

Business and Financial Services Documentation

Secure Printing to HP M750

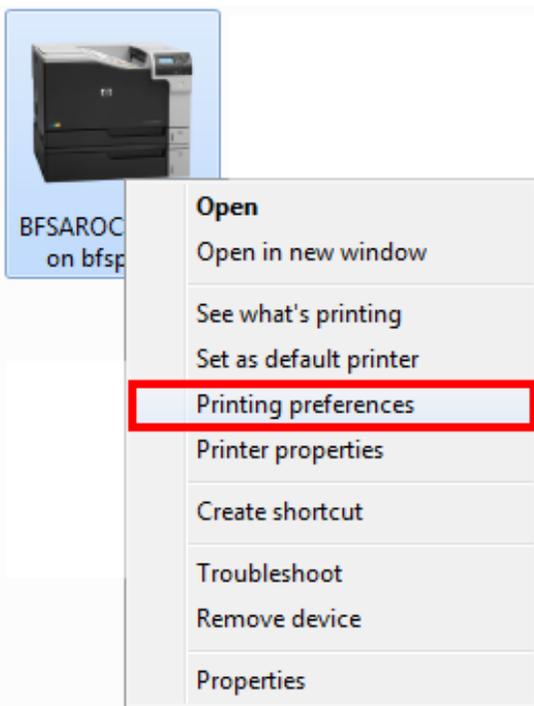
08/25/2015

This document shows how to setup a Secure Printing to an HP M750 (new HP Color LaserJet) printer(s) by using a PIN number.

First, click on your start button and select ***Devices and Printers***

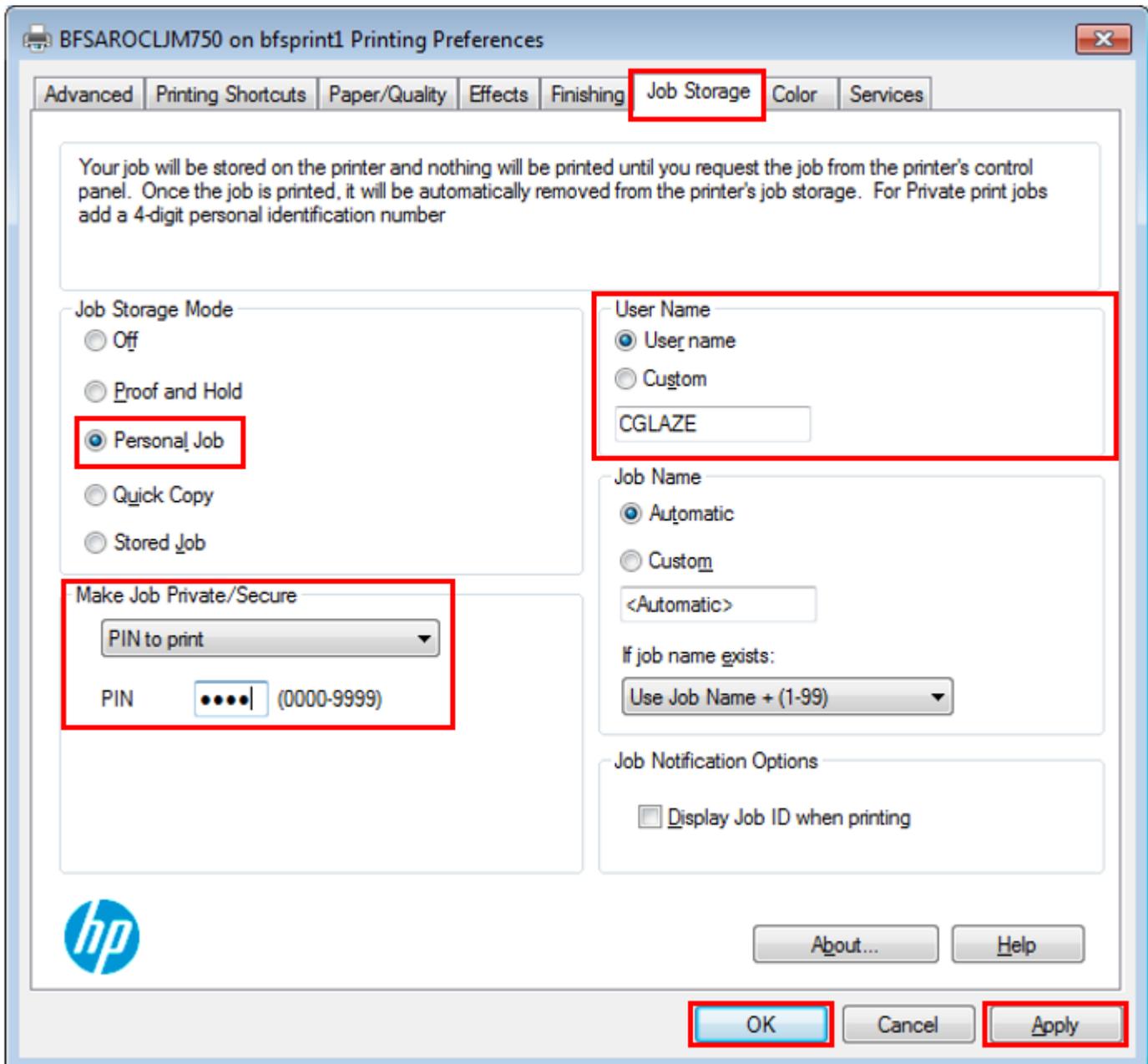


When the ***Devices and Printers*** window opens up right click on the desired HP M750 printer you want to print from and select ***Printing preferences***

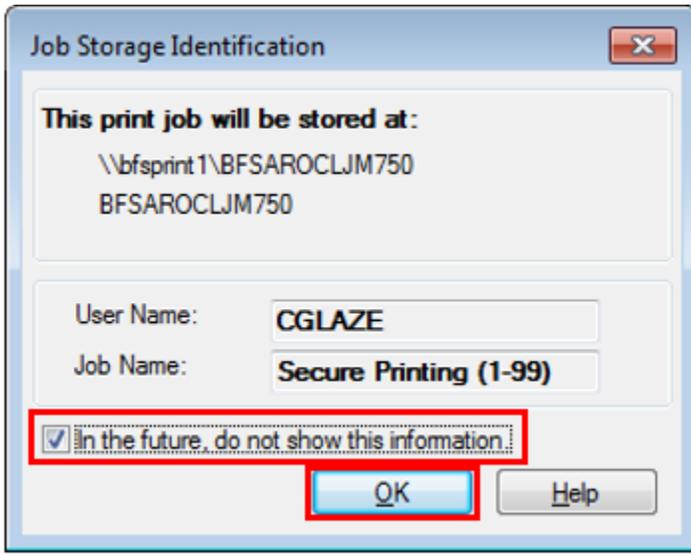


On the **Printing Preferences** window select the **Job Storage** tab. From here (starting on the top left and working to the bottom right) Select **Personal Job** under **Job Storage Mode**. Click on the dropdown menu below **Make Job Private/Secure** and select **PIN to print**. Enter in a 4 digit code and remember it. If you want a different username to be displayed on the printer you can type it under the **User Name** portion but leaving it as default is a best practice. When all changes have been made click the **Apply** button and then the **OK** button.

Note: If you wish to turn of Secure Printing follow the steps above to open the Printing Preferences for the same printer. Under Job Storage Mode select Off. Click the Apply and OK buttons to disable Secure Printing.



The first time a print job is sent to the printer after making the changes above a **Job Storage Identification** window will pop up. If you do not wish to see this every time a print job is sent to this printer check the box next to ***“In the future, do not show this information”*** and click the **OK** button.



Please note that any print jobs sent to this printer with the above settings will be held until it is released using the following steps at the printer.

At the printer, push the OK button to open the menu (sorry for the bad pictures on this).



On the **Main Menu** screen use the arrow keys to select **Retrieve from Device Memory** and push the **OK** button



Using the arrow keys select your **Job Folder** name (the same name that was setup under the Printing Preferences above) and push the **OK** button

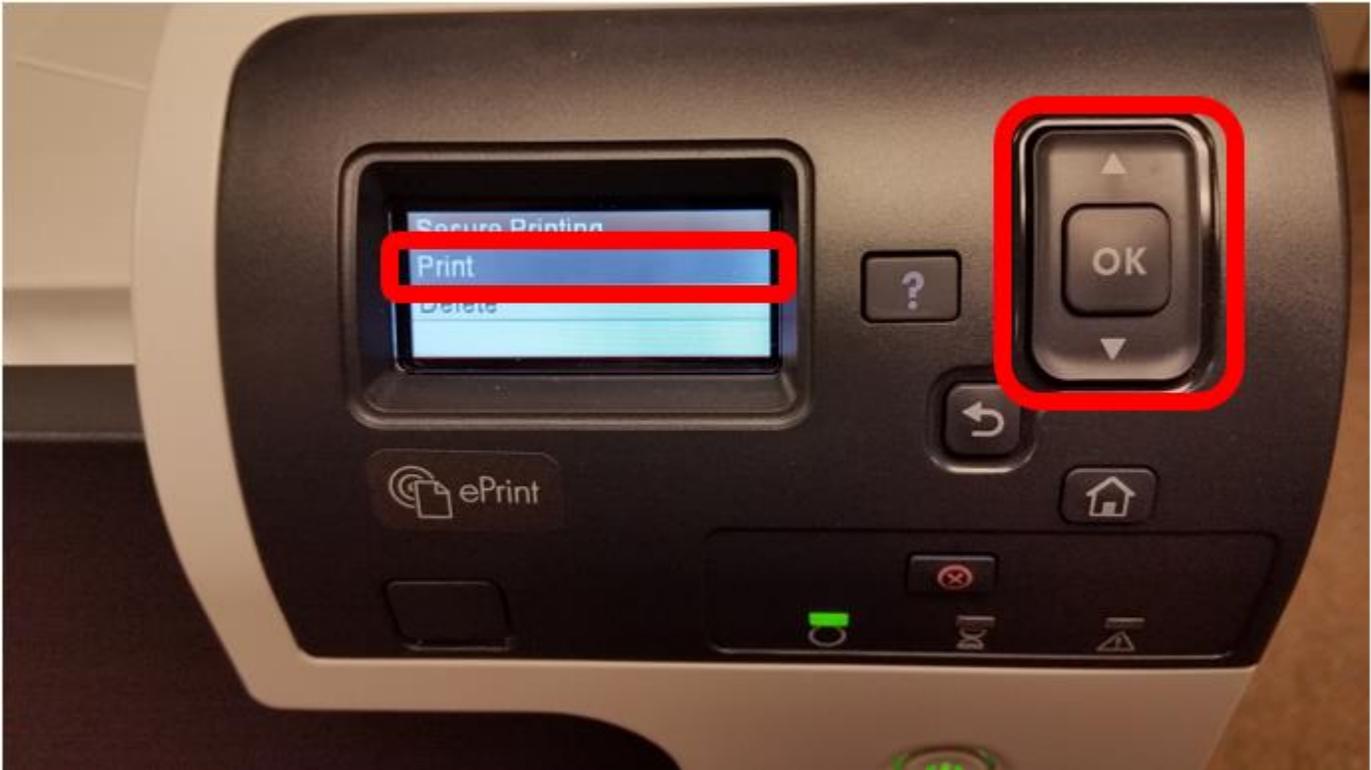


Secure Printing will already be highlighted (it will be the only option), push the **OK**

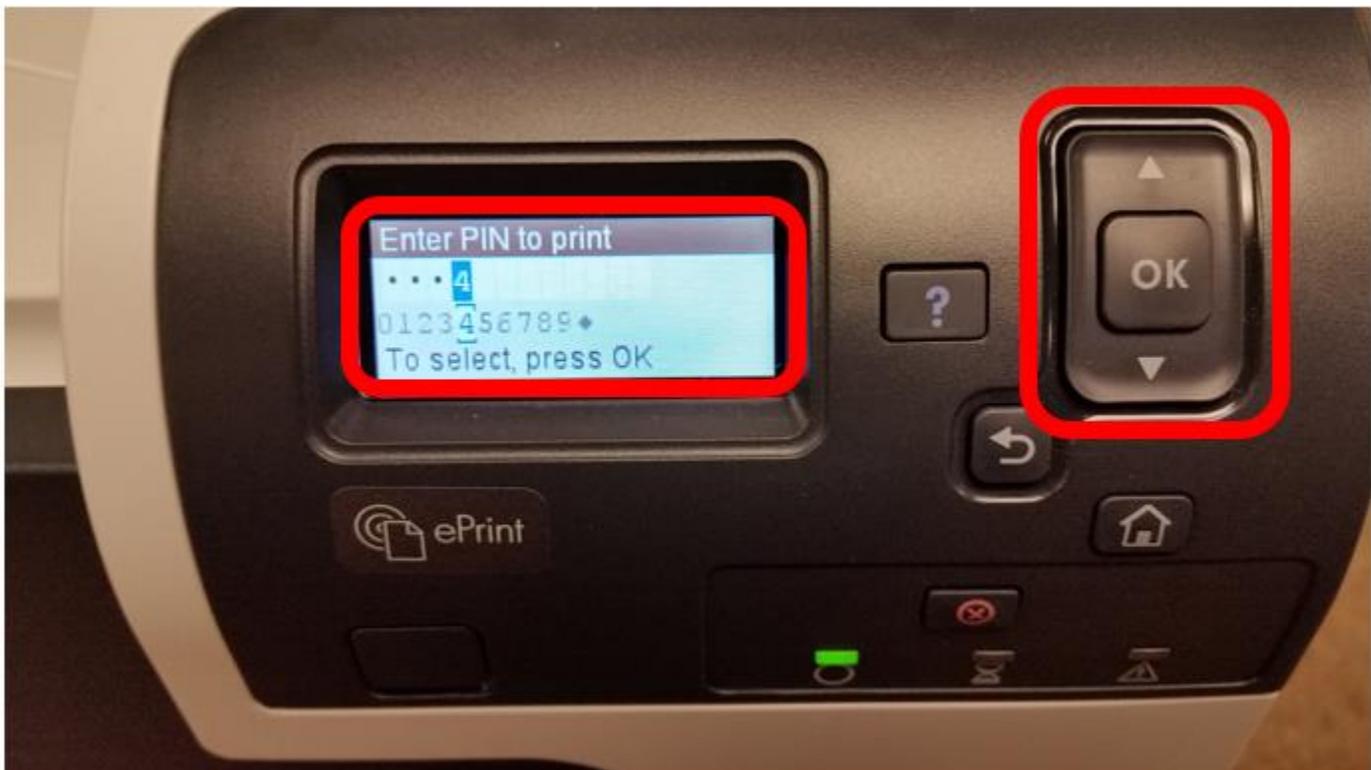


Under the **Secure Printing** menu select **Print** and push the **OK** button

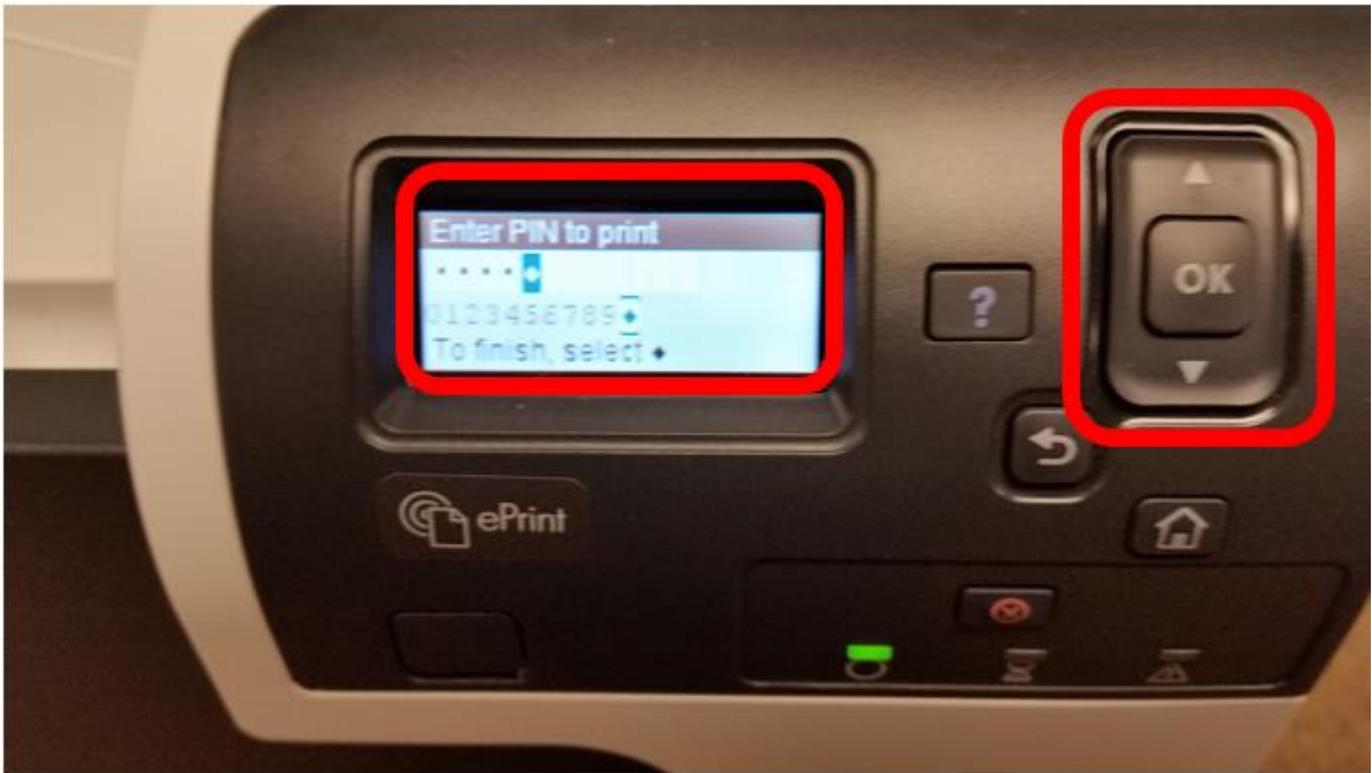
Note: You can also delete the secure print job from here as well and you will follow the steps below to enter in the Pin to delete the print job



The printer will now prompt for the PIN created in the steps above. Using the arrow keys select the first number of the PIN and push the **OK** button. Using the arrow keys again select the second number of the PIN and push the **OK** button (keep following these steps until the whole PIN has been entered).



After the PIN has been entered use the arrow keys to select the diamond  push the **OK** button



On the **Copies** screen use the arrow keys to select how many copies are needed and push the **OK** button to start printing.

Note: If you needed 5 copies and already told the print job that, you **DO NOT** need to select 5 on this screen.

