Kyocera Taskalfa model printers* – Private Print Instructions

At the Print Menu

- Click on Printer Properties
- Click on Job (in left column)
- Click on Job storage button
- From “Type” drop-down box choose Private Print
- Unclick prompt for access code
- Specify an Access code of your own choosing
- Click OK.

This returns you to main menu.

- Click on Print.

*For models:

3501i, 4501i, 5501i, 3051ci, 3551ci, 4551ci, 5551ci
Printing from PC > Printing Data Saved on the Printer

**Printing Data Saved on the Printer**

If you configure settings in the [Job] tab of the printer driver and then print, the print job will be saved in the Job Box (memory) and printing can be executed at the machine.

**Private Print/Stored Job**

Private Print/ Stored Job Box stores the print data which is printed by using the printer driver as a Private Print/ Stored Job. Refer to the Printer Driver User Guide on how to print a job as Private Print or Stored Job using the printer driver.

**Printing and Deleting the Document**

Print/delete the documents stored in a Private Print/ Stored Job box.

The procedure is as follows.

1. **Display the screen.**

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

   ![Home Screen](image1)

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

   ![Job Box Screen](image2)

2. **Print and delete the document.**

   **Printing the document**

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

   ![Job Box Screen](image3)
Printing from PC > Printing Data Saved on the Printer

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

1

2

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

3 Specify the number of copies to print as desired.

4 Press [Start Print].

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

Deleting the document

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

2

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

2 Press [Yes] in the confirmation screen.