



Kyocera Private Print Settings

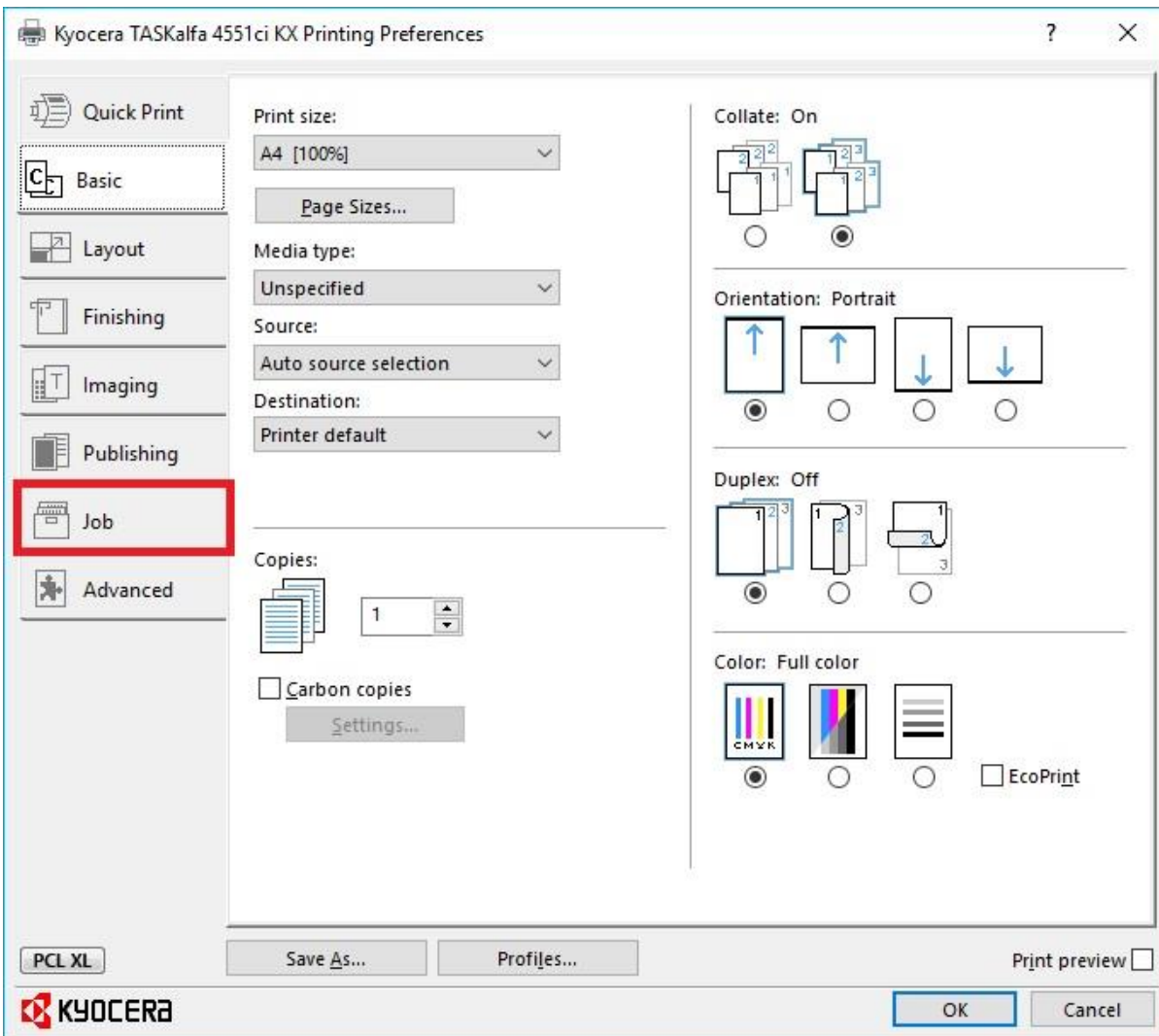
In the package you are using select file print

Select the required printer

Select printer properties

You should now see the properties panel as shown below

Select Job

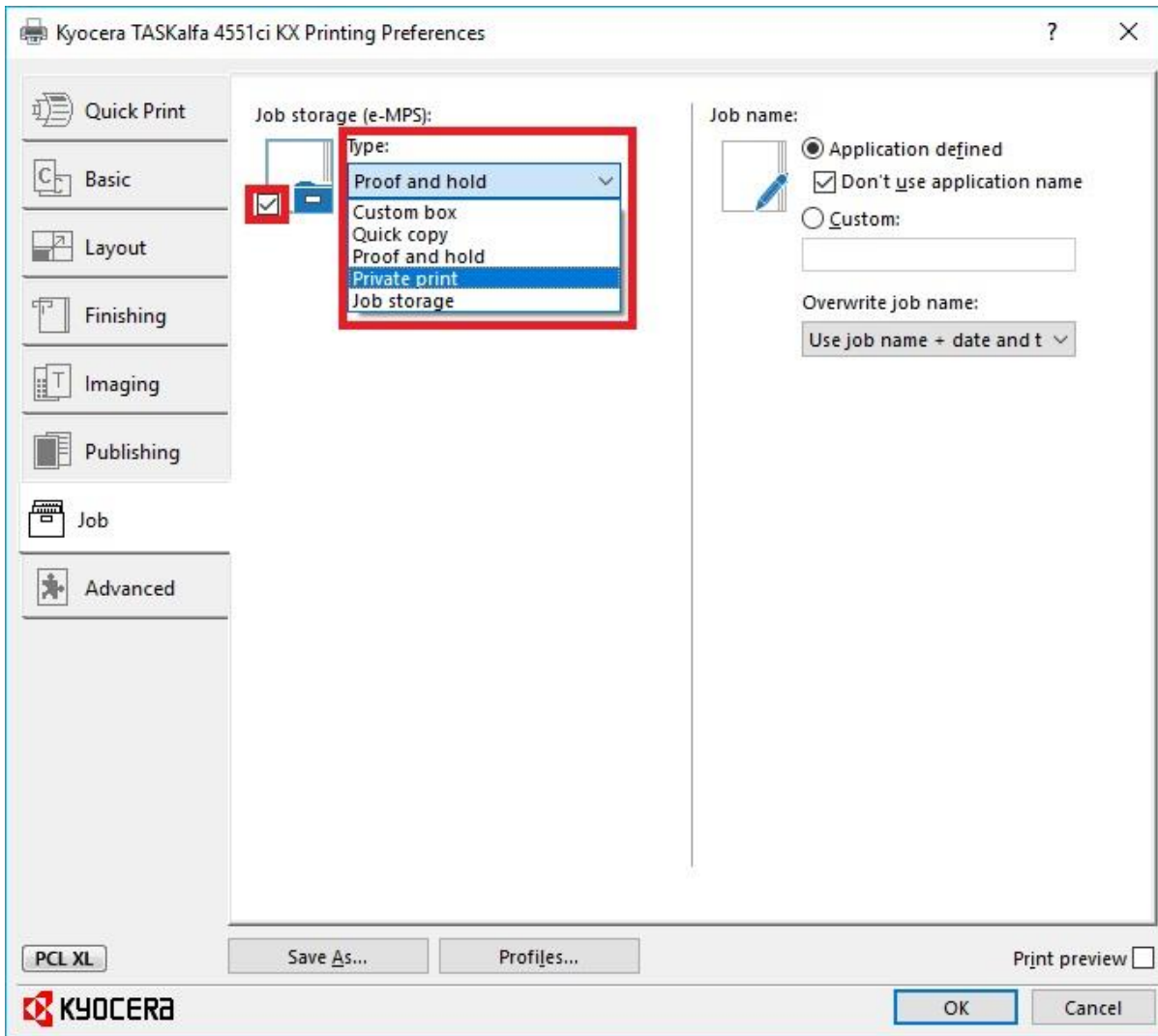




BCM Group PLC

Tick the box by Job Storage

In the drop down box select Private Print

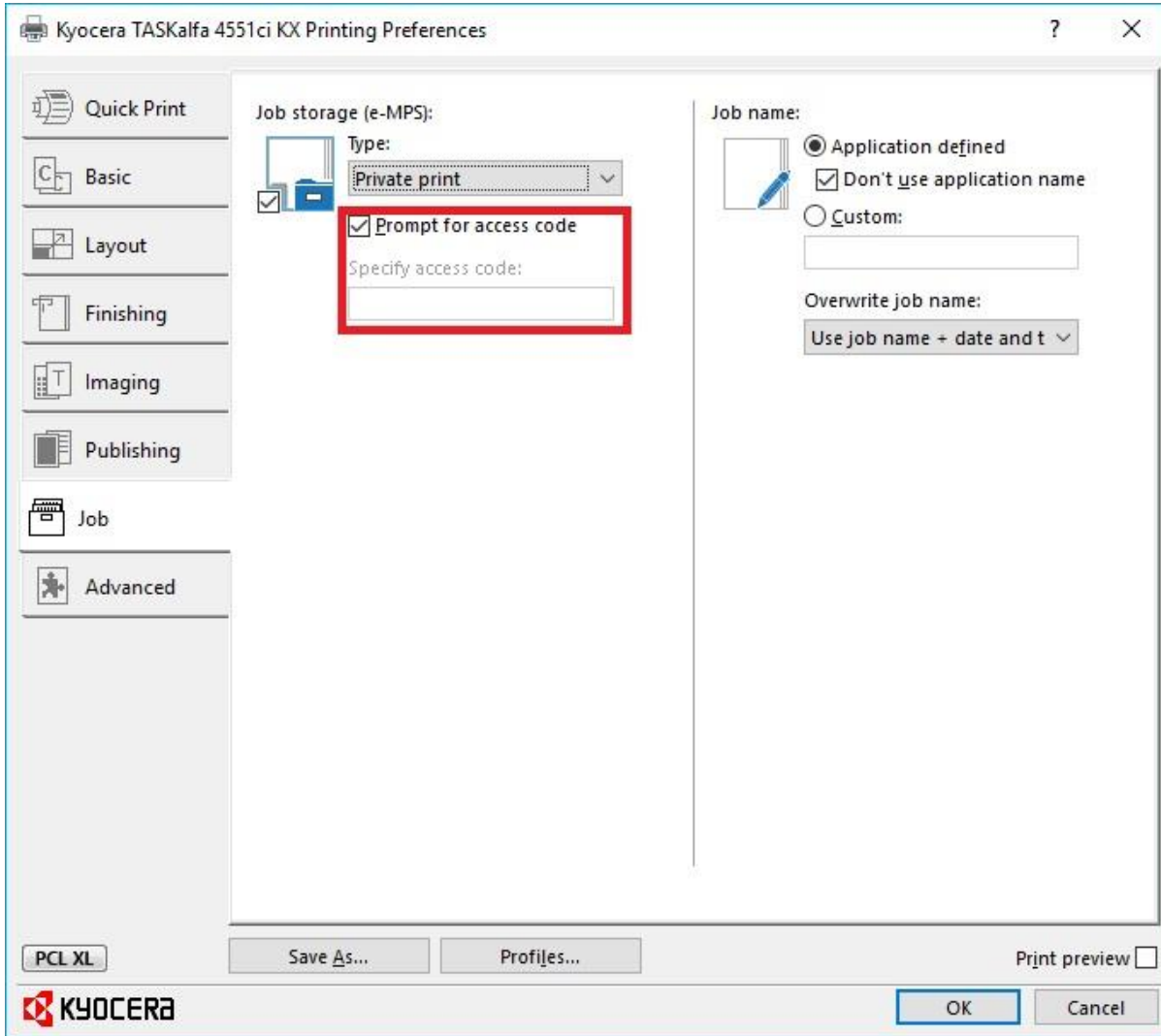




BCM Group PLC

If you leave Prompt for access code ticked you will be asked to enter your code when you press print

Else you can un tick the box and enter your access code in the box



Press ok and then press print.

Go to the printer you sent the job too and select Job Box from the home screen

Select Private Print / Stored Job

Select Your Name

Select the Job / Jobs you wish to print

Press print

Enter your Access Code when prompted