

Secure printing: No more mad dashes to the copy room 9/27/2005

Applies to: [Outlook](#), [Word](#), [Excel](#)

<http://office.microsoft.com/en-us/assistance/HA012276311033.aspx>



August 23, 2005

The Crabby Office Lady

We spend a fair amount of time making sure that our computers, our documents, and our private information are kept secure. But all that time and energy can be all for naught if you share a network printer.

Applies to

Microsoft Office 2003

Microsoft Office XP

Microsoft Office 2000

Microsoft Office 97

You know it, you need it, you use it every day: the copy room. It's the place for ad hoc meetings, copy machine tantrums (its and yours), and petty pen and legal pad theft. It's also a hot spot for confidential information, lying in a pile at the printer, patiently waiting for you (and everyone else) to pick it up.

The reason for my writing this column is simple: I don't want to see you ever again, clad in business attire, red-faced and panting, galloping frantically across the building toward the copy room to retrieve that confidential document, only to find that someone already gathered it up with their own stuff. And how can we avoid this unsightly image? By reading this column to learn about how to print securely when using a network printer.

What is a network printer?

If you're sitting at your desk (or standing, as I do), and you can see the umbilical cord connecting a printer to your computer, you're not using a network printer. Your printer is there to do your bidding and no one else's. However (and this is a big however), if you and your coworkers share a printer, one that's available by anyone in your organization who knows how to connect to it, you're in a shared printer environment. And as warm and fuzzy as that sounds, that makes your documents, your spreadsheets, and anything else you're sending to the copy room, vulnerable to prying eyes, whether those eyes mean to pry or not.

Depending on the type of printer you're connected to and how your network is set up, there is usually a way, from within your Office program, to delay printing until you're good and ready (meaning: when you're in the copy room ready to retrieve your documents). Welcome back to warm and fuzzy.

Save it for your eyes

In Word, Excel, or any other printable Office document, a section in the Print dialog box lets you tell the printer to hold off printing your document until you're in the copy room. However, where to set this up depends on the type of printer you're using. The two shared printers I make use of are Xerox and HP brands, and here is how to set up secure printing for either of these:

Secure print to a Xerox printer

1. On the **File** menu, click **Print**.

2. Click **Properties**, and then click **Advanced**.
3. Under **Job type**, select **Secure Print**.
4. It will ask you to type in a four digit code twice.

After you go to the printer, you select the job and then type in the same four digit code.

Note The procedure documented above is a general one; the actual procedure may differ for your specific type of Xerox printer.

Secure print to an HP printer

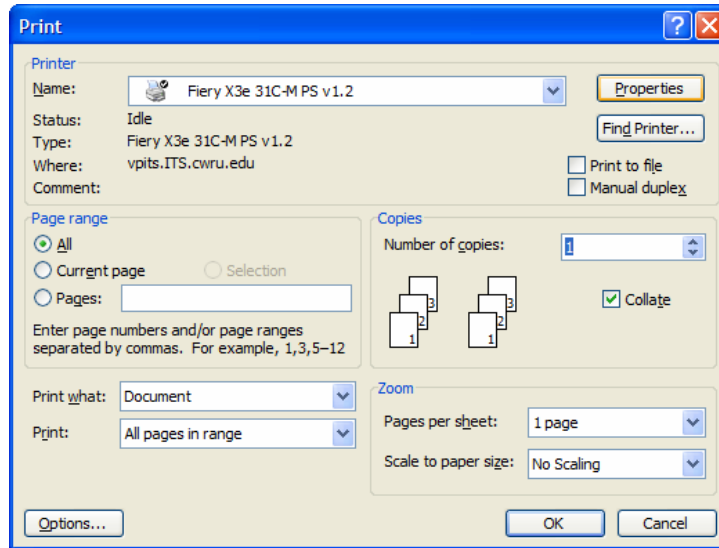
1. On the **File** menu, click **Print**.
2. Click **Properties**, and then click the **Destination** tab.
3. Under **Destination features**, select **Job Retention** and then click **Options**.
4. In the next dialog box, under **Job Retention Mode**, select **Private Job**.
5. Enter your name, assign a name to the job you're about to print, and then type a four digit code.
Once you go to the printer, you select the job and then type in the same four digit code.

As you can see, the printers that do offer secure printing options have slightly different ways of accessing that feature. I suggest that you poke around the print dialog box and see what options you have. Or, a better way might be to read the printer's documentation either online or the booklet that came in the box.

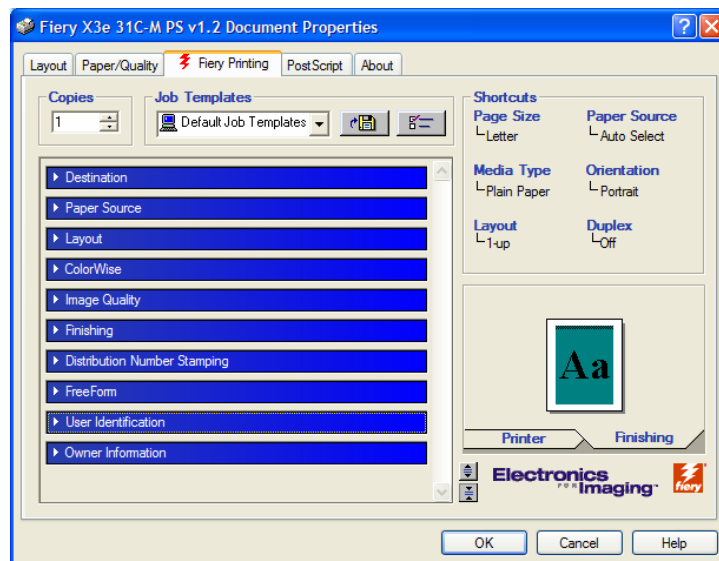
So please, save yourself, your documents, and your irregular running gait any embarrassing moments. Just take a few minutes to figure out how to print securely, and spend your exercise time at the gym, or, better yet, go outside and get some fresh air.

Secure print to a Minolta Dialta Color Printer/Copier (CF2002/CF3102)

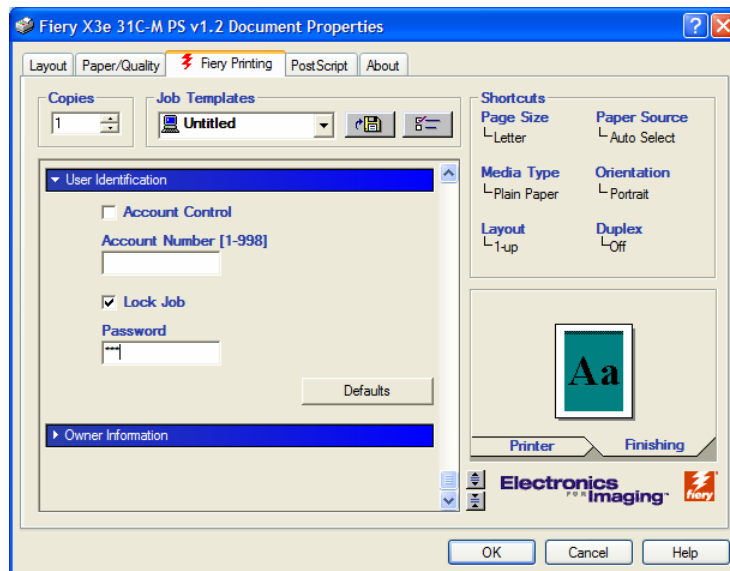
Select the document you want to print. On the **File** menu, click **Print**. You will get the Print menu. Click **Properties**.



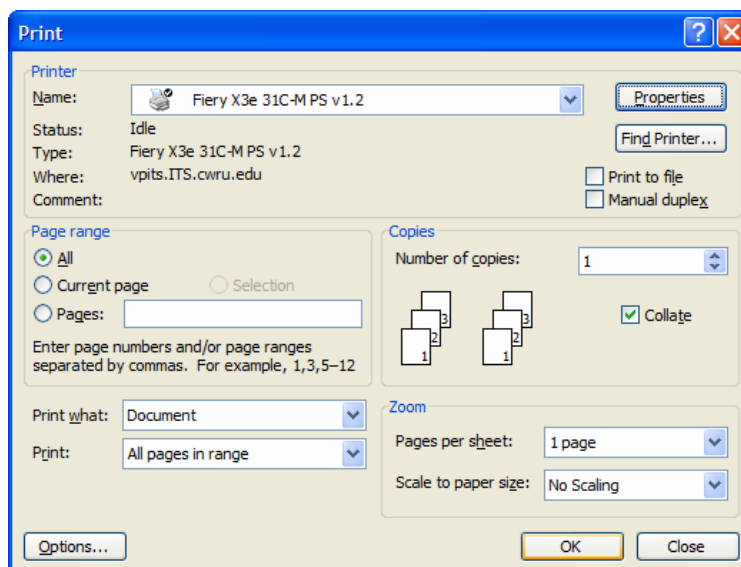
Under the Printing features select **User Identification**.



In the next dialog box, select the box **Lock Job**. Enter a password for the job in the box below the word “password”. Then click on the “OK” button.



You will then go back to the Print dialog box. Click the “OK” button.



The job will then be sent to the printer/copier. You must go to the printer (physically) and enter your password into the device in order to release the job to print.

1. Press the **Job Log** tab
2. Select **Job to Print**, if there are multiple jobs, you must select the job you wish to print
3. Press the **Job Control** tab
4. Select **Unlock Job**
5. Enter your **PIN #** (this is the password you assigned to the job)

The job will begin to print.