TA MFP & Printer

Private print KX Driver PC

Private print from PC
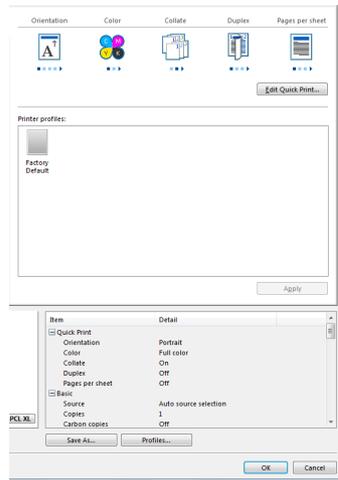
This quick guide explains the following topics:

This is a quick guide for using "Private Print" function on Copier/MFP it is a summary of "Copier user guide" and "KX Printer driver user guide".

Printing from PC

Follow the steps below to print documents from applications.
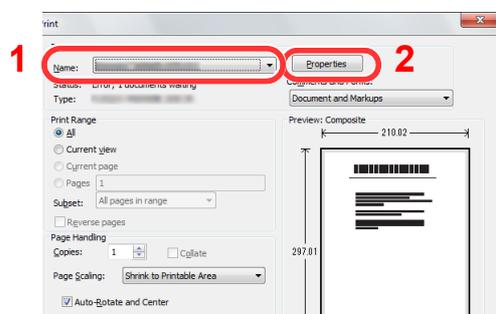

1 Display the screen.

Click [**File**] and select [**Print**] in the application.

2 Configure the settings.

1 Select the machine from the "Name" menu and click the [**Properties**] button.

3 Select the [**Job**] tab

Choose job storrage

In the **Job** tab, you can store print jobs in the memory installed in the printing system. You can also select a **Job name** to use with Job storage features. You can use this tab to set or change the default settings that apply when you print a document from a Microsoft Windows application.

To return to the original settings, click **Reset**. The **Reset** button is available when accessing the printer driver from the application's **Print** dialog box.

An administrator can ensure that all jobs are stored or printed with the selected **Job** tab settings by selecting **Device Settings** > **Administrator** > **Lock Settings**, and then selecting **Job tab**.
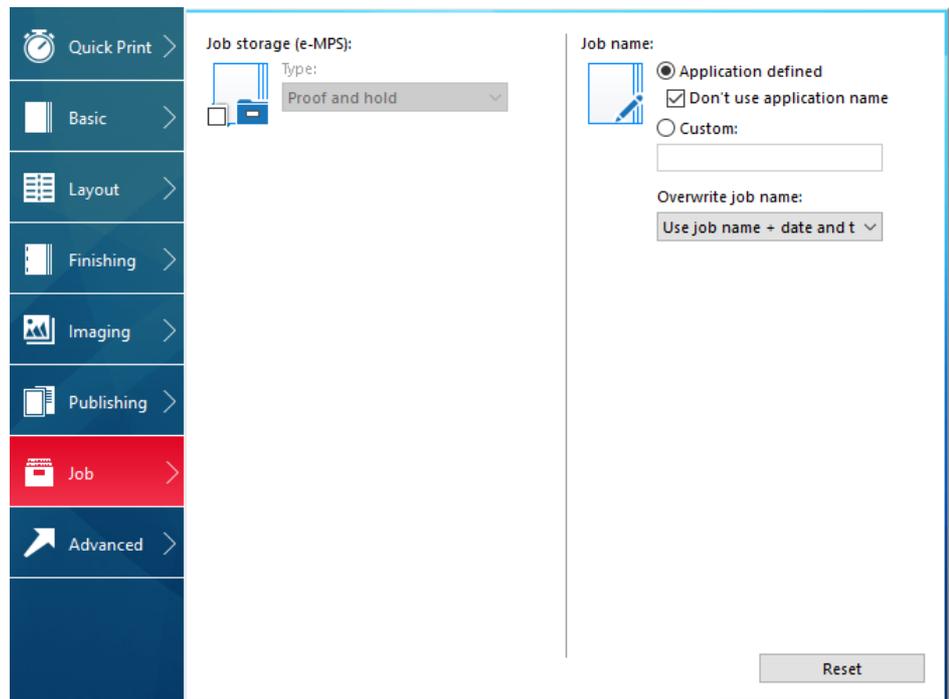
Job Storage (e-MPS)

Job storage (e-MPS) offers a set of options for saving print jobs in printing system memory, so that you can print or reprint them later. Print jobs can easily be reprinted later using the printing system's operation panel, and printing of sensitive documents can be restricted to approved users.

This feature is a multitier solution that provides advanced print management, directly from the desktop. By storing a job in the printing system, you can print it from the operation panel without sending it again from the computer.

To use the **Job storage (e-MPS)** features, you can set a user name in the **User Settings** dialog box, available in **Device Settings**. If you do not set a user name, the Windows login user name is the default.

Job storage (e-MPS) is unavailable when **Net Manager** is selected in **Device Settings** > **Administrator** > **Net Manager**

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Job Storage (e-MPS) options

	Storage location	Access code required	When job is printed	When job is deleted from memory
Custom box	SSD	Optional password	When printed from operation panel	When manually deleted or up to 31 days
Quick copy	SSD or SD card	No	When sent from the computer	When printing system is turned off, or storage device is full, or job retention date has passed
Proof and hold	SSD, RAM disk, or SD card	No	One print when job is sent; remaining prints later	When printing system is turned off, or job retention date has passed
Private print	SSD, RAM disk, or SD card	Yes	When access code is entered at operation panel	When printing system is turned off, or after printing, or job retention date has passed
Job storage	SSD or SD card	Optional	When printed from operation panel	When manually deleted

Custom Box

With this feature, you can store print jobs until they are printed from the printing system's operation panel. You can print one or more jobs from the storage device.

Print jobs can be deleted after printing or saved on the storage device for 1-31 days.

Custom boxes must be set up for each user at the printing system's home page and in the **SSD Settings** dialog box, accessed from **Device Settings**. The maximum number of custom boxes is 1000.

Storing a Job in a Custom Box

1 In the **Job** tab, click the **Job storage (e-MPS)** icon.

2 In the **Type** list, select **Custom box**.

3 Click **Settings**.

4 Select a **Custom Box Settings** option:

Select **Use specific box number**, and type the box number and password.

Select **Prompt for box number**, and click **OK**. When starting to print, the **Custom Box** dialog box appears. Type a box number from the **Defined custom boxes** list. If a password was set, type the password.

Select **Display box number list**, and click **OK**. When starting to print, the **Custom Box** dialog box appears. Select a box from the list. If a password

was set, type the password. This can be selected if **Shared box** is selected in the **SSD Settings** dialog box.

Select **Verify box number for each login user**, and click **OK**. When starting to print, the **Custom Box** dialog box appears. Type a box number. To include a password, select **Require password** and type the password. This can be selected when **Shared box** is selected in the **SSD Settings** dialog box.

5 Click **OK** in all dialog boxes.

With **Verify box number for each login user** selected, the driver searches for a login user name from the custom box list to serve as the custom box name:

If a match is found, the custom box is used for the print job.

If a match is not found, the driver checks for administrator or user permissions. With administrator permissions, you are prompted to type a box number and optional password for the print job. The driver searches for a Windows login user name and adds this name with the box number and password to the custom box list in the driver. With user permissions, the print job is canceled. You are then prompted to contact an administrator to establish printing permissions.

Quick Copy

Quick copy is a **Job storage (e-MPS)** option that prints all copies of a print job and stores the job temporarily on the storage device for reprinting later. This feature is available when a storage device is installed and selected in **Device Settings**.

Quick copy is useful for printing the job again later in the day when you need additional copies at short notice. You can set the number of additional copies and print the job from the printing system's operation panel without sending the job again from the computer.

The number of **Quick copy** or **Proof and hold** jobs that can be stored is set at the printing system's operation panel. When the designated number of jobs is reached, older jobs are replaced by new jobs. All **Quick copy** jobs are stored on the storage device after printing. Jobs are deleted when the printing system is turned off or the job retention date has passed. You can manually delete a job at the operation panel.

Warning: A print job replaces a job on the storage device having the same user name and job name. To prevent this, select **Use job name + date and time** under **Overwrite job name**.

Note: If you are using this feature with an SD card, clear the **RAM disk** check box in **Device Settings**. The RAM disk settings in the device must also be turned off.

Printing a Quick Copy Job

1 In the **Job** tab, click the **Job storage (e-MPS)** icon.

2 In the **Type** list, select **Quick copy**.

3 Click **OK** in all dialog boxes.

Proof and Hold

Proof and hold is a **Job storage (e-MPS)** option that prints one copy of a print job so that you can proof it before printing the remaining copies. This feature is available when a storage device is installed or a RAM disk is set up in the printing system and selected in **Device Settings**.

After the proof copy is printed and checked, remaining copies can be printed from the printing system's operation panel without sending the job again from the computer. If desired, you can change the number of copies printed.

Note: **Proof and hold** is unavailable for some applications such as Microsoft Excel.

The number of **Proof and hold** or **Quick copy** jobs that can be stored is set at the printing system's operation panel. When the designated number of jobs is reached, older jobs are replaced by new jobs. All **Proof and hold** jobs are stored on the storage device after printing. Jobs are deleted when the printing system is turned off or the job retention date has passed. You can manually delete a job at the operation panel.

Warning: A print job can replace a job on the storage device having the same user name and job name. To prevent this, select **Use job name + date and time** under **Overwrite job name**.

Printing a Proof and Hold Job

1 In the **Basic** tab, select the number of copies to be printed.

2 In the **Job** tab, click the **Job storage (e-MPS)** icon.

3 In the **Type** list, select **Proof and hold**.

4 Click **OK** in all dialog boxes.

Private Print

Private print is a **Job storage (e-MPS)** option that saves jobs on the storage device or in RAM disk memory for printing until a four-digit access code is entered. When the storage device reaches maximum capacity and a new job is sent to be stored, the oldest stored job is replaced by the new job. **Private print** jobs are deleted when the printing system is reset or turned off, or when the job retention date has passed. If you do not want the job deleted, select the **Job storage** feature.

When sending a sensitive document to the printing system, a user must type a four-digit access code, which is attached to the print job along with the **Job name** and **User name**. You can also select a prompt option for typing the access code. The job is not printed until a user enters the access code at the printing system's operation panel. After the job is printed, it is removed from printing system memory.

The number of **Private print** jobs that can be stored is limited only by the storage capacity of the storage device. You can manually delete a job at the operation panel.

Warning: A print job can replace a job on the storage device having the same user name and job name. To prevent this, select **Use job name + date and time** under **Overwrite job name**.

Storing a Private Print Job

1   In the **Job** tab, click the **Job storage (e-MPS)** icon.

2   In the **Type** list, select **Private print**.

3   Select a method for choosing an access code:

If you want to use the same access codes for print jobs, clear **Prompt for access code**, and then type four numbers in the **Specify access code** box.

If you want to use different access codes for print jobs, select **Prompt for access code**. When you click **OK** in the **Print** dialog box, type the access code in the **Private Print** dialog box that appears.

4   Click **OK** in all dialog boxes.

Job Storage

Job storage is a **Job storage (e-MPS)** option that stores a print job permanently on the storage device for printing later. You also have the option of protecting the print job from unauthorized printing by using an access code. This feature is available when a storage device is installed and selected in **Device Settings**.

Job storage is useful for jobs that need to be available for printing at any time, even if the printing system has been turned off and turned on again. **Job storage** jobs can only be removed manually from printing system memory.

If desired, you can attach a four-digit access code to a **Job storage** job, so that you can print a job without anyone else seeing it, or restrict printing to approved users. When the access code is used, the job is not printed until a user prints it at the printing system's operation panel. After the job is printed, it remains in printing system memory.

The number of **Job storage** jobs that can be stored is limited only by the storage capacity of the storage device. You can manually delete a job at the operation panel.

Warning: A print job can replace a job on the storage device having the same user name and job name. To prevent this, select **Use job name + date and time** under **Overwrite job name**.

Note: If you are using this feature with an SD card, clear the **RAM disk** check box in **Device Settings**. The RAM disk settings in the device must also be turned off.

Storing a Job Storage Job

1   In the **Job** tab, select the **Job storage (e-MPS)** icon.

2   In the **Type** list, select **Job storage**.

Printing Data Saved on the Printer

If you configure settings in the [**Job**] tab of the printer driver and then print, the print job will be saved in the Job Box (memory) and printing can be executed at the machine.

Private Print/Stored Job

Private Print/Stored Job Box stores the print data which is printed by using the printer driver as a Private Print/Stored Job. Refer to the **Printing System Driver User Guide** on how to print a job as Private Print or Stored Job using the printer driver.

Printing and Deleting the Document

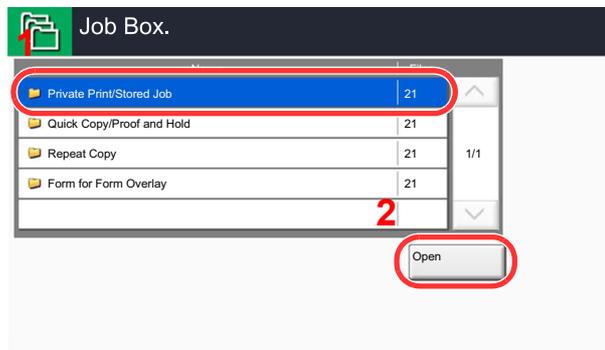Print/delete the documents stored in a Private Print/Stored Job box.

The procedure is as follows.

## 1 Display the screen.

1 Press [Job Box] in the home screen.
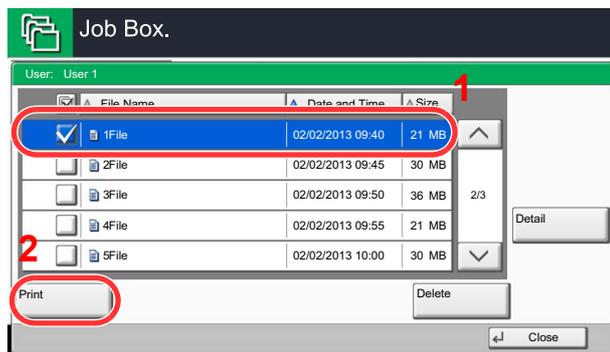
Home ▶ Job Box

2 Select [Private Print/Stored Job] and press [Open].

Job Box.		
Private Print/Stored Job	21	
Quick Copy/Proof and Hold	21	1/1
Repeat Copy	21	
Form for Form Overlay	21	
	Open	

2 Print and delete the document.

Printing the document

1 Select the creator of the document and press [Open].

Job Box.		
Private Print/Stored Job		
User Name	Files	
1 User	5	
2 User	2	
3 User	1	1/2
4 User	1	
5 User	1	
	Open	
	Close	
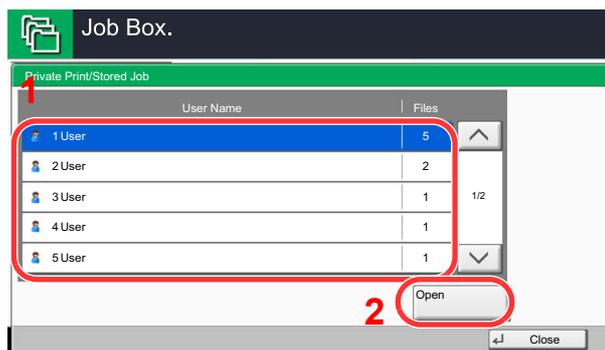
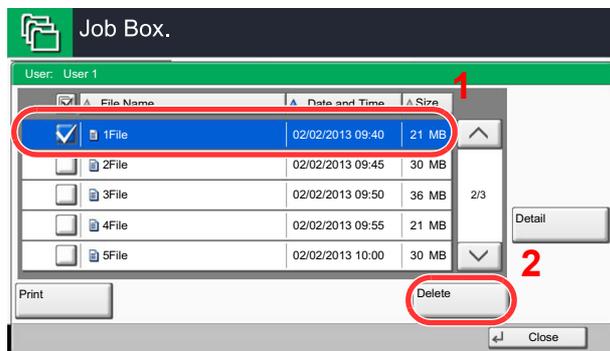2 Select the document to print and press [Print].

> **NOTE**
>
> If the document is protected by an access code, the password entry screen will be displayed. Enter the password using the numeric keys.

3 Specify the number of copies to print as desired.

4 Press [Start Print].

Printing starts.
Upon completion of printing, the Private Print job is automatically deleted.

Deleting the document

1 Select the document to delete and press [Delete].

> **NOTE**
>
> If the document is protected by an access code, the password entry screen will be displayed. Enter the password using the numeric keys.

2 Press [Yes] in the confirmation screen.