

## Setting up secure print on MFD's

- Go to Start, Settings, Printers and Faxes.
- Right-click on the MFD and select Properties.
- Go to the Device tab and change the HDD Unit field from Not Installed to Installed.
- Click Ok.
- Right-click on the MFD and select Printing Preferences.
- Go to the Job Type tab.
- Check the Job Type box on the right.
- Create a unique user ID (CARS ID# is a good suggestion).
- Click on the second icon (the icon with a key on it) to activate the Password field. Create a unique password (College PIN is a good suggestion, as you are limited to a 4 digit number in this field).
- Do not check the Input when printing box, unless the PC is shared by many users. Checking the box allows a user to supply the User ID and Password on the fly, when a print job is sent to the MFD.
- Click OK.

While the MFD will receive the print job, the print job will not automatically come out of printer (for the whole world to see.) In order to have the MFD release the job, walk up to the MFD and:

- Press the Print button (below the Scan button).
- Type the User ID supplied earlier during the print job creation.
- Press the OK on screen button.
- The list of print jobs the user has waiting under the User ID will be listed.
- Select the desired job to print.
- Select the Print on screen button.
- Type Password supplied earlier during the print job creation.
- Press OK on screen button.
- When done releasing jobs, press the Copy button on the panel to return to typical walkup screen.

This will print the job(s) in question.