		
 ○ Custom ○ Personal Job ○ Quick Copy ○ Stored Job Make Job Private ○ PIN to print ○ (0000-9999) Job Notification Options ○ Custom ○ Custo	Job Storage Mode	User Name
 ○ Personal Job ○ Quick Copy ③ Stored Job Make Job Private ○ PIN to print ○ Quick Copy ○ Stored Job Make Job Private ○ PIN to print ○ Quick Copy ○ Automatic ○ Custom ✓ Display Job ID when printing ✓ Display Job ID when printing 	Off	User name
 Quick Copy Ouick Copy Stored Job Make Job Private ✓ PIN to print ④ Automatic Custom ✓ Custom ✓ Display Job ID when printing 	O Proof and Hold	◯ Custom
 Stored Job Make Job Private ✓ PIN to print ● Automatic ○ Custom < Automatic> Isplay Job ID when printing 	O Personal Job	PLAWRENC
Make Job Private Job Name ✓ PIN to print ④ Automatic ●●●● (0000-9999) Job Notification Options ⊂ Custom ✓ Display Job ID when printing If job name exists:	O Quick Copy	
Make Job Private PIN to print (0000-9999) Job Notification Options Display Job ID when printing	 Stored Job 	
Image: Splitt	Make Job Private	
Job Notification Options V Display Job ID when printing KAutomatic> If job name exists:	PIN to print	 Automatic
Job Notification Options If job name exists:	•••• (0000-9999)	OCustom
Display Job ID when printing		<automatic></automatic>
✓ Display Job ID when printing	Job Notification Uptions	If ich name exists:
	 Display Job ID when printing 	
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The **Print** window is displayed again. Click the **OK** button to send the job to the printer.

Print		? 🔀
Printer Name:	apm001\10_174_4250	Properties
Status: Idle Type: HP LaserJet 4250 F Where: 10_174 Comment: 204.46.110.95	°CL 6	Fin <u>d</u> Printer
Page range ● <u>A</u> ll O Current page Se O Pages: Enter page numbers and/or page by commas. For example, 1,3,5-		copies: 1
Print what: Document Print: All pages in range	Zoom Pages per s Scale to page	
Options		OK Close

The Job Storage Identification window is displayed showing the job name and printer.

Job Storage Identification					
This print job will be stored at:					
10_174_4250					
IP_204.46.110.95					
10_174					
User Name: plawre Job Name: Form F	nc Phone _VER (1-99)				
In the future, do not show this information.					

Click the **OK** button.



When you are ready to print the job on the selected printer, go to the printer.



Press the **Menu** button on the printer. Use the arrow keys to select the option **RETRIEVE JOB**. Press the **green button with a white checkmark**.



Use the UP and/or DOWN **arrow keys** to select your user ID. The number next to your user ID it shows the number of jobs you have awaiting printing. Press the **green button**.



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A display shows the names of the jobs awaiting print.



Use the UP and/or DOWN arrow keys to select the print job. Press the green button.

The next display gives you the option to **PRINT** or **DELETE** the job.



Use the UP and/or DOWN arrow keys to highlight the option you want. Press the green button.



A display will prompt you for the 4 digit PIN code you created when you directed the job to this printer.



Press the UP and/or DOWN **arrow keys** to enter a digit. Press the LEFT and/or RIGHT **arrow keys** to move to the next position. After entering the 4 digits, press the **green button**.





A display prompts you for the number of COPIES that you want printed.



Use the UP and/or DOWN arrow keys to select the number of copies and press the green button.

Your job should print!

CONTACT INFORMATION

If you have questions related to this resource or need other assistance with the Federal Electronics Challenge, please contact your Regional Champion: <u>http://www2.epa.gov/fec/technical-assistance</u>.

Visit the FEC online: <u>http://www2.epa.gov/fec/</u>

E-mail the FEC: fec@epa.gov