- Check to make sure centralized printer is selected
- Click printer properties
  - Depending on the type of document “print properties” may be to the side of the printer selection and/or just say “properties”
- Select “Job Handling” tab

- Check mark “retention”

- Check mark “password” and enter a 5 digit password

- Check mark “user name” and enter your name or initials

- Click OK
STEP 1
- Go to centralized printer
- Make sure print is selected

STEP 2
- Touch the box to select your document

STEP 3
- Enter the password you chose when creating the job

STEP 4
- Touch the box “Print and Delete the Data”
- Your job will now print