



How to Print a Confidential Document Using a Pin Code

Updated: 01/04/2012

PURPOSE

The following factsheet (starting on page 2) outlines how to send and print a confidential print job. 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.**

CONTACT INFORMATION

If you have questions related to this resource or need other assistance with the Federal Electronics Challenge, please contact your Regional Champion. The list of FEC Regional Champions is available at <http://www.federalelectronicschallenge.net/champions.htm>.

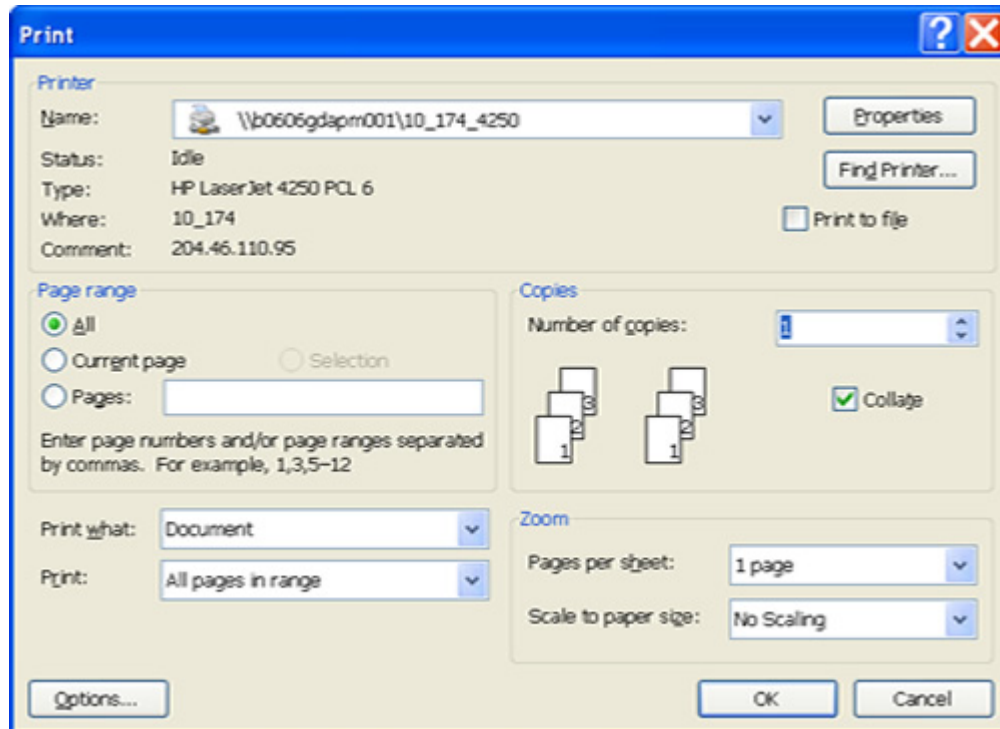
Partners may also request technical assistance via email to partner@electronicschallenge.net.

FEDERAL ELECTRONICS CHALLENGE

Web site: <http://www.federalelectronicschallenge.net/>
E-mail: info@electronicschallenge.net

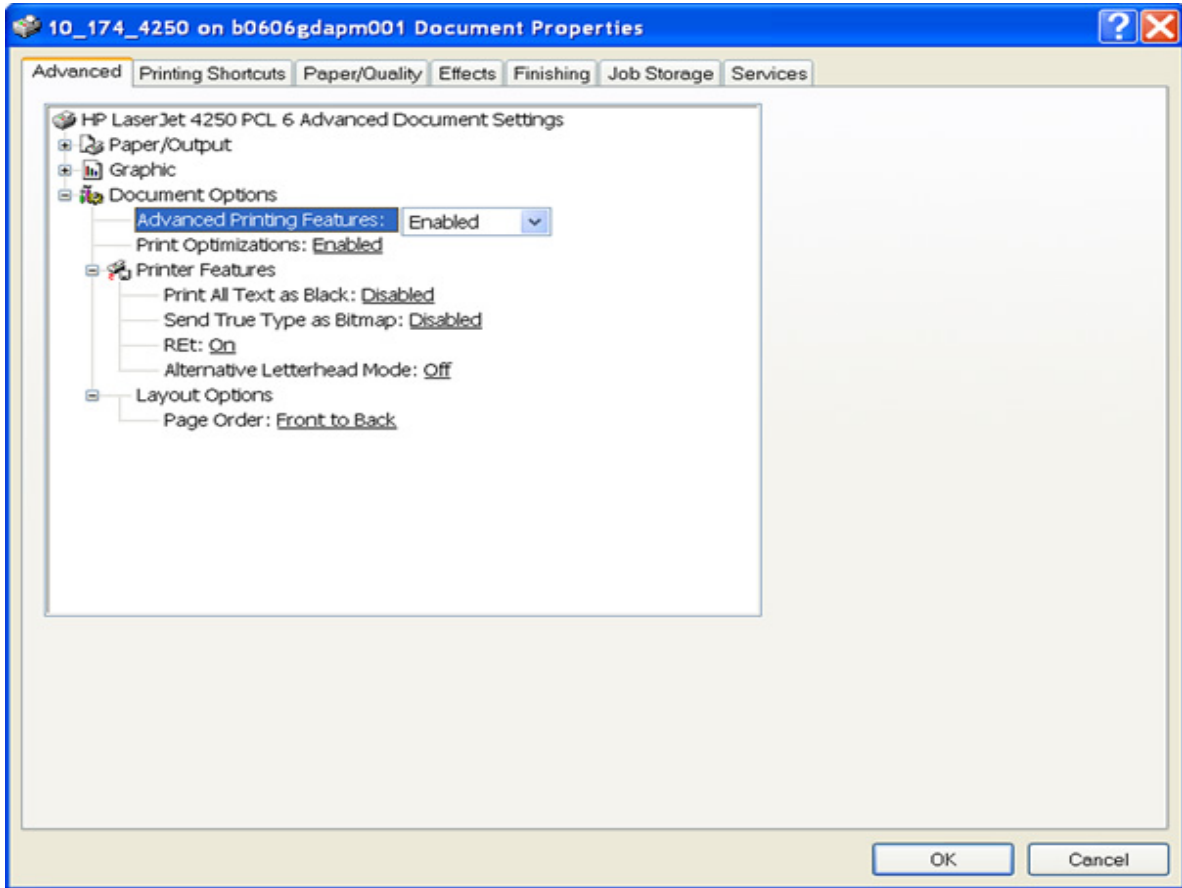
How to Print a Confidential Document on an Example Printer

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

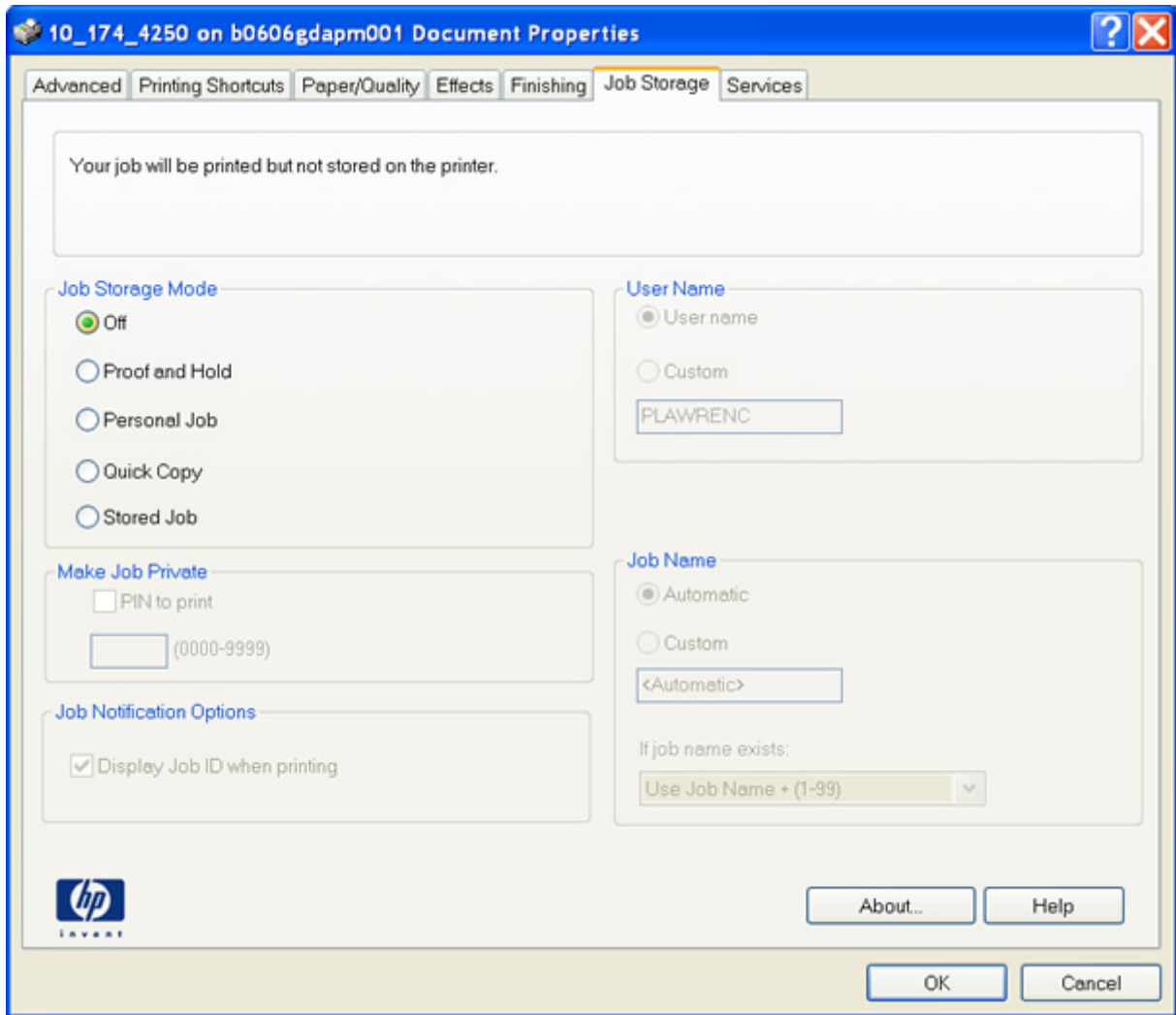


Click on the downward arrow in the **Name** box and select a printer. Now click the **Properties** button.

The **Document Properties** window is displayed.

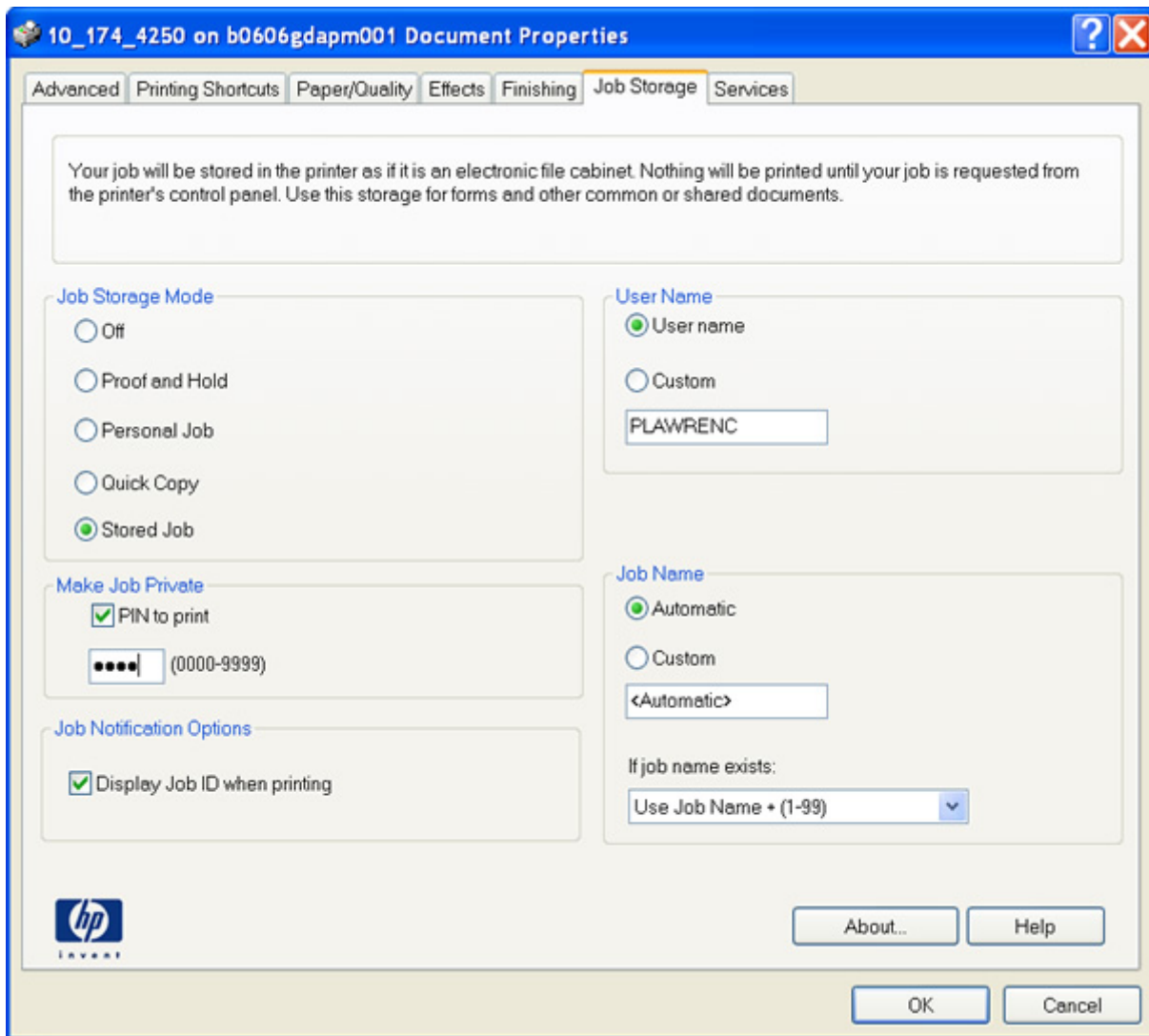


Select the **Job Storage** tab to display the Job Storage window.



On the **Job Storage** window do the following as shown in the next display:

1. Select the **Stored Job** button under **Job Storage Mode**.
2. Under **Make Job Private** check the **PIN to print** box.
3. In the box below that, type a 4 digit number (note: remember the number).
4. Click on the **OK** button.

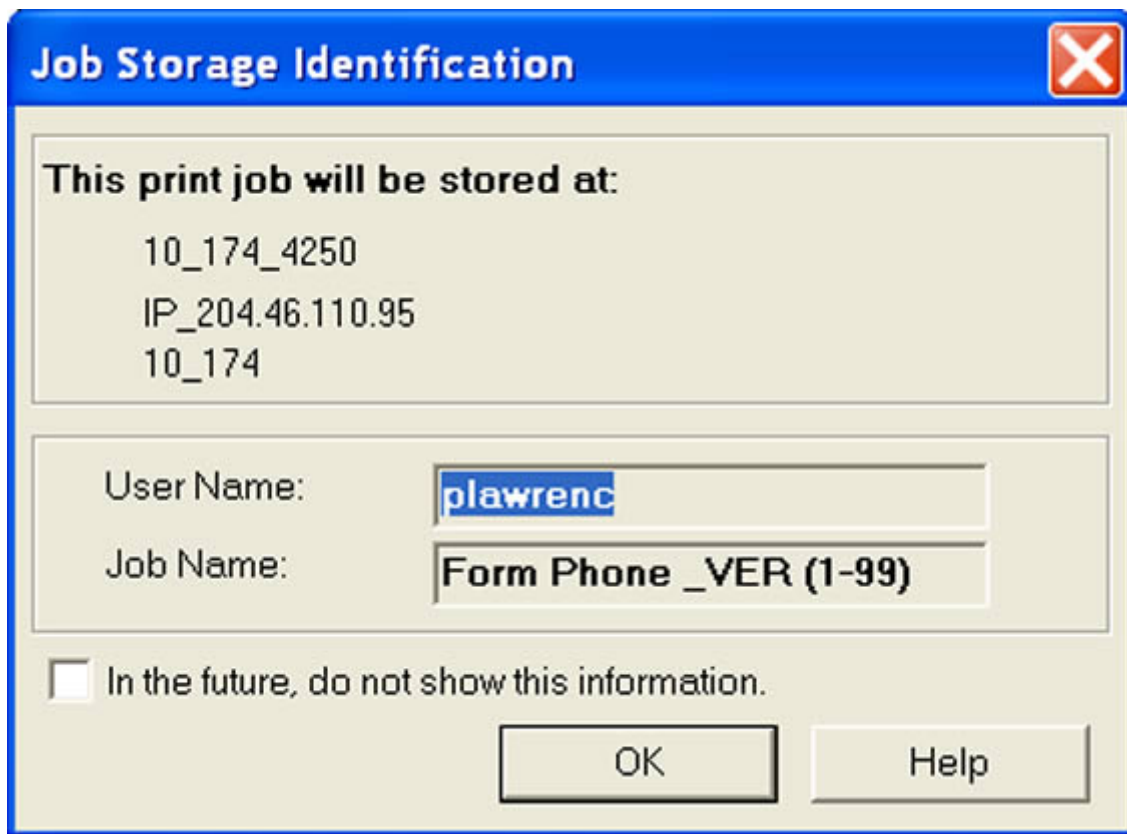


The **Print** window is displayed again. Click on the **OK** button.

The screenshot shows the Windows Print dialog box with the following settings:

- Printer:** Name: \\b0606gdapm001\10_174_4250; Status: Idle; Type: HP LaserJet 4250 PCL 6; Where: 10_174; Comment: 204.46.110.95. Buttons: Properties, Find Printer..., Print to file (unchecked).
- Page range:** All (selected), Current page, Pages: [empty]. Instruction: Enter page numbers and/or page ranges separated by commas. For example, 1,3,5-12.
- Copies:** Number of copies: 1; Collate (checked). Visual representation of collated pages 1, 2, 3.
- Print what:** Document; **Print:** All pages in range.
- Zoom:** Pages per sheet: 1 page; Scale to paper size: No Scaling.
- Buttons:** Options..., OK, Close.

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



The image shows a Windows-style dialog box titled "Job Storage Identification" with a red close button in the top right corner. The dialog is divided into three main sections. The top section, titled "This print job will be stored at:", lists three lines of text: "10_174_4250", "IP_204.46.110.95", and "10_174". The middle section contains two labels with corresponding text boxes: "User Name:" followed by a box containing "plawrenc", and "Job Name:" followed by a box containing "Form Phone _VER (1-99)". The bottom section features a checkbox that is currently unchecked, with the text "In the future, do not show this information." to its right. At the bottom center, there are two buttons: "OK" and "Help".

Job Storage Identification

This print job will be stored at:

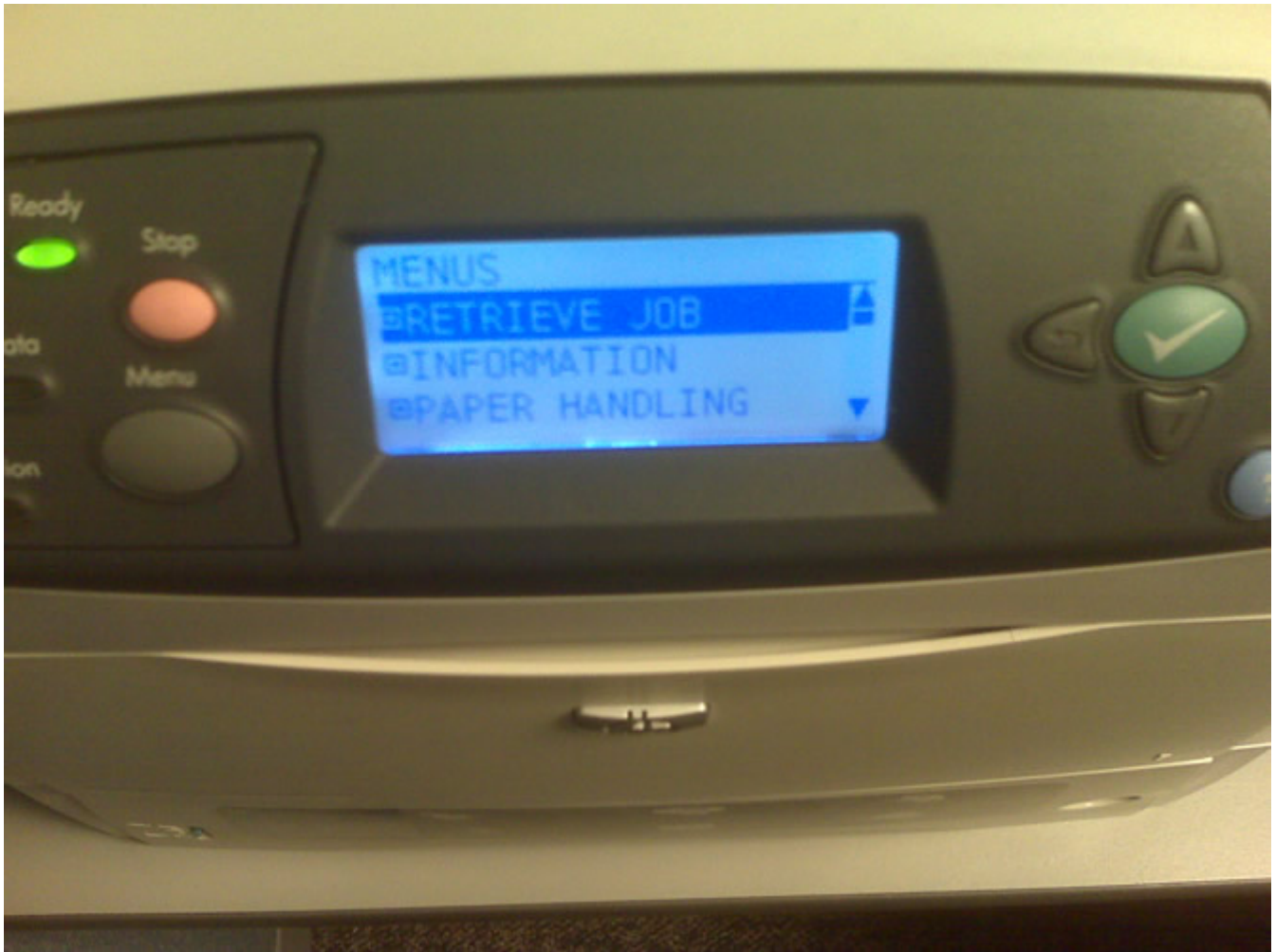
10_174_4250
IP_204.46.110.95
10_174

User Name:

Job Name:

In the future, do not show this information.

When you are ready to print the job on the printer, press the MENU button on the printer to see the following display. Press the GREEN button with a white checkmark to select the option RETRIEVE JOB.



A display of your userid with a number next to it shows the number of jobs you have awaiting print.



Press the GREEN button and a display shows the job names of the jobs awaiting print.



Press the GREEN button to select which job you want. The next display gives you the option to PRINT or DELETE the job. Highlight the option you want and press the GREEN button.



The following display prompts you for the 4 digit PIN code you created when you directed the job to this printer.



Press the UP and DOWN arrows to enter the DIGIT. Press the LEFT and RIGHT arrows to move to the next position. After entering the 4 digits, press the GREEN button.



The last display prompts you for the number of COPIES that you want printed. Use the UP and DOWN arrows to select the number of COPIES and press the GREEN button.



This is the END of how to print a confidential job on a printer.