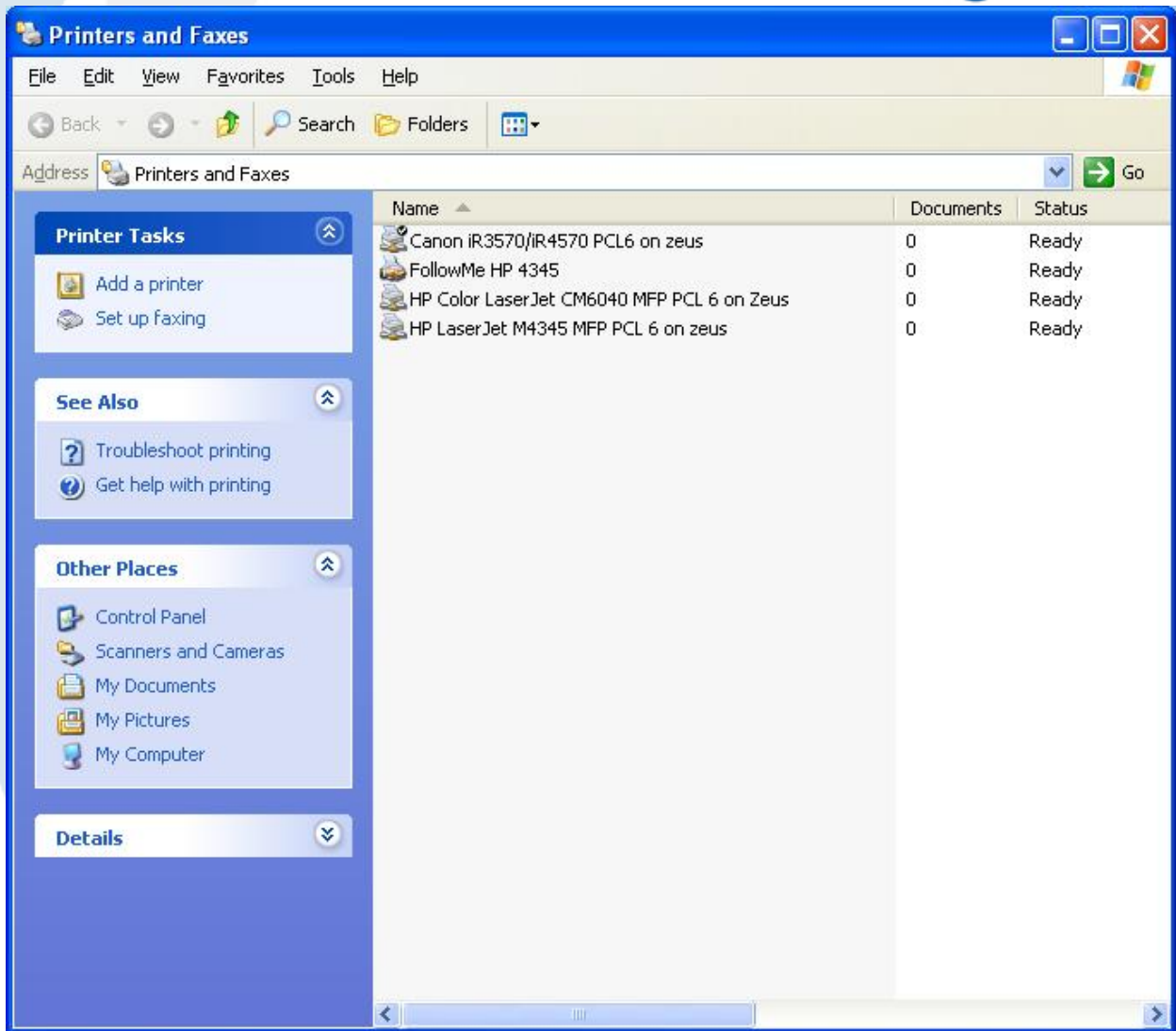


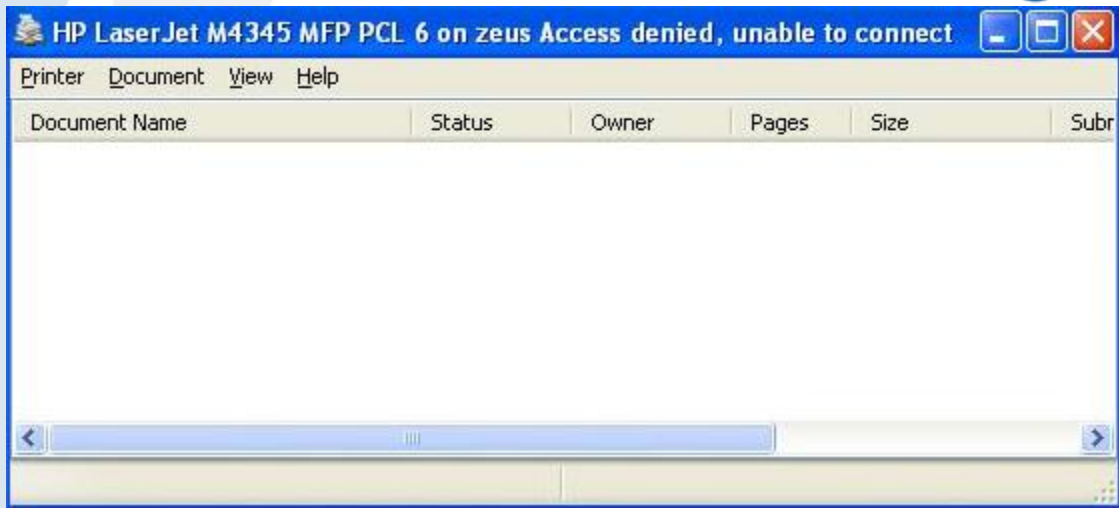
M4345 and CM4730 Personal Job Mode (PJM)



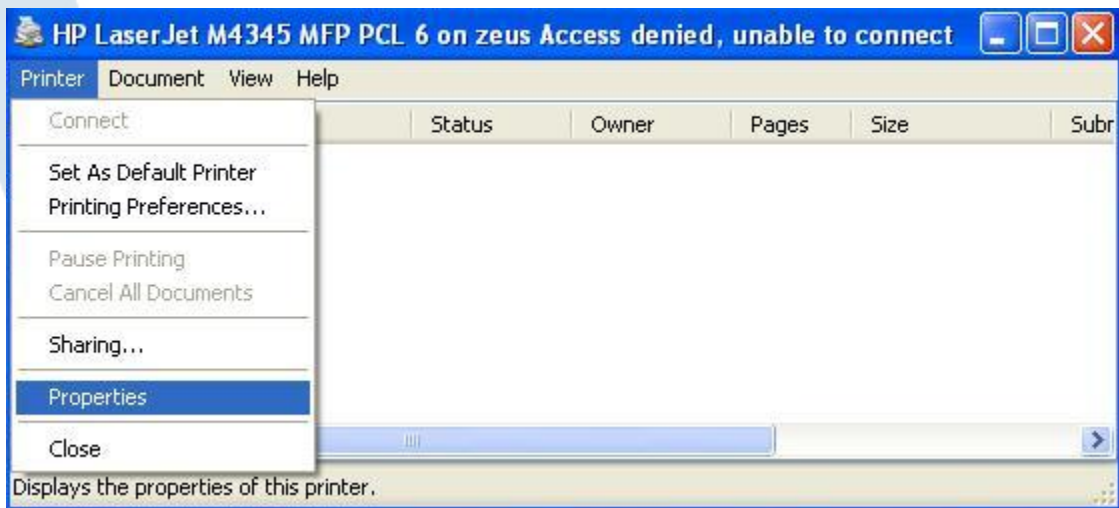
1. Go to the Start button on the bottom left corner of your active desktop and left click.
2. Go to printers and faxes and left click.



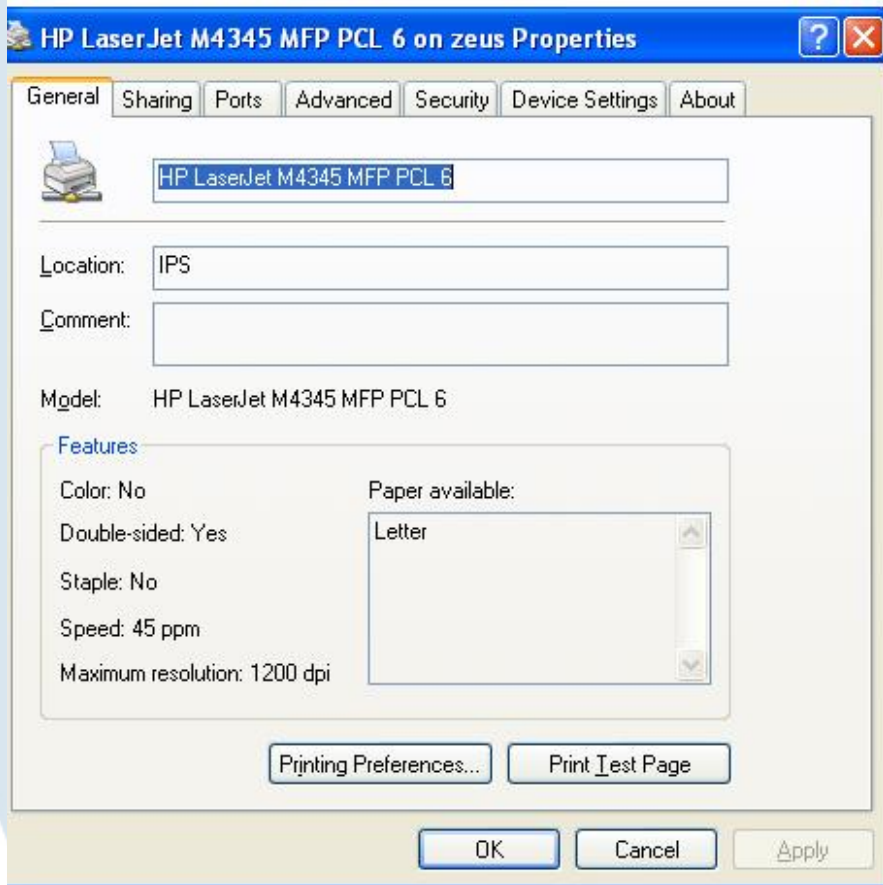
1. Select the printer you want to work with by left clicking on it twice.



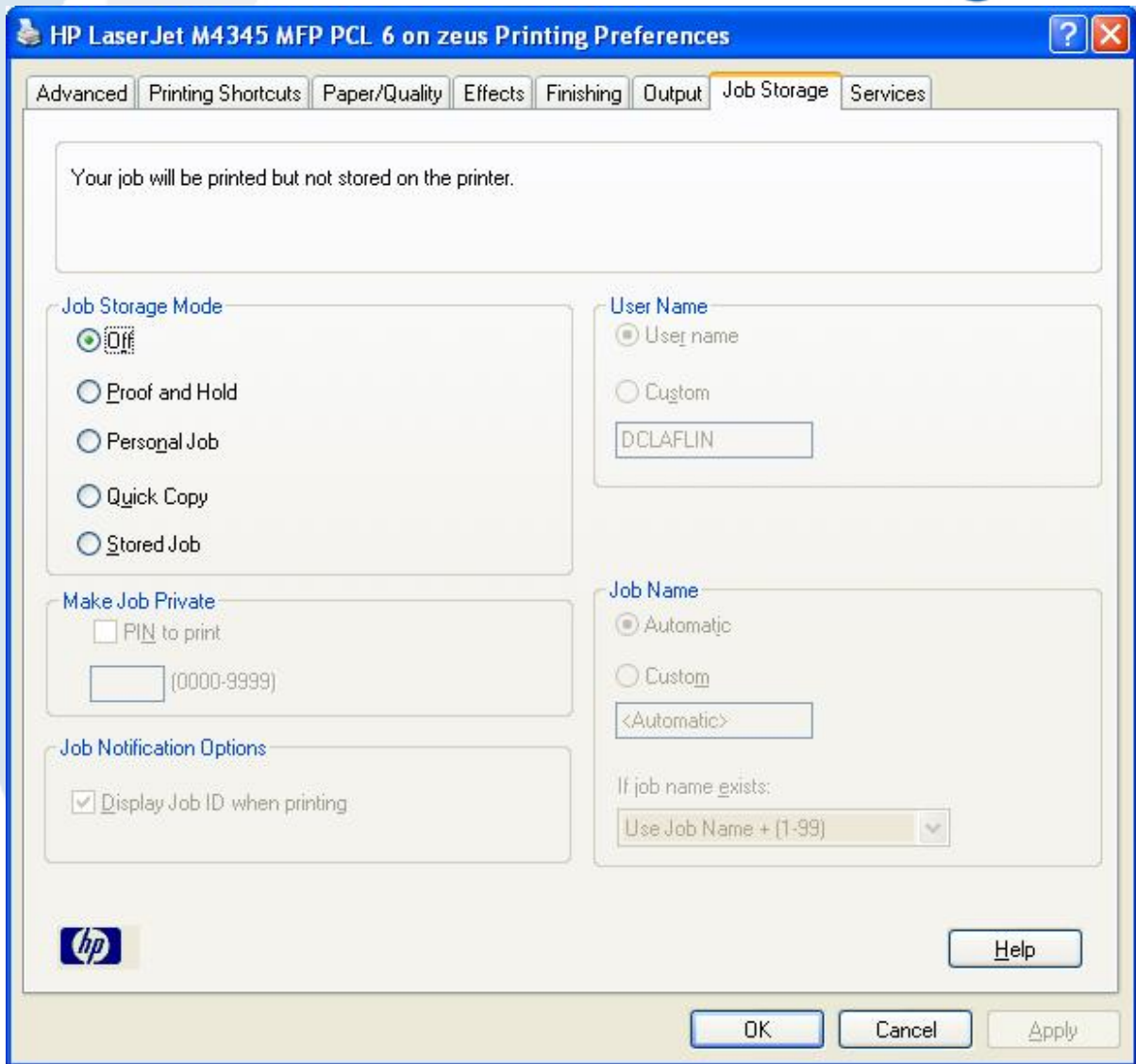
2. Go to the printer tab and left click once.



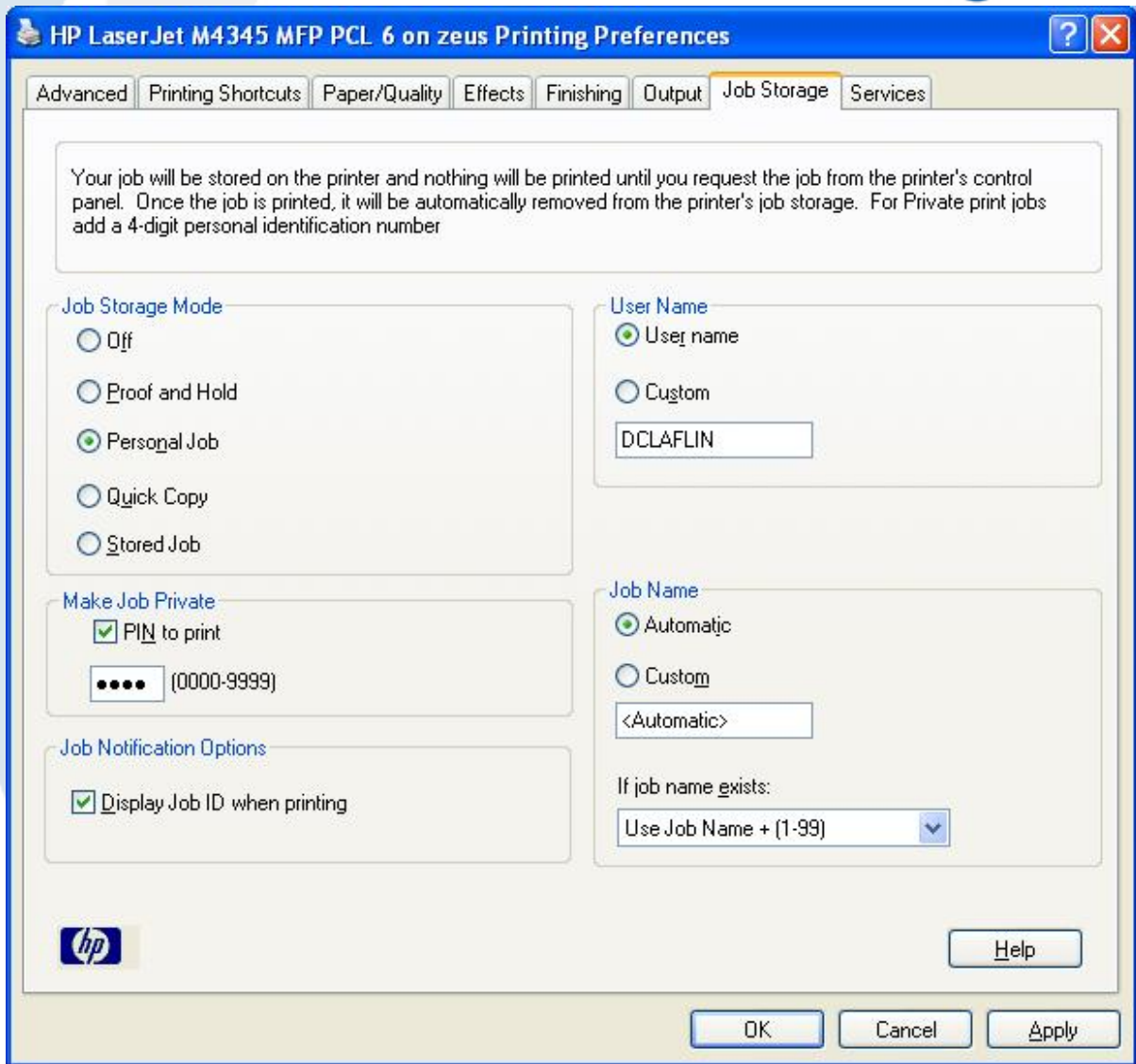
3. Go to properties and left click twice.



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.

Pottstown
2813 East High Street
Sanatoga, PA 19464
P:610.323.2913
F:610.970.7454

Allentown
811 Union Boulevard
Allentown, PA 18109
P:610.434.2559
F:610.434.8958