

## **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 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.

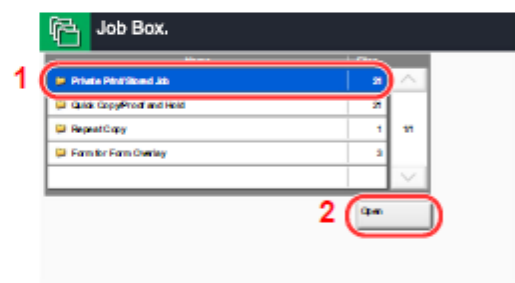
The procedure is as follows.

#### 1 Display the screen.

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



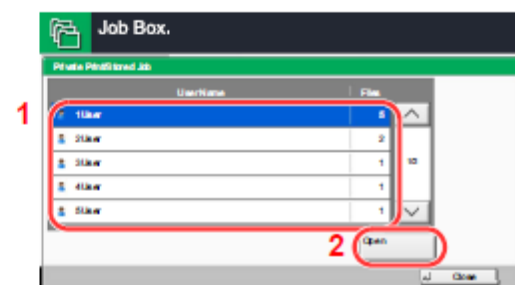
- 2 Select [Private Print/Stored Job] and press [Open].



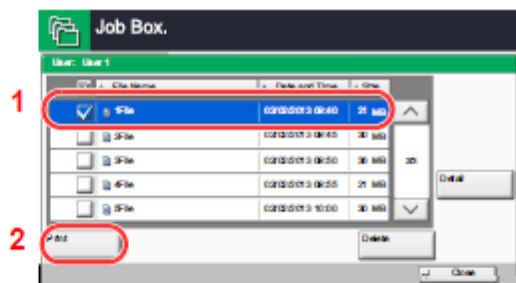
#### 2 Print and delete the document.

Printing the document

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



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

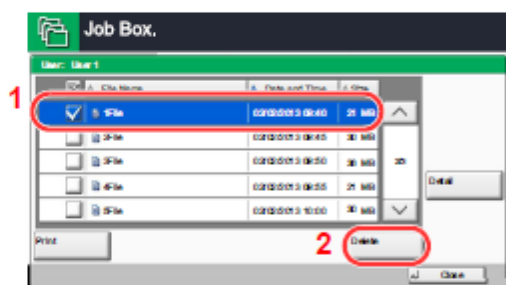


**NOTE**

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].

**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.