

Secure Printing

Kyocera Secure Printing Guide

The **Private Print** feature holds your document in the printer's memory until you physically arrive and enter a code. This is ideal for sensitive documents or shared office spaces.

Part 1: Sending a Secure Document (One-Time)

Use these steps if you only need to secure a specific document.

1. Open your document and select **Print**.
 2. Click **Printer Properties** (or *Printing Preferences*).
 3. Navigate to the **Job** tab.
 4. Check the **Job Storage** box and select **Private Print**.
 5. Type a unique **4-digit access code**.
 6. Click **OK** and then **Print**.
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Part 2: Retrieving Your Job at the Printer

Once you are physically at the Kyocera machine:

1. Press the **Document Box** button (bottom left of the control panel).
2. On the touchscreen, select the **Job Box** tab.
3. Select **Private Print/Stored Job** → **Open**.
4. Select your **Username** → **Open**.
5. Check the box next to your document and press **Print**.
6. Enter your **4-digit code**.
7. Choose the number of copies and touch **Start Print**.
8. **Clean Up:** Press **Reset**, then **Copy** to leave the machine ready for the next person.

Part 3: Set Secure Print as Your Permanent Default

If you want *every* document you print to be held securely by default, follow these steps in Windows:

- Go to **Windows Start > Devices and Printers**.
- **Right-click** your Kyocera printer and select **Printing Preferences**.
- Go to the **Job** tab and check **Job Storage (e-MPS)**.
- Select **Private Print** and choose one of two options:
 - **Prompt for Access Code:** You'll type a new code every time you hit print.
 - **Specify Access Code:** Save one permanent code to use every time.
- Click **OK** to save.

Tips & Troubleshooting

- **Locked Out?** If you forgot to set a code, try the default: .
- **Stuck in Secure Mode?** If your printer keeps asking for a code and you want it to stop, go back to the **Job** tab in settings and **uncheck Job Storage**.

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