Printing Data Saved on the Printer (Private Printing)

- 1. To print a document first select a printer in the printing menu
- 2. Now you will be asked to enter a 4 digit code of your own free choice (please do not choose the NC-number to avoid identically coded print jobs)
- 3. Please remember the code, go to the selected printer and follow the further instructions below to perform the print job.

1. Display the screen

1.1. Press [Job Box] in the home screen.



1.2. Select [Private Print/Stored Job] and press [Open].

Auftragsbox.		
	ي د الم	
Privater/Gespeicherter Druckauftrag	21	
Schnellkopie/Prüfen und Halten	21	1
Wiederholungskopie	21	1/1
Formular für Formularüberlagerung	21	1
	2	\sim
	Öffne	n

2. Print the document.

2.1. Select the creator of the document and press [Open].

rivater/Gespeicherte	r Druckauftrag		
	Benutzername	Dateien	
1 Anwender		5	^
2 Anwender		2	
3 Anwender		1	1/2
4 Anwender		1	
5 Anwender		1	$\overline{\mathbf{v}}$

2.2. Select the document to print and press [Print].



The document is protected by an access code, the password entry screen will be displayed. Enter the password using the numeric keys.

2.3. Specify the number of copies to print as desired.

2.4. Press [Start Print].

Printing starts. Upon completion of printing, the Private Print job is automatically deleted.

3. Deleting the document

Return to the Job box.

ß	Auftragsbox					
Benut	zer 1					
	A Dateiname	A Datum/Zeit	I ∧ Größe			
	🗈 1Datei	02/02/2013 09:40	21 MB	^		
	2Datei	02/02/2013 09:45	30 MB			
			1		Detail	
	9			\sim		
Drucke	n		Lösc	hen		
<u>≰</u> J Schließen						

3.1. Select the document to delete and press [Delete].

NOTE: The document is protected by an access code, the password entry screen will be displayed. Enter the password using the numeric keys.

3.2. Press [Yes] in the confirmation screen.