

# **Instructions to Enable Private Print on PC or Laptop:**

## **1. Search for Control Panel:**

- Open the Start menu and type "Control Panel" in the search bar. Press Enter.

## **2. Go to Devices & Printers:**

- In the Control Panel, find and click on "Devices and Printers."

## **3. Click on Printers & Scanners:**

- Within the Devices and Printers section, click on "Printers & Scanners."

## **4. Select Your Desired Printer:**

- From the list of printers, select the printer you want to configure.

## **5. Open Printing Preferences:**

- Right-click on your selected printer and choose "Printing preferences."

## **6. Navigate to the Basic Tab:**

- In the Printing Preferences window, go to the "Basic" tab.

## **7. Set Private Print:**

- Look for the "Print Job" option.
- Click on the dropdown menu next to Print Job and select "Private Print."

## **8. Confirm and Apply:**

- Click "OK" to apply the changes.

**You are done with Printer setup on PC or Laptop!**

## Printing the Document on Printer End:

1. **Open the Document** you want to print.
2. **Press Ctrl+P** to open the printer selection window.
3. **Select the Printer** and adjust other necessary print properties.
4. Click the **Print** button.
5. A dialogue box will appear prompting you to enter a password or PIN (recommended 3-6 digits) for this print job. You can use the same password or PIN for convenience in every print job or you can give separate password / pin for each print document.
6. After entering the PIN, click **OK**. The print job is now sent to the printer queue.
7. **Go to the Printer** and from the printer display, press the print button.
8. You will see the queued print jobs. Select your username and tap the OK button.
9. At the password prompt, enter the same password you used to create your print document, then press OK.
10. Select the print job and tap the **Print** button. Printer will print the selected print job.

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These steps will enable Private Print for your selected printer, ensuring that print jobs are held until released with a PIN or password.