# SHARP Multifunction Printer

For those offices using a SHARP multifunction printer and would like to have the print jobs not print until they were at the SHARP printer, please follow these instructions.

1. Click the **Start** round button on the lower left of the window and then select the **Device and Printer** option if the operating system is Windows 7 or the **Printer** folder if the operating system is Vista.
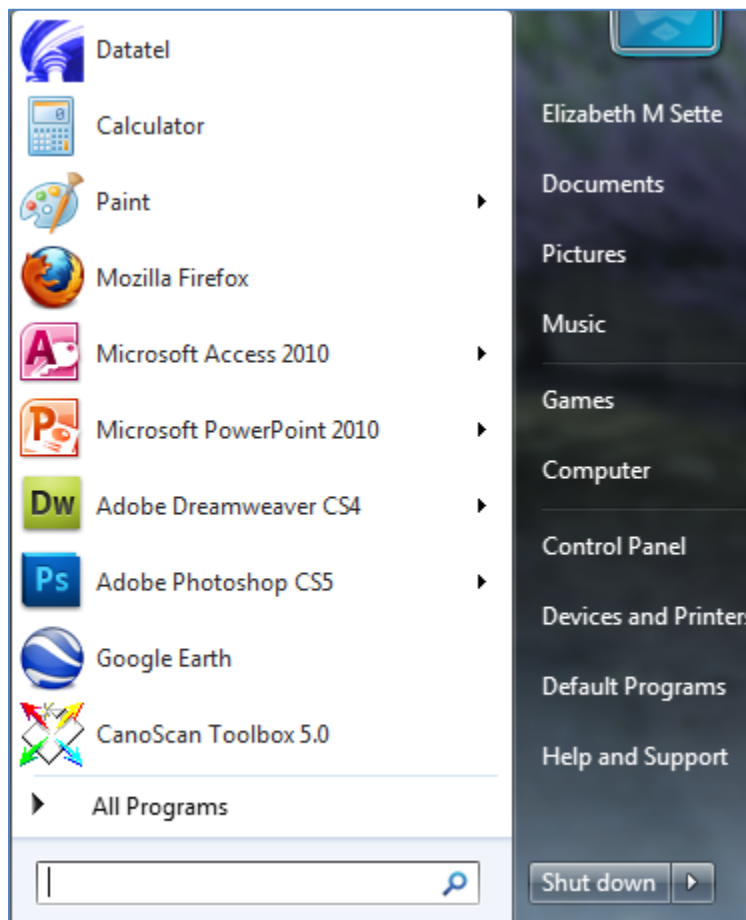
2. After the Devices and Printers window opens, right click on the **SHARP** printer icon and select **Printing preferences**.
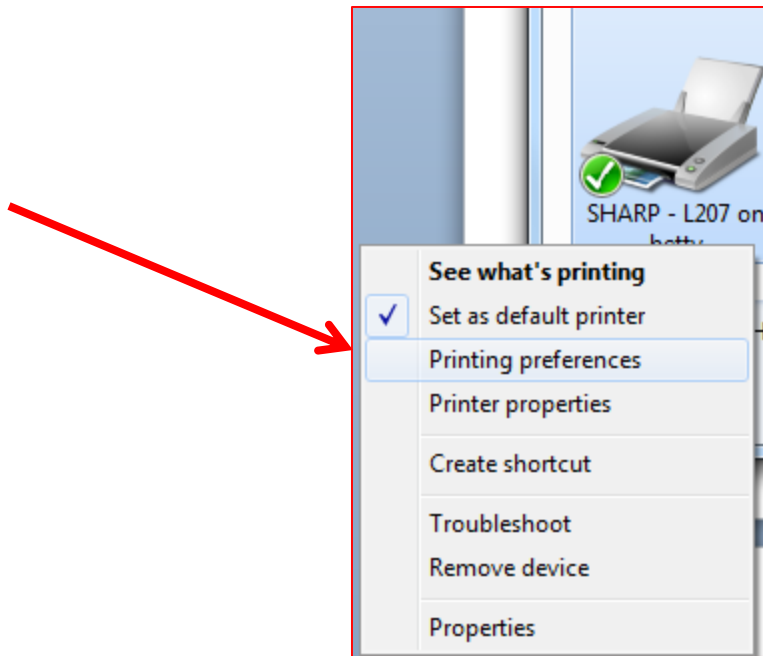
3. At the next window, with the **Job Handling** tab active, be sure the same settings as shown below are selected. Finally, create a password using only numbers, 6 to 9 numbers. When finished, click the **Apply** button and then the **OK** button at the bottom of the window.
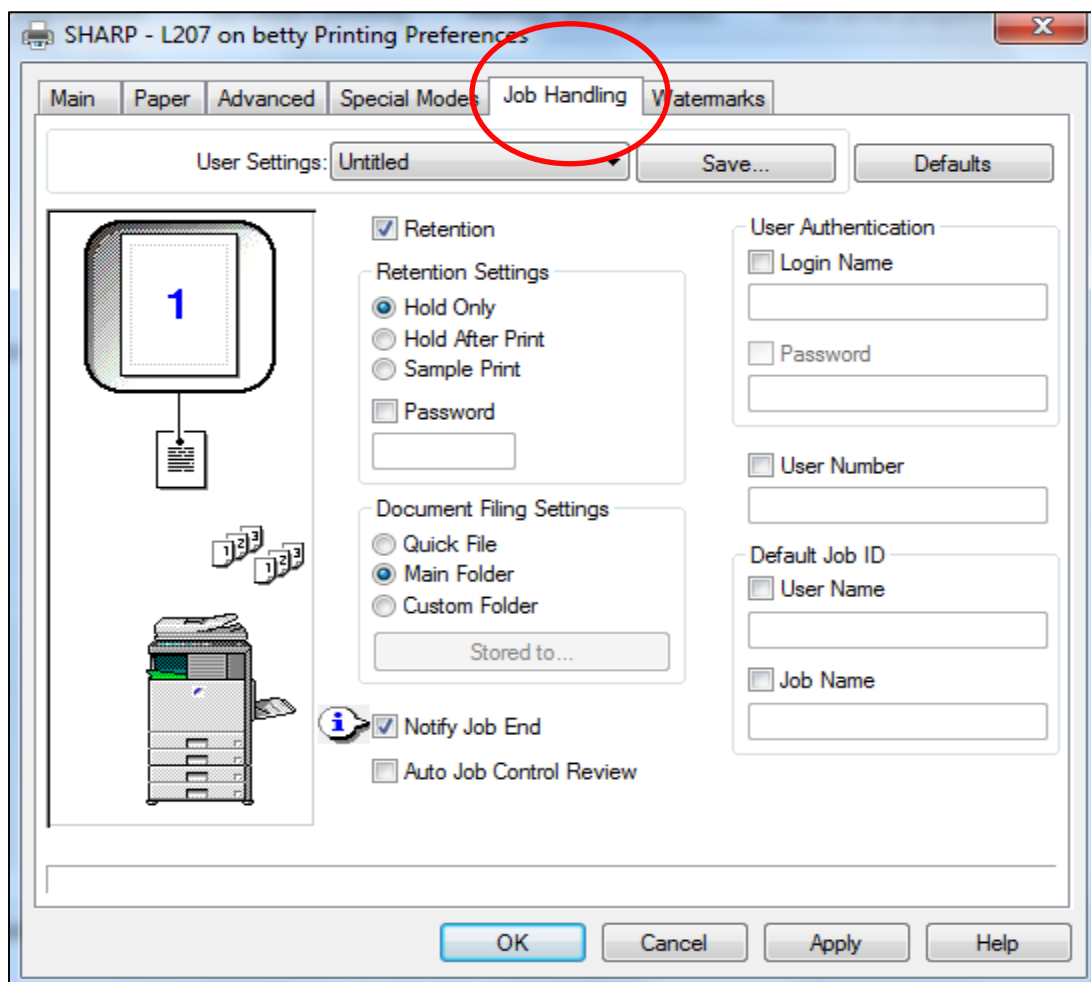
Retrieving Print Jobs from the SHARP Printer

1. From the display screen on the printer, press the tab labeled **Document Filing.**

2. At the next screen, select the **Main Folder**.

3. The print jobs will be listed in the queue. Select the job you want to print.

4. Enter the password you created and press the Print selection.

5. Finally, select **Print and Clear**. Do not use the Print and Store as the folder will run out of space.