

How to print securely or store print jobs to a Sharp MFP from a computer

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If you need/want to do this occasionally (not every print job) and you are OK if it goes to the Main Folder on the Sharp:

When you are ready to print any document **at your computer:**

File > Print > Properties (or Preferences) > Job Handling > Check the Retention box and enter any 5 digit numeric password and click OK and Print.

To retrieve this **at the copier:** Document Filing > Main Folder > Select your print job and enter the 5 digit number you gave it and select either Print and Delete (print it once and delete it from the Sharp) or Print and Save (print it now and keep it on the Sharp in case you would like to print it again in the future).

If you need/want to do this for all of your print jobs:

On your PC: Printer & Faxes or Devices & Printers > right-click the Sharp > Preferences > Job Handling > Check the Retention box and enter any 5 digit numeric password and click OK

Whenever you print any document **at your computer:** Simply print it as you normally would.

To retrieve this **at the copier:** Document Filing > Main Folder > Select your print job and enter the 5 digit number you gave it and select either Print and Delete (print it once and delete it from the Sharp) or Print and Save (print it now and keep it on the Sharp in case you would like to print it again in the future).

Les Olson Company Knowledge Base

<http://www.kb.lesolson.com/InstantKB2016/KnowledgebaseArticle50434.aspx>