

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.

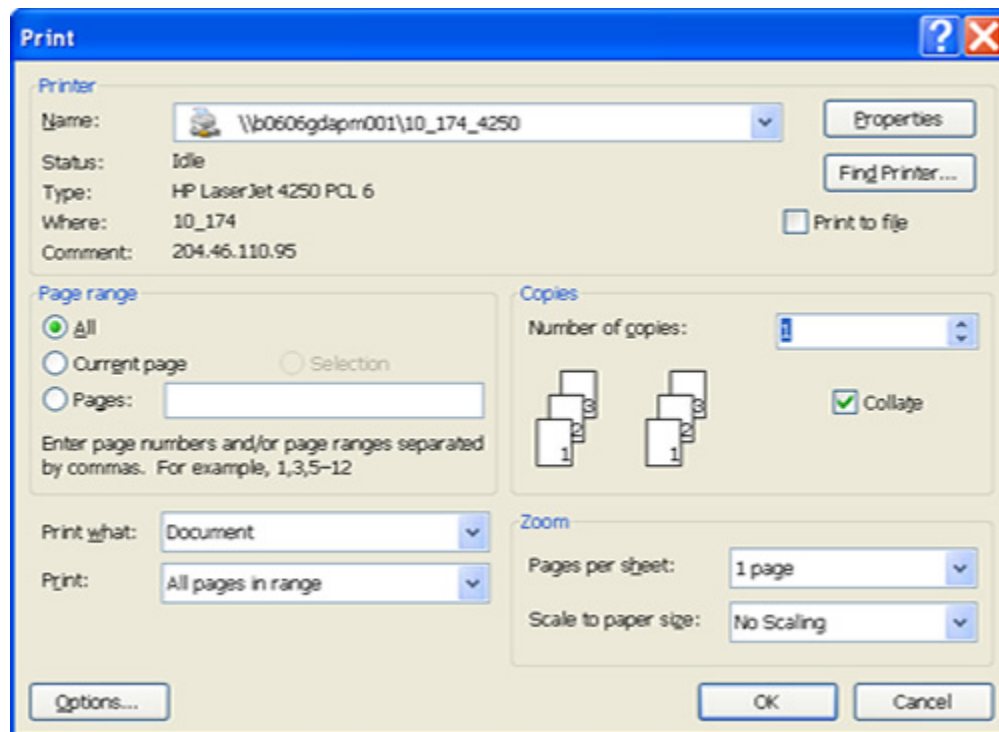
DISCLAIMER

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

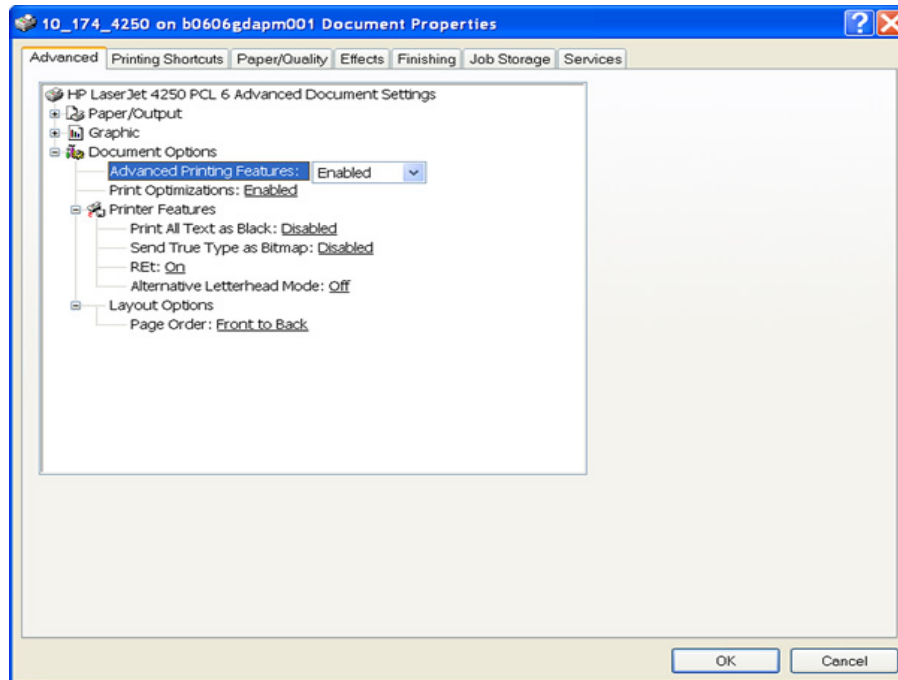
Select the **Print** option after selecting the **File** menu. The print window is displayed.



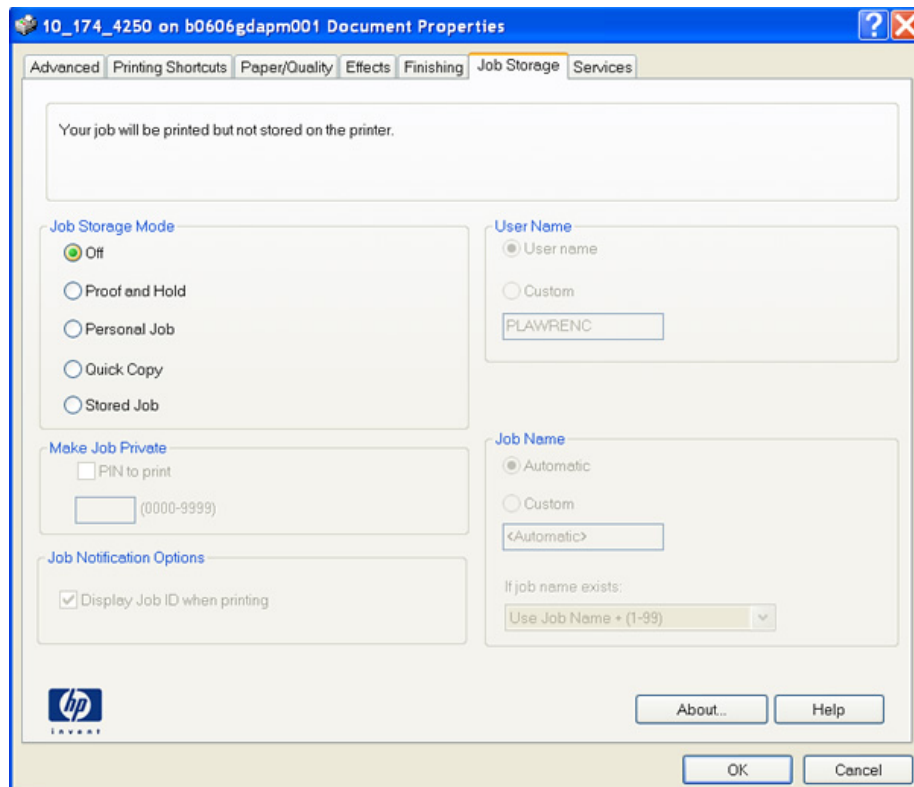
Click on the downward arrow in the **Name** box and select a printer.

Click the **Properties** button.

The **Document Properties** window is displayed.



Select the **Job Storage** tab.

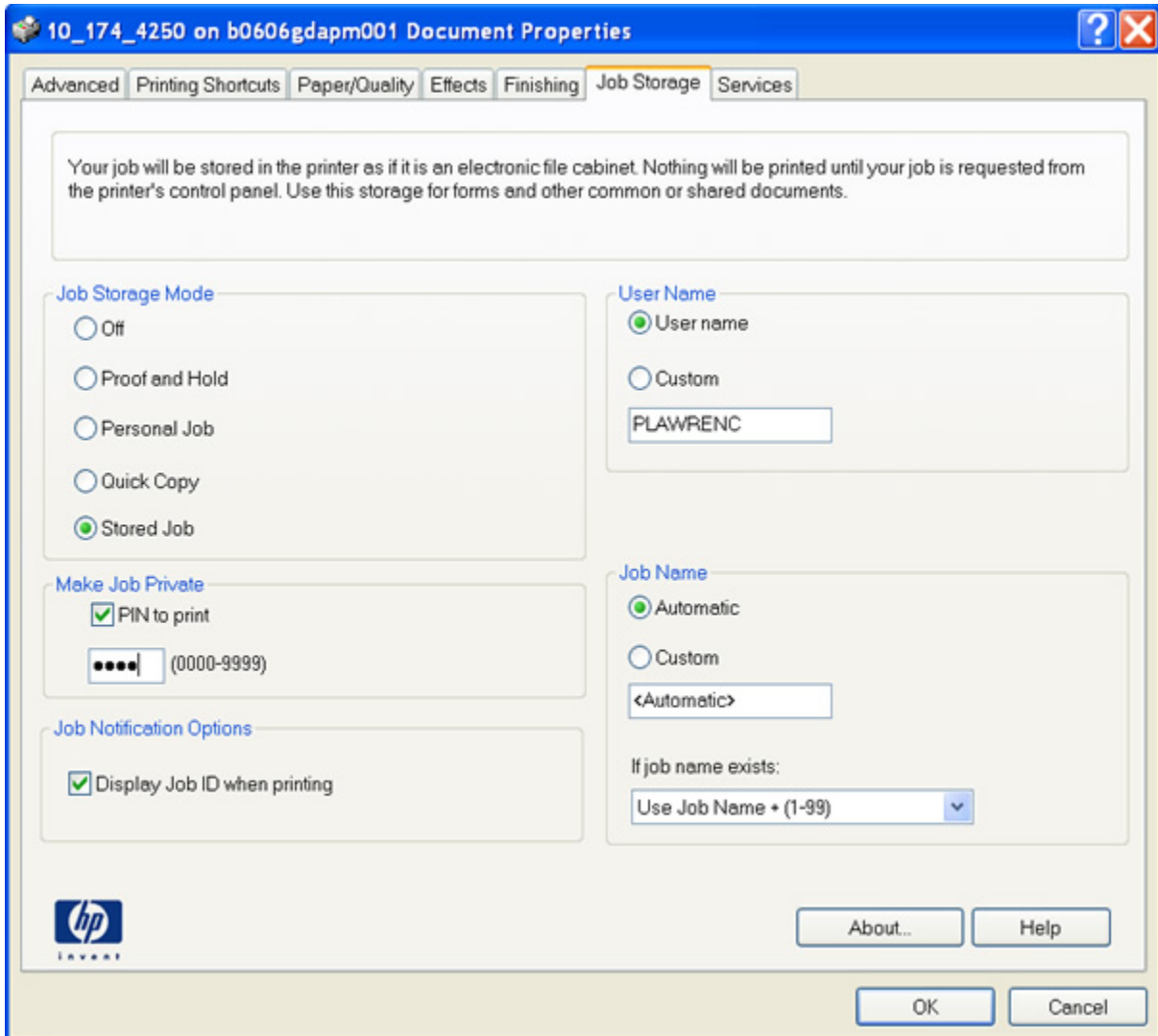


How to Print a Confidential Document Using a PIN Code

Updated: 6/26/2012

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.

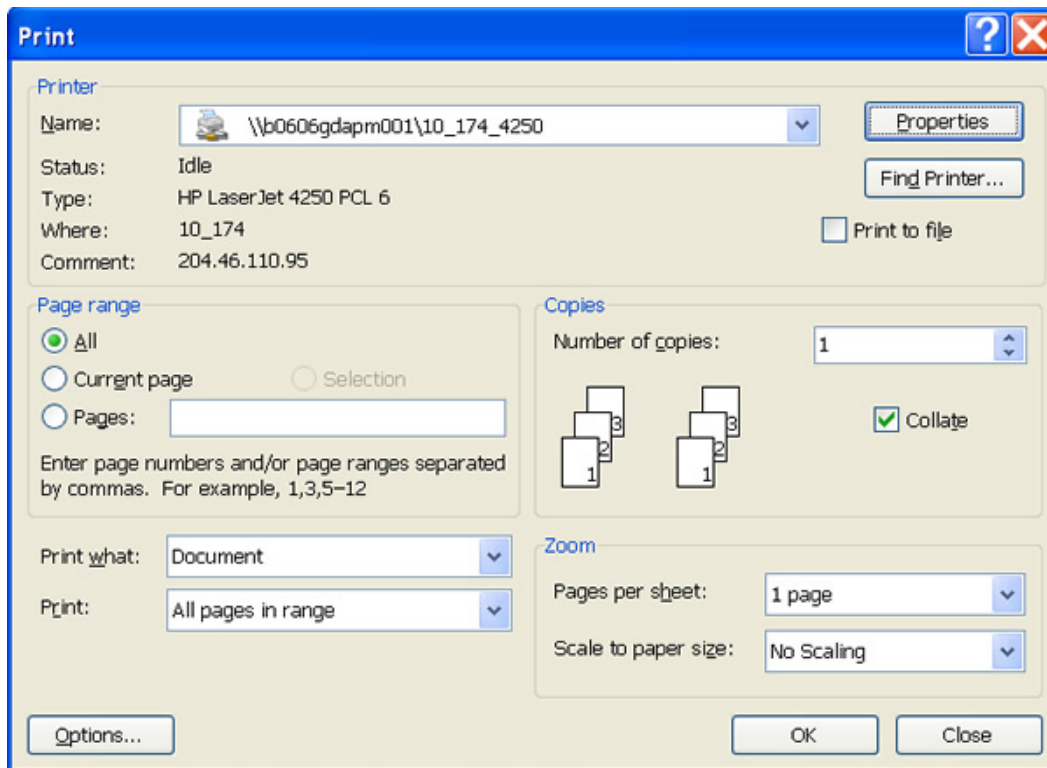


The screenshot shows the 'Job Storage' tab of the 'Document Properties' dialog box. The title bar reads '10_174_4250 on b0606gdapm001 Document Properties'. The 'Job Storage' tab is selected, and the following settings are visible:

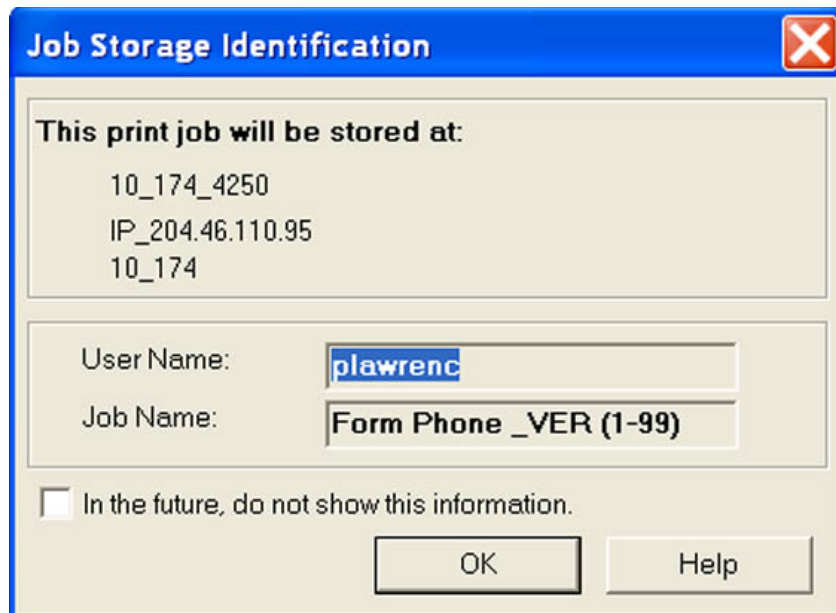
- Job Storage Mode:** Stored Job
- User Name:** User name (text box contains 'PLAWRENC')
- Make Job Private:** PIN to print (text box contains '....' and '(0000-9999)')
- Job Name:** Automatic (text box contains '<Automatic>')
- Job Notification Options:** Display Job ID when printing
- If job name exists:** Use Job Name + (1-99) (dropdown menu)

Buttons at the bottom include 'About...', 'Help', 'OK', and 'Cancel'. The HP logo is visible in the bottom left corner.

The **Print** window is displayed again. Click the **OK** button to send the job to the printer.

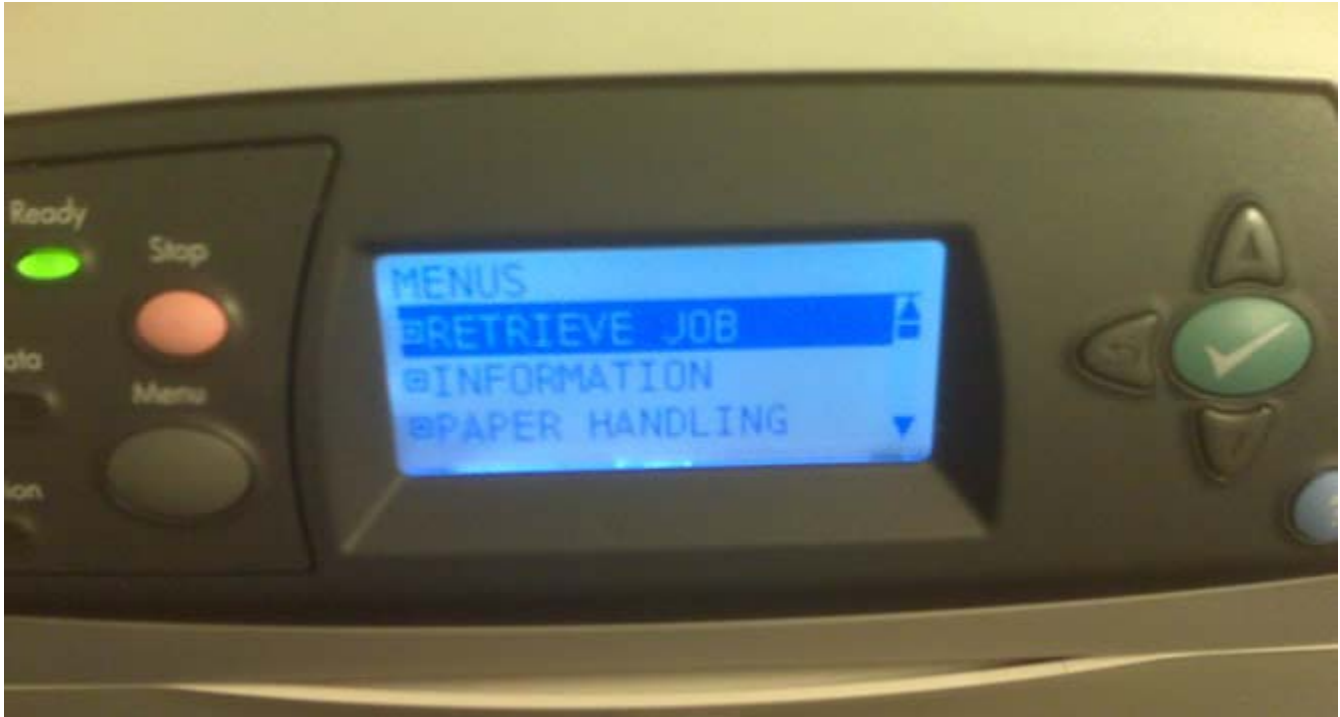


The **Job Storage Identification** window is displayed showing the job name and printer.



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**.



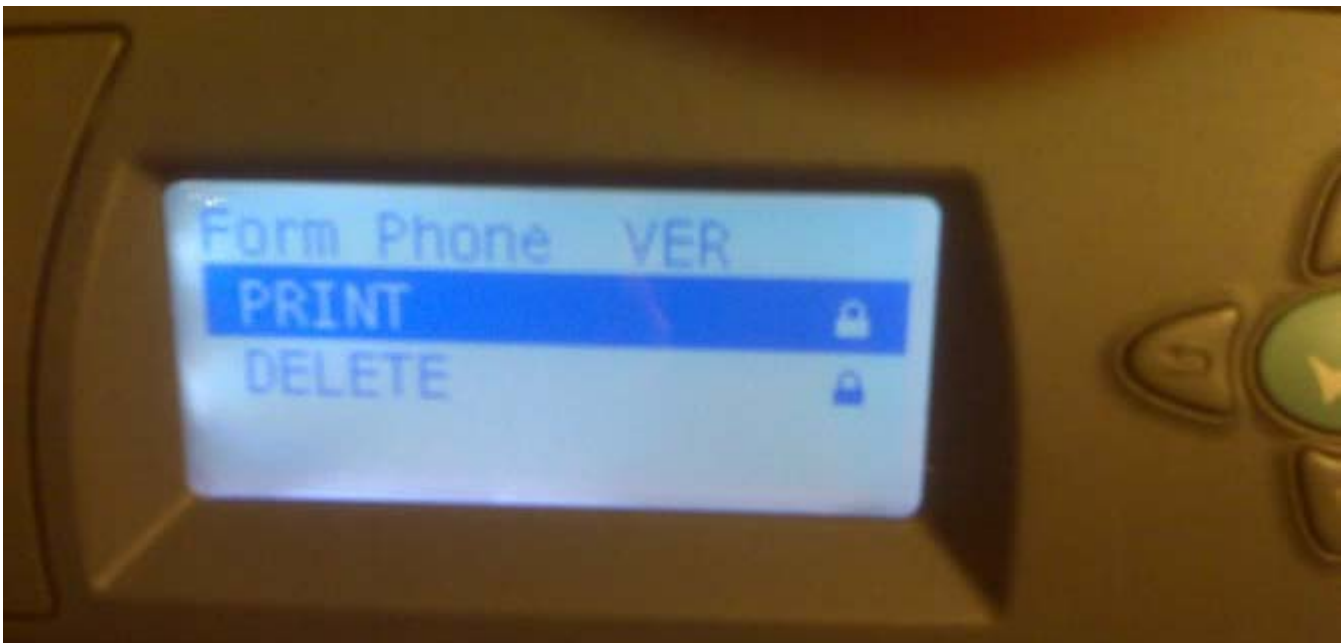
Use the UP and/or DOWN **arrow keys** to select your user ID. The number next to your user ID it shows the number of jobs you have awaiting printing. Press the **green button**.

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**.

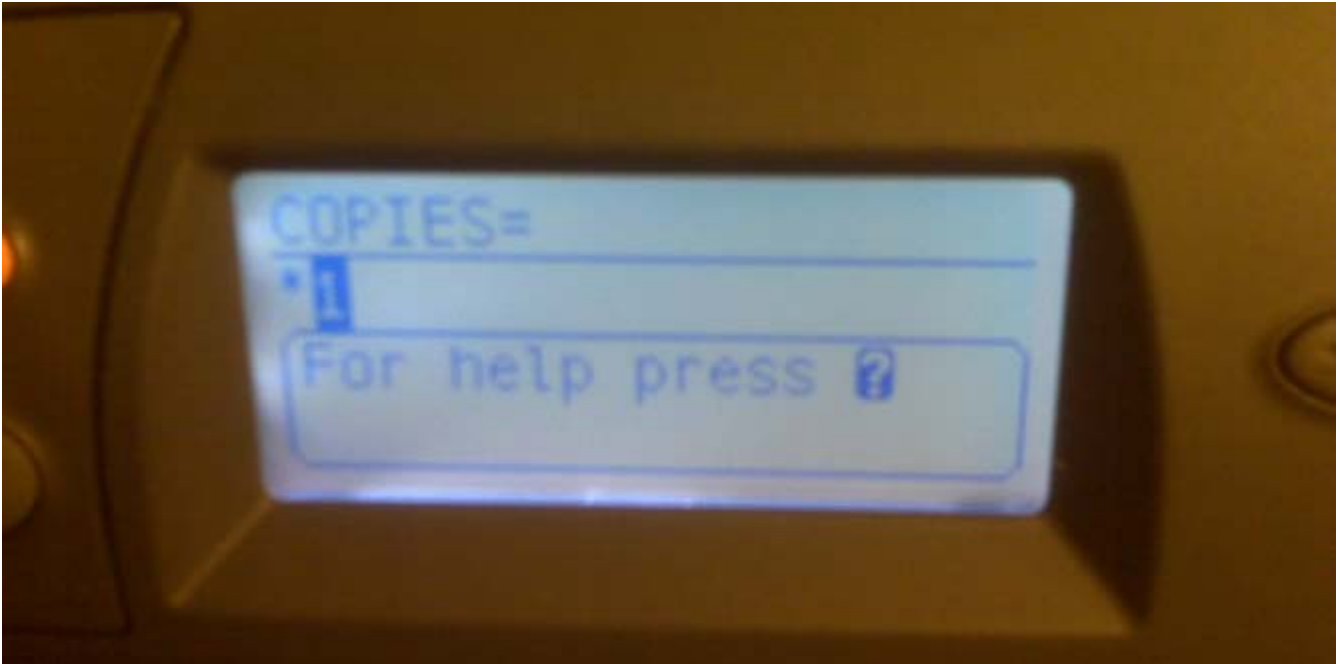
A display will prompt you for the 4 digit PIN code you created when you directed the job to this printer.



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: <http://www2.epa.gov/fec/technical-assistance>.

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

E-mail the FEC: fec@epa.gov