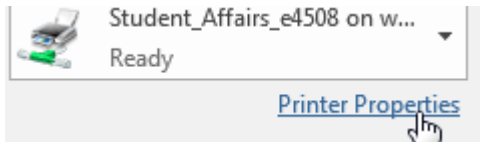**How to set up Privacy Printing – You set your own password and the job does not print until you are at the MFP unit use the keyboard to type in your set password. This works well if you can't get to the printer right away or if you need to print a confidential document.**

1) Set up the job to print > Select your MFP device > Choose "Printer Properties" from the print menu.

2) From the "Basic" menu tab pull down the "Print Job:" listing and choose 'Private Print' > next select the ellipsis ("…") next to that selection.
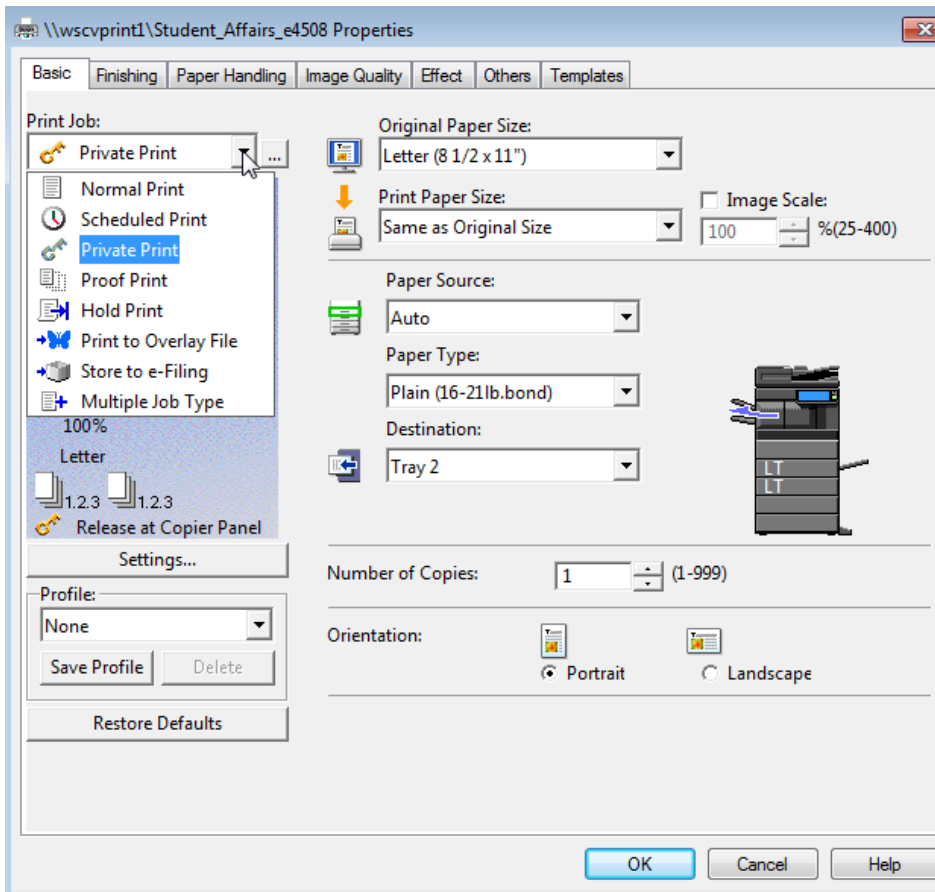
3) In the window that pops up Type in a Password of YOUR choosing and select OK > you will need this password when you go to the MFP to release your job.
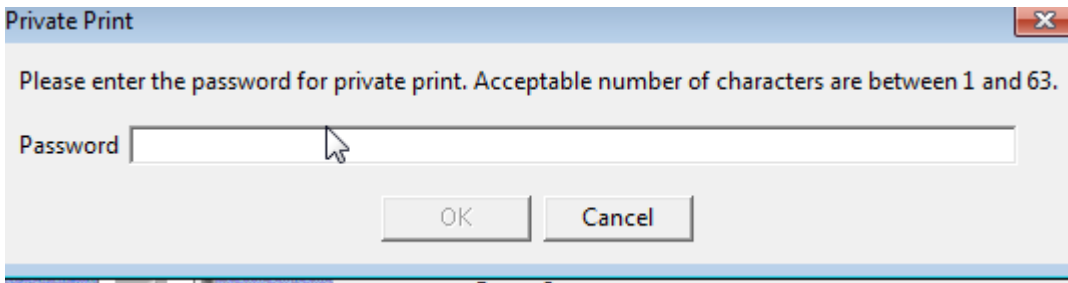
4) Your job should begin to print once you have correctly typed in the password you set.