

Kyocera Secure Printing

This function allows you to send a confidential document to the printer with an access code.

This means that the document will not print until you are at the machine and enter this code. The code is up to the individual and can change every time you use the function.

SETTING SECURE PRINT AT YOUR PC

Select print

Then select the printer properties

Select the JOB tab

Then tick Job Storage

Select private print and enter a 4 digit pin of your choice.

RETRIEVING YOUR DOCUMENT AT THE COPIER

On the home screen select Job Box

Then select the private print folder

You will see your user name here, select you then it will show you your print that's held there.

Select the one to print and enter your pin

This should then release the print off.

Once been printed it will not stay in the machines memory.