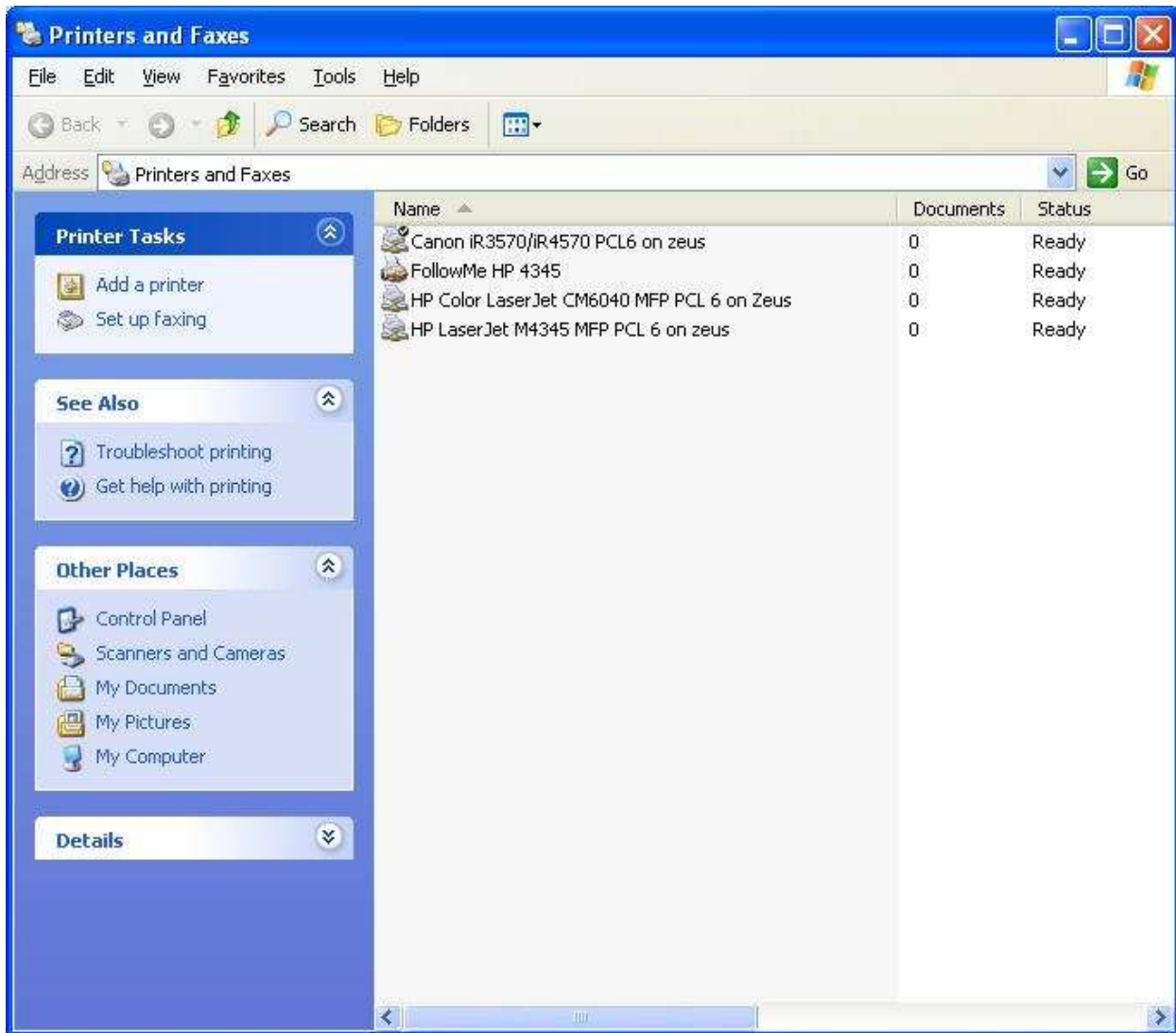


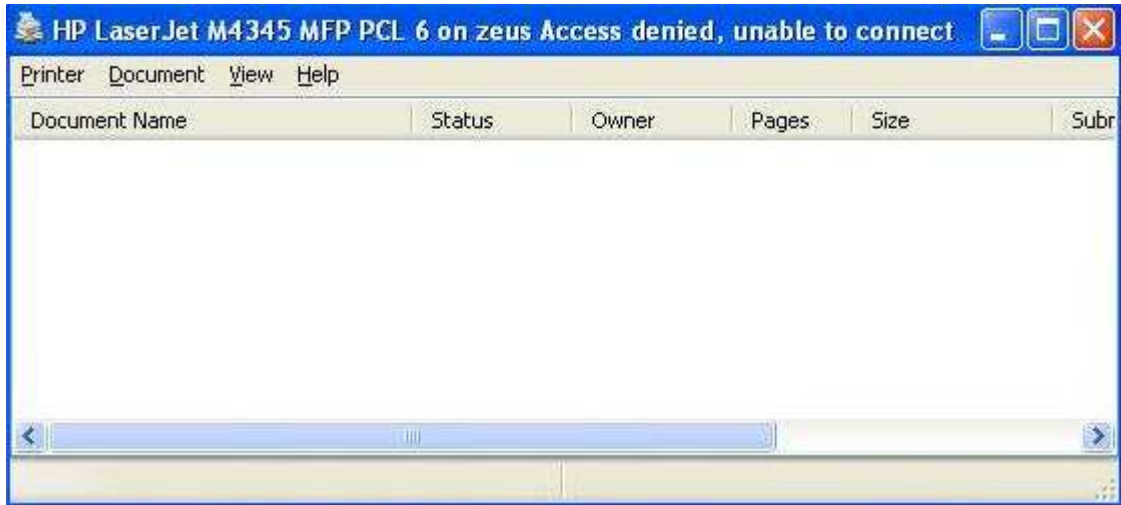
M4345 and CM4730 personal job mode



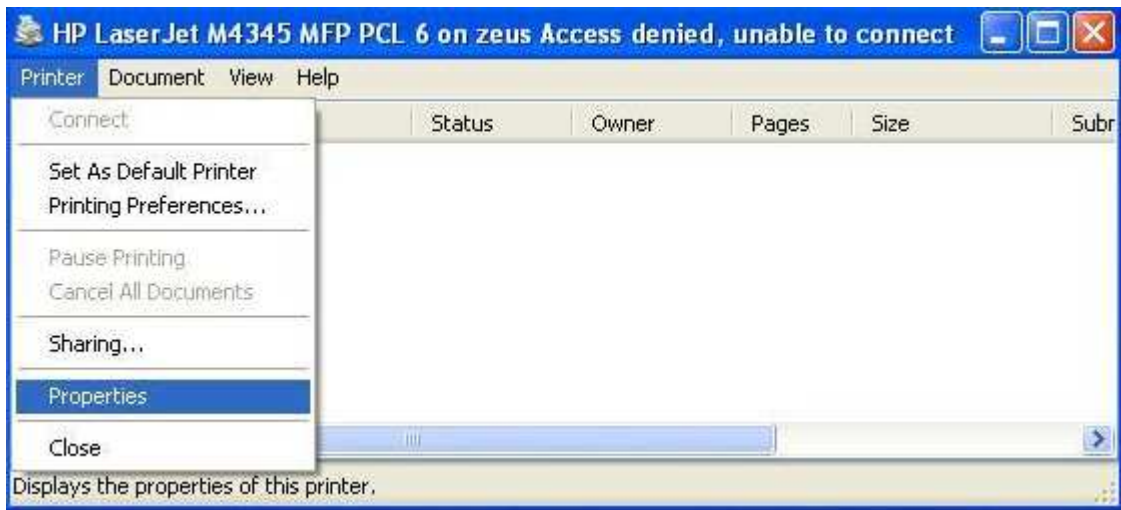
1. Go to the Start button on the bottom left corner of your active desktop and left click.
2. Go to printers and faxes and left click.



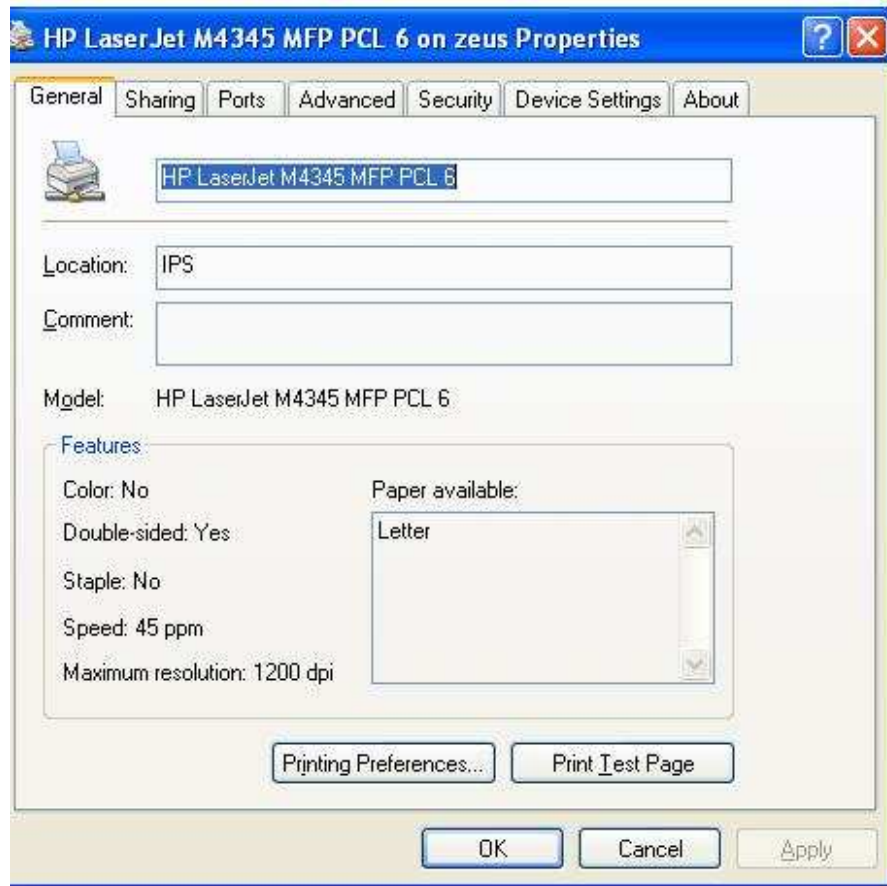
1. Select the printer you want to work with by left clicking on it twice.



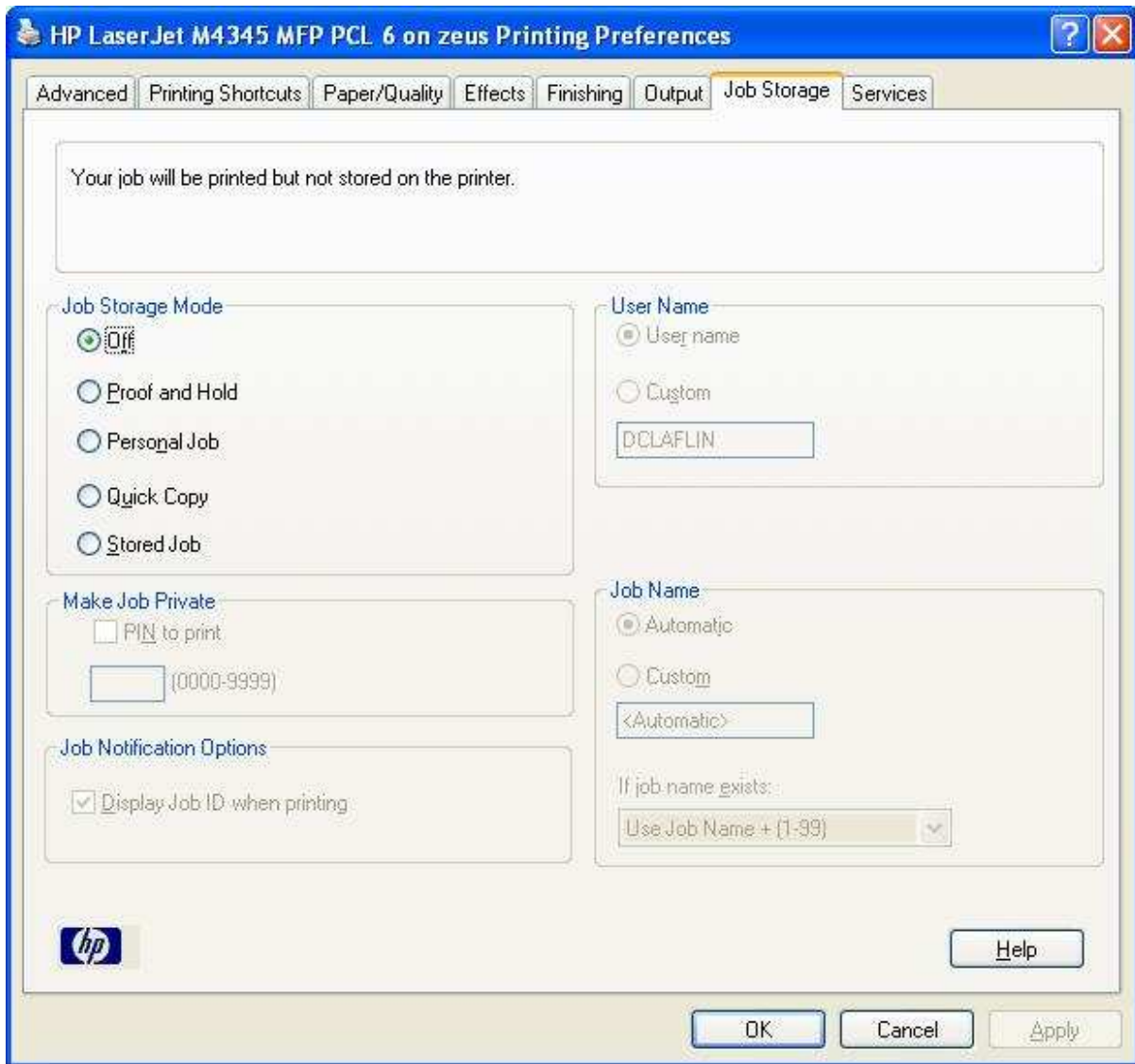
2. Go to the printer tab and left click once.



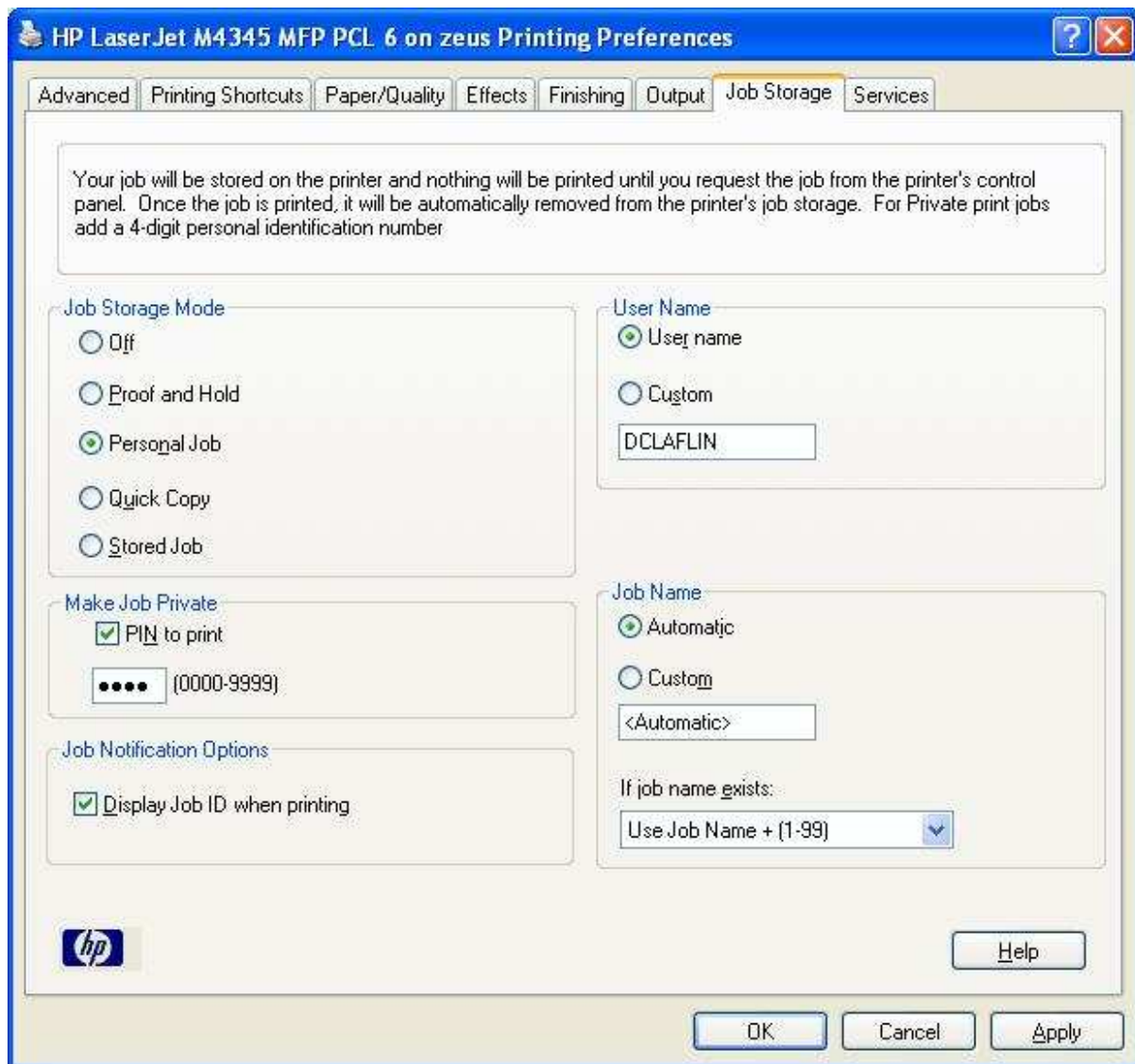
3. Go to properties and left click twice.



4. Select printing preferences at the bottom of the screen.



5. Select the Job Storage tab on the top right side of the printing preferences screen.



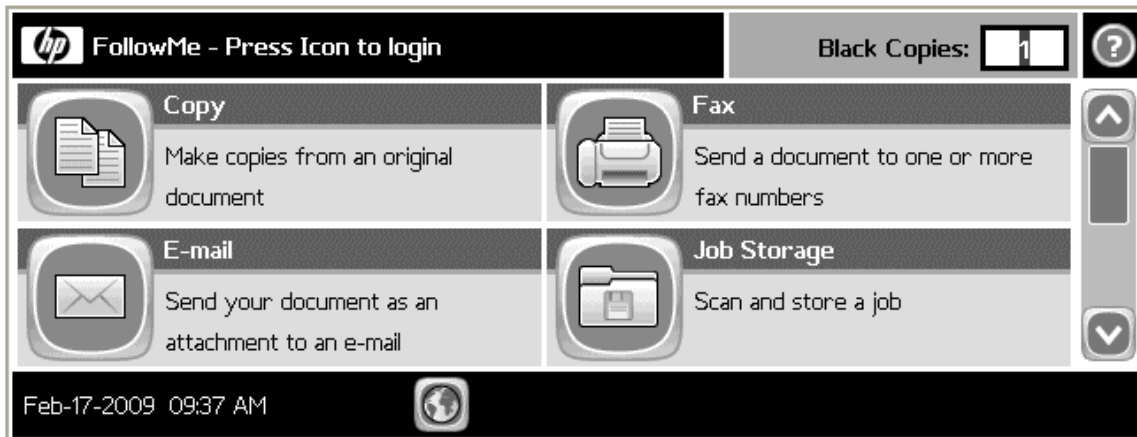
6. Select personal job in the Job Storage Mode section of the preference screen.
7. Check mark the PIN to print box in the Make Job Private section.
8. Enter a 4 digit pass code. (Do not share this number with anyone!)
9. Select Apply at the lower right corner and then select OK.

All print jobs sent to this printer will now require the 4 digit pin that was previously created to unlock the job. This method works on both the M4345 and the CM4730. Each printer that you want private print capabilities too will require this process to be performed to it. You may use the same 4 digit code for more than 1 device.

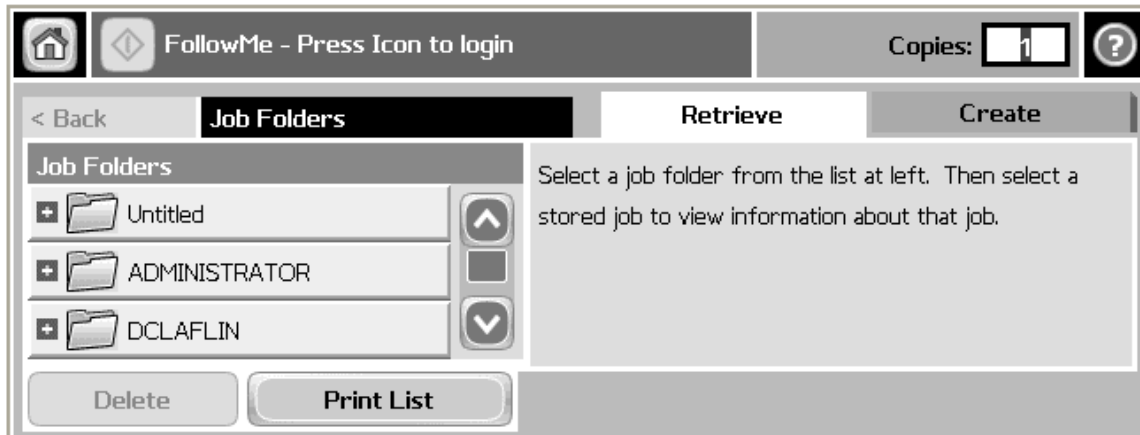
M4345 & CM4730

Job Storage Release Instruction

1. At the multifunction device you sent the print job to press the job storage button on the touch screen.



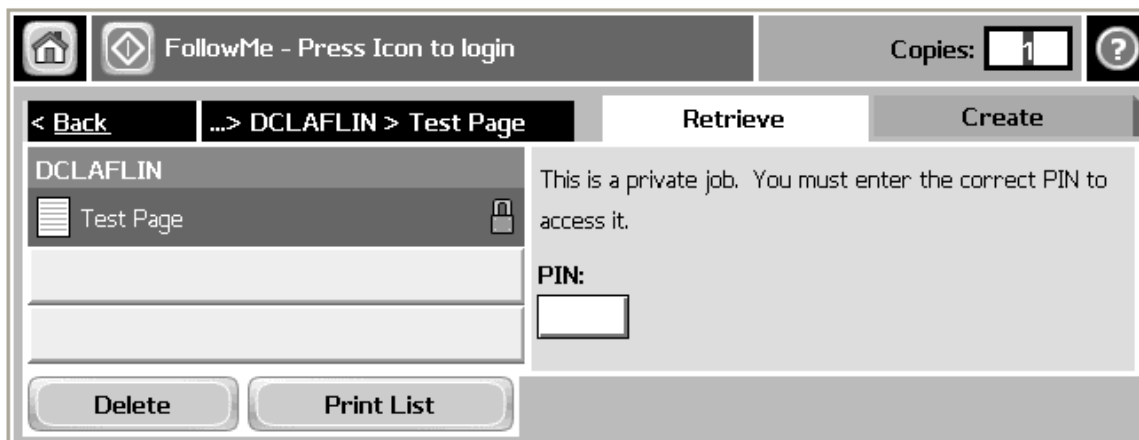
2. Then select your I# from the list.



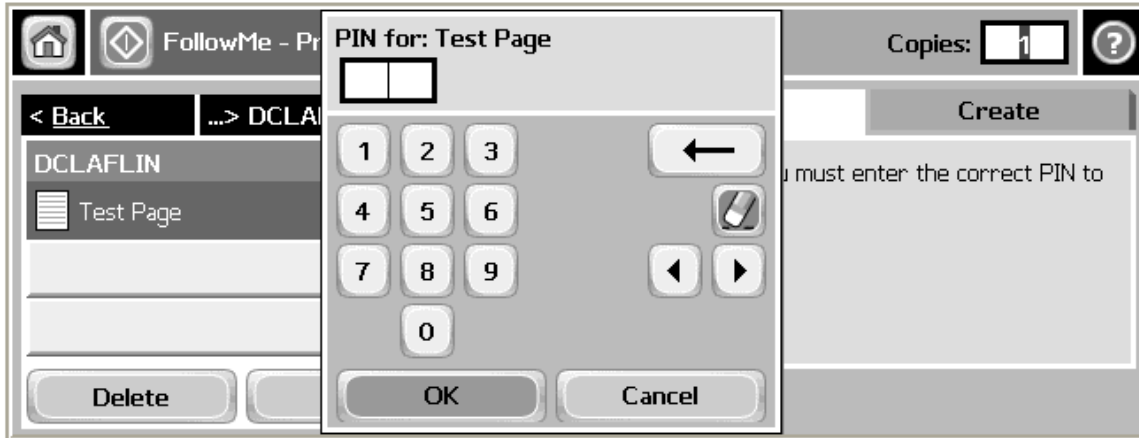
3. Select the job you wish to print out.



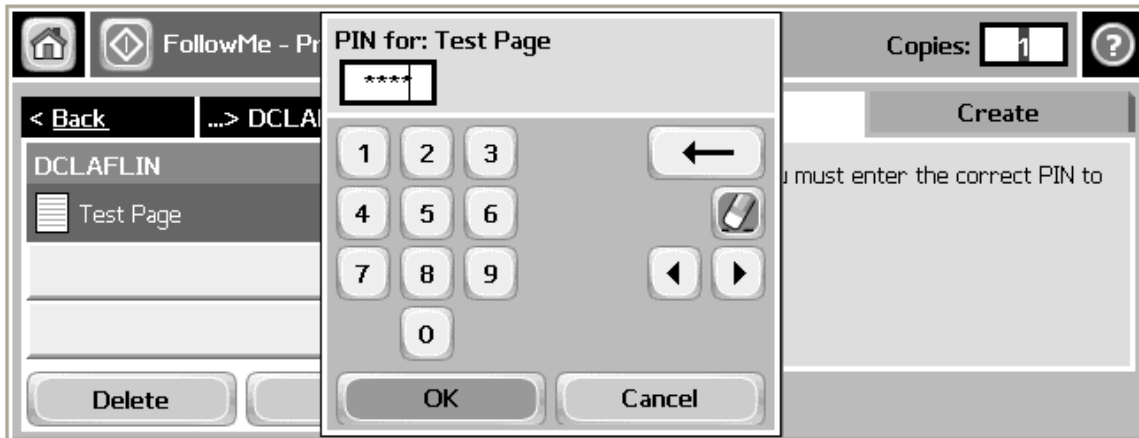
4. Touch the white box below the word PIN on the touch screen.



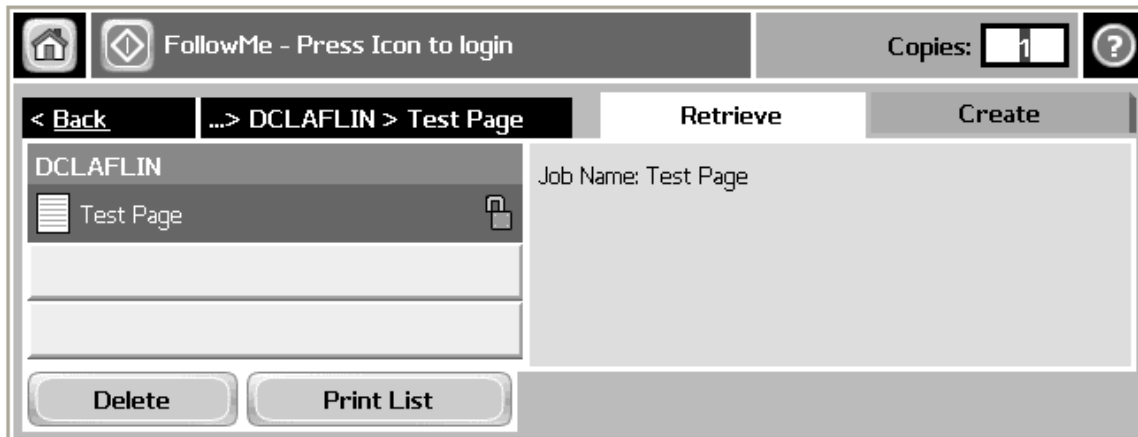
5. Enter your 4 digit pin code you created at your computer.



6. After you enter your pin code press OK on the touch screen.



7. Press the green Start button on the right hand side of the device to print the job that is now unlocked.



- To delete an unwanted job, select the job from the touch screen and then press Delete on the touch screen.

- To print a list of all the documents you have stored press Print List. This will print the name of the documents (ex. Abc.doc).