

# HOW TO PRIVATE PRINT ON A KYOCERA MFP

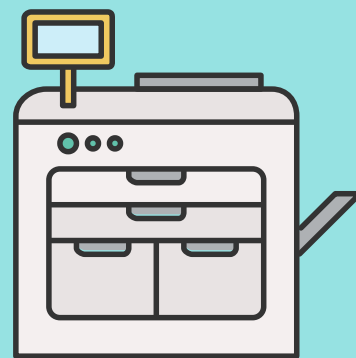


Sometimes you need to print a document securely without anyone else seeing. For this purpose, Kyocera MFP devices are enabled with a private print feature that releases your job on demand at the device when prompted with a code.



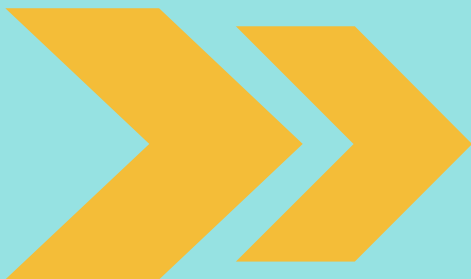
## FROM YOUR COMPUTER

- 1 FILE - PRINT - SELECT DEVICE FROM DROPDOWN LIST
- 2 SELECT PRINTER PROPERTIES
- 3 SELECT THE "JOB" TAB ON THE LEFT SIDE
- 4 "CHECK" THE BOX ON THE JOB STORAGE ICON
- 5 IN DROP DOWN LIST, SELECT PRIVATE PRINT
- 6 INPUT A 4-DIGIT CODE IN THE BOX
- 7 PRESS OK THEN PRINT



## FROM YOUR MFP

- 8 FROM HOMESCREEN PRESS "JOB BOX" ICON
- 9 CLICK PRIVATE PRINT/STORED JOB & CLICK NEXT
- 10 CLICK NEXT ONCE YOU SELECT YOUR NAME/DEVICE
- 11 SELECT THE DOCUMENT & CLICK PRINT
- 12 ENTER YOUR 4-DIGIT CODE IN THE BOX & PRESS OK
- 13 PRESS PRINT



Looking for more features from your MFP? Let us help!

Visit our website!  
[www.copiers-plus.com](http://www.copiers-plus.com)

