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].

2. **Print the document.**

2.1. Select the creator of the document and press [Open].
2.2. **Select the document to print and press [Print].**

![Print screen](image)

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.

![Delete screen](image)

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.**