

- 3 Enter the [Secure Print ID:] and [Password:].



- Selecting the [Save Settings] check box saves the settings. In addition, if the [Do not show this window when setting] check box is selected, the dialog box does not appear when the function is specified.
- When [Password Rules] is enabled on the machine, the passwords that can be used for secure printing are limited. If a password that does not comply with the password rules is entered, the job is deleted. For details on the [Password Rules], refer to the [User's Guide Copy Operations].

- 4 Print the document.

12.2.2 Recalling a job from the control panel

The [Secure Print] jobs are saved in the [Secure Document User Box]. To print a secured document, the ID and password that have been specified in the printer driver are required.

Reference

- Secured documents are automatically deleted after a certain length of time has elapsed since their registration. The default setting for this time is 1 day, and the value can be specified in the administrator mode. For details, refer to page 13-44.
- To manually delete a secured document that has been printed, operate in administrator mode. For details, refer to page 13-43.



Reference

For details on the functions of the keys on the control panel, refer to the [User's Guide Copy Operations].

For details on the User Box functions of the machine, refer to the [User's Guide Box Operations].

For details on specifying the [Confidential Document Access Method], refer to the [User's Guide Copy Operations].

When the [Confidential Document Access Method] is set to [Mode 1]

- 1 Press the **User Box** key on the control panel.
→ Press [User Box] when the application menu is displayed.
- 2 Select [Secure Document User Box] in [System User Box], and then press [Use/File].



- 3 Enter the [ID] for the secure print document, and then press [OK].



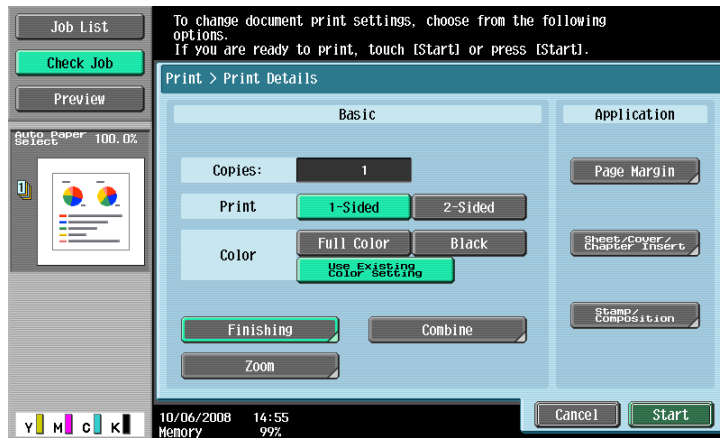
- 4 Enter the password for the secure print document, and then press [OK].
If the specified ID and password match, the list of secure print documents appears.



- 5 Select the document to be printed on the [Print] tab, and then press [Print].
The contents and a preview of the document can be checked in [Document Details].



- 6 Change the print conditions as necessary.



- 7 Press [Start] or the **Start** key in the control panel.
The document is printed.
→ To stop operations, press [Cancel].