Secure Print Mode Overview and Guide for Windows 10 Users

Employees are asked to use secure print mode when printing documents with confidential information such as personal information, where possible.

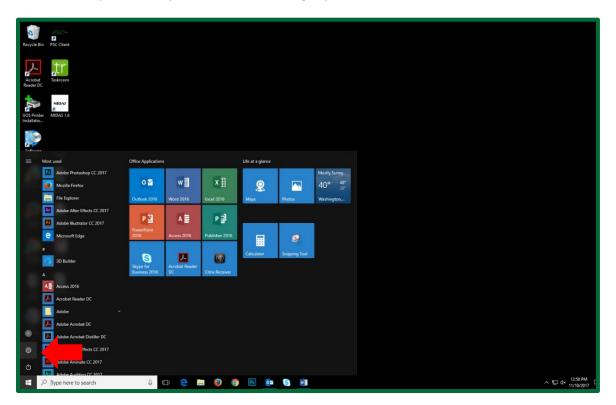
Secure printing sends the print job to the printer, but does not immediately print it.

Secure print mode is an option on many larger multi-function printing devices, but is not offered on all Government network printers.

If a print job is sent as secure, the employee would need to go to the device and enter a "pin number" to allow the printer to complete the print job.

Determine if a printer has secure print mode

1. Locate the list of printers on your workstation by clicking the Windows icon or "Start" button in the corner of your desktop, then click the settings option on the left side of the menu.



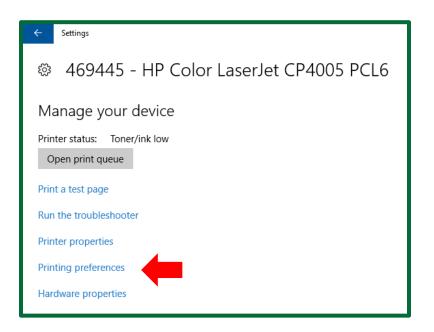
2. From the settings menu, select "Devices."

Settings					-3	×
			Windows Settings			
		Find a se	tting	٩		
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		•		<u>A</u>	X	
	System Display, notifications, apps,	Devices Bluetooth, printers, mouse	Network & Internet Wi-Fi, airplane mode, VPN	Personalization Background, lock screen,	Accounts Your accounts, email, sync,	
	power			colors	work, other people	
	<u>e.</u>	(L)	Д			
	À字	CT		N		
	Time & language Speech, region, date	Ease of Access Narrator, magnifier, high	Privacy Location, camera	Update & security Windows Update, recovery,		
		contrast		backup		

3. From the Devices window, select the printer you want to uninstall. A dropdown menu will appear, and select "Manage."

← Settings	
O Home	Add printers & scanners
Find a setting	+ Add a printer or scanner
Devices	
Printers & scanners	Printers & scanners
🖷 Connected devices	469431 - TOSHIBA e-STUDIO6520C PCL6
() Mouse & touchpad	469445 - HP Color LaserJet CP4005 PCL6
📼 Typing	Toner/ink low
🖉 Pen & Windows Ink	Open queue Manage rice
စြာ AutoPlay	Adobe PDF
🖞 USB	Fax

4. Select "Printing preferences."



5. If the printer has the secure print mode option, the printing preferences will have a tab labeled "Job Storage."

🖶 469445 - HP Color LaserJet CP4005 PCL6 Printing Preferences 🛛 🗙					
Advanced Printing Shortcuts Paper/Quality Effects Fin	thing Job Storage Cold Services				
Job Storage Mode	nted the process of the job from the printer's control panel matically removed from the printer's job storage.				
C Proof and Hold Personal Job C Quick Copy C Stored Job	Job Name C Automatic C Custom				
Make Job Private/Secure PIN to print PIN (0000-9999)	<automatic> If job name exists: Use Job Name + (1-99)</automatic>				
	☐ Job Notification Options ☐ Display Job ID when printing				
	About Help				
	OK Cancel Apply				

Setting up secure print mode

1. To set up secure print mode, get to the Job Storage window by following steps one through five in the *determine in a printer has secure print mode guide*. In the printing preferences window, under the tab labeled "Job Storage," select "Personal Job."

Advanced Printing Shortcuts Paper/Quality Effects F	Finishing Job Storage Color Services
Your job will be stored on the printer and nothing will be and input the PIN. After the job has printed, it will be au Job Storage Mode C Off Proof and Hold Proof and Hold Quick Copy Stored Job Make Job Private/Secure Prime note PIN (0000-9999)	printed unity years and we gob from the printer's control panel tomatically removed from the printer's job storage.
	About Help

2. Under "Make Job Private/Secure" drop down menu, select "PIN to print". Below the drop down menu, enter a pin of your choice in the field next to PIN. This pin will be used to release the print job at the printer.

🖶 469445 - HP Color LaserJet CP4005 PCL6 Printing Pref	erences X						
Advanced Printing Shortcuts Paper/Quality Effects Fini	shing Job Storage Color Services						
Your job will be stored on the printer and nothing will be printed until you request the job from the printer's control panel and input the PIN. After the job has printed, it will be automatically removed from the printer's job storage.							
Job Storage Mode	User Name						
COff	User name Custom						
C Proof and Hold	Custom						
Personal Job	Magazine and Annual						
C Quick Copy	Job Name Automatic						
C Stored out	C Custom						
Make Job Private/Secure	Custom						
PIN to print	,						
PIN (0000-9999)	If job name exists: Use Job Name + (1-99)						
PIN (0000-9999)							
	Job Notification Options						
	✓ Display Job ID when printing						
	About Help						
	OK Cancel Apply						

3. To complete this process, click "Apply" followed by "OK."

anced Printing Shortcuts	Paper/Quality	Effects	Finishing	Job Storage	Color	Services	
Your job will be stored on th and input the PIN. After the Job Storage Mode			automatical			rom the printer's control pane iter's job storage.	
COff				User name			
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 Personal Job 				b Name			
C Quick Copy				Automatic			
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Make Job Private/Secure				Custom			
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PIN to print	•		H	job name exist	S:		
PIN (0000-9999)			Use Job Name + (1-99)				
			Jo	b Notification (Options -		
				Display Jo	b ID whe	n printing	
hp					Ab	out Help	

4. Proceed as usual when printing a document. Once the print option is selected in a document, the following screen will appear. Click "OK."

	Il be stored at:
469445 - HP 469445p.gos	Color LaserJet CP4005 PCL6 .ca
User Name:	
Job Name:	Document 1(1-99)

Note: There are a wide-variety of printers in Government's IT environment. You may need to adjust the above steps to match the options available on your individual printer.

At any time, if you require assistance please call the IT Service Desk at 306-787-5000.

Setting up secure print mode

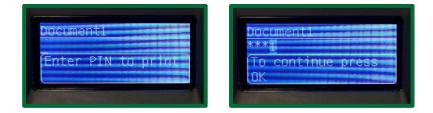
1. Once a document has been sent to a printer using secure print mode, head to that printer. From the printer's menu, scroll to the "Retrieve Job" option.



2. Select the job as listed by your UserID. Select either "Print" or "Print and Delete".

RETRIEVE JOB		Document1
	wpuetiment)	DELETE A

3. Enter the PIN you identified in the "Job Storage" portion of the *Setting up secure print mode guide*. If the printer does not have a numeric keypad or digital keypad, you may need to use the up and down arrows to enter your PIN.



4. Select "Print".



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