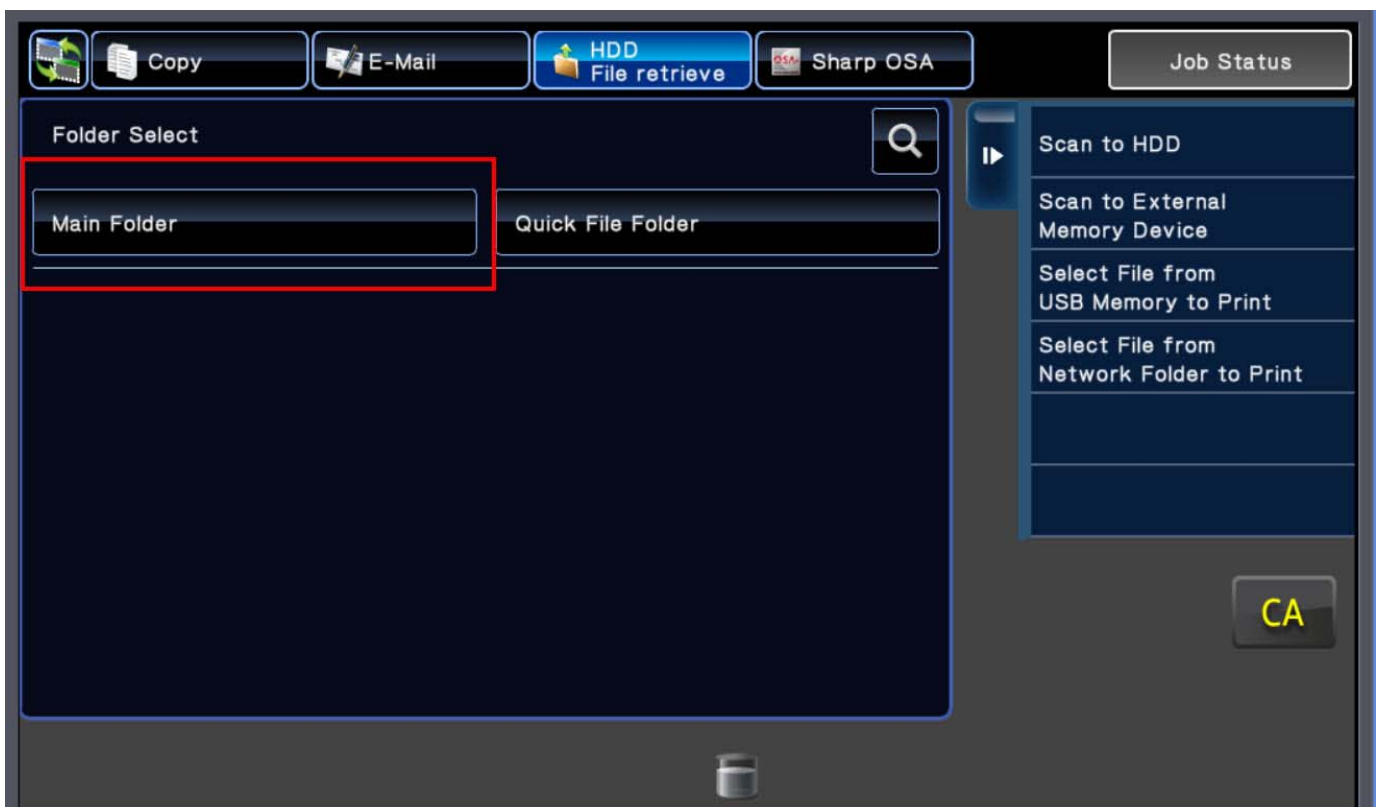


How to print out your *secure* or *held* print job at your Sharp black & white copier.

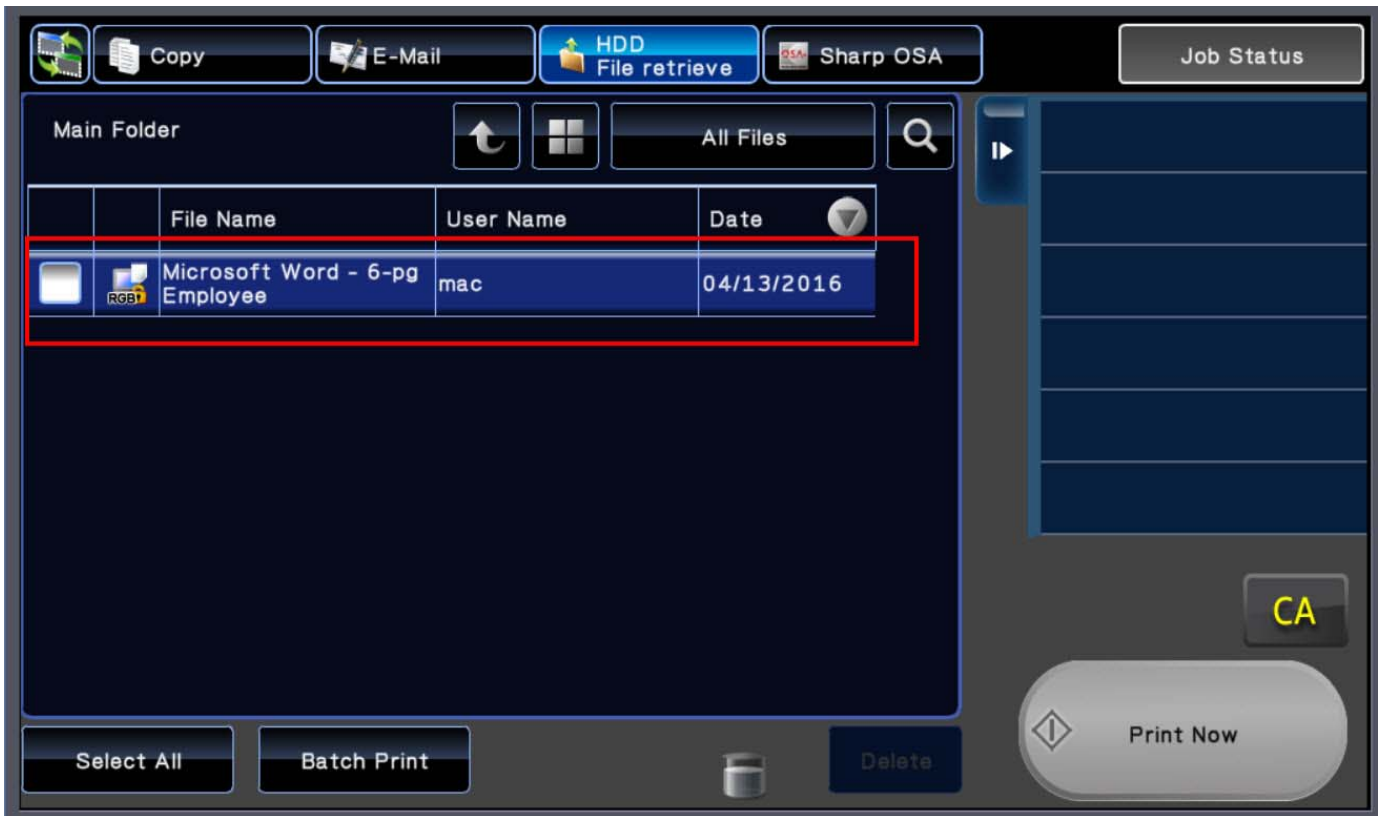
1. Go to the Home Screen of your machine and locate the HDD File Retrieve button. This button may have been renamed Held Prints, Prints on Hold, Your Print Job, or Prints`. Click on the button. (see the image below).



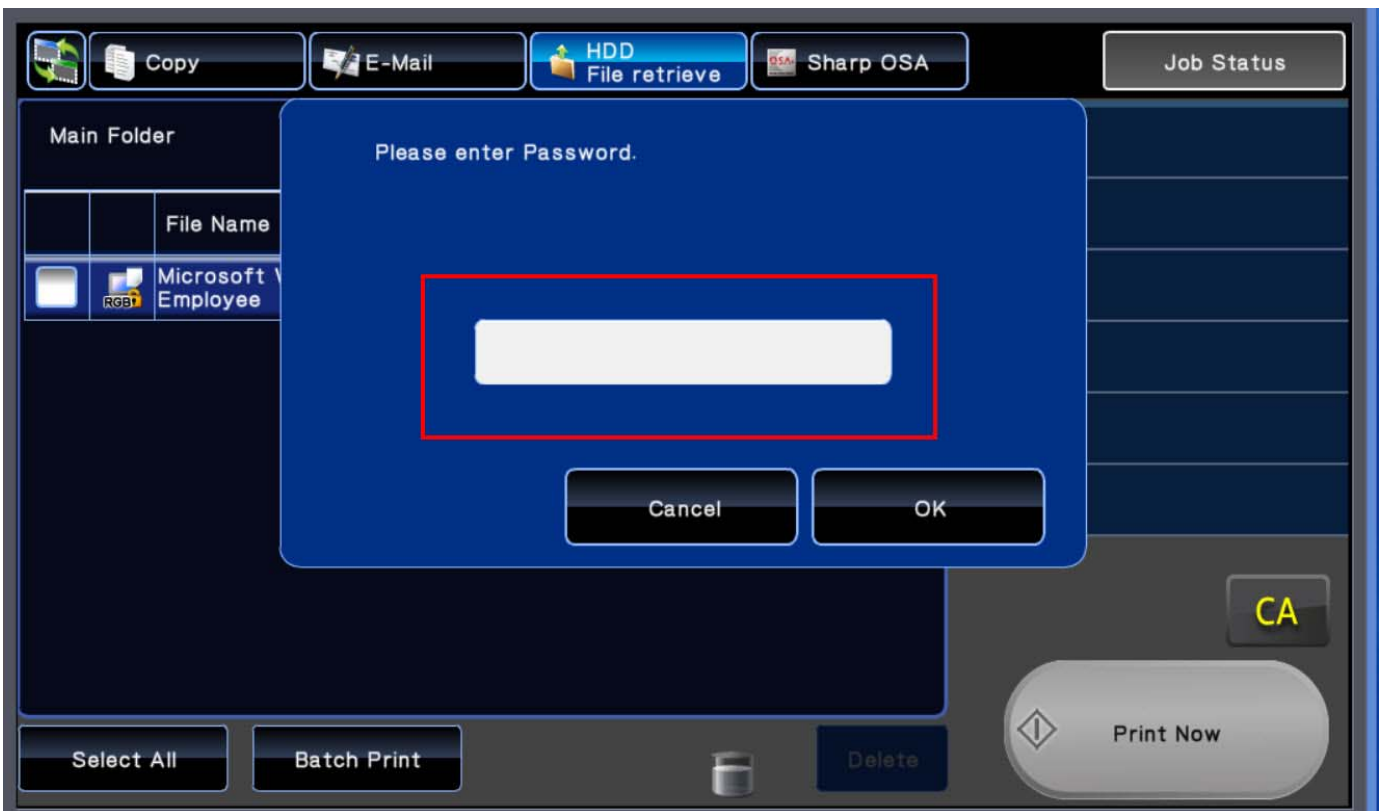
2. The Folder Select screen will open. Click on the Main Folder button (see the image below).



3. Click on your print job in the Main Folder (see the image below).



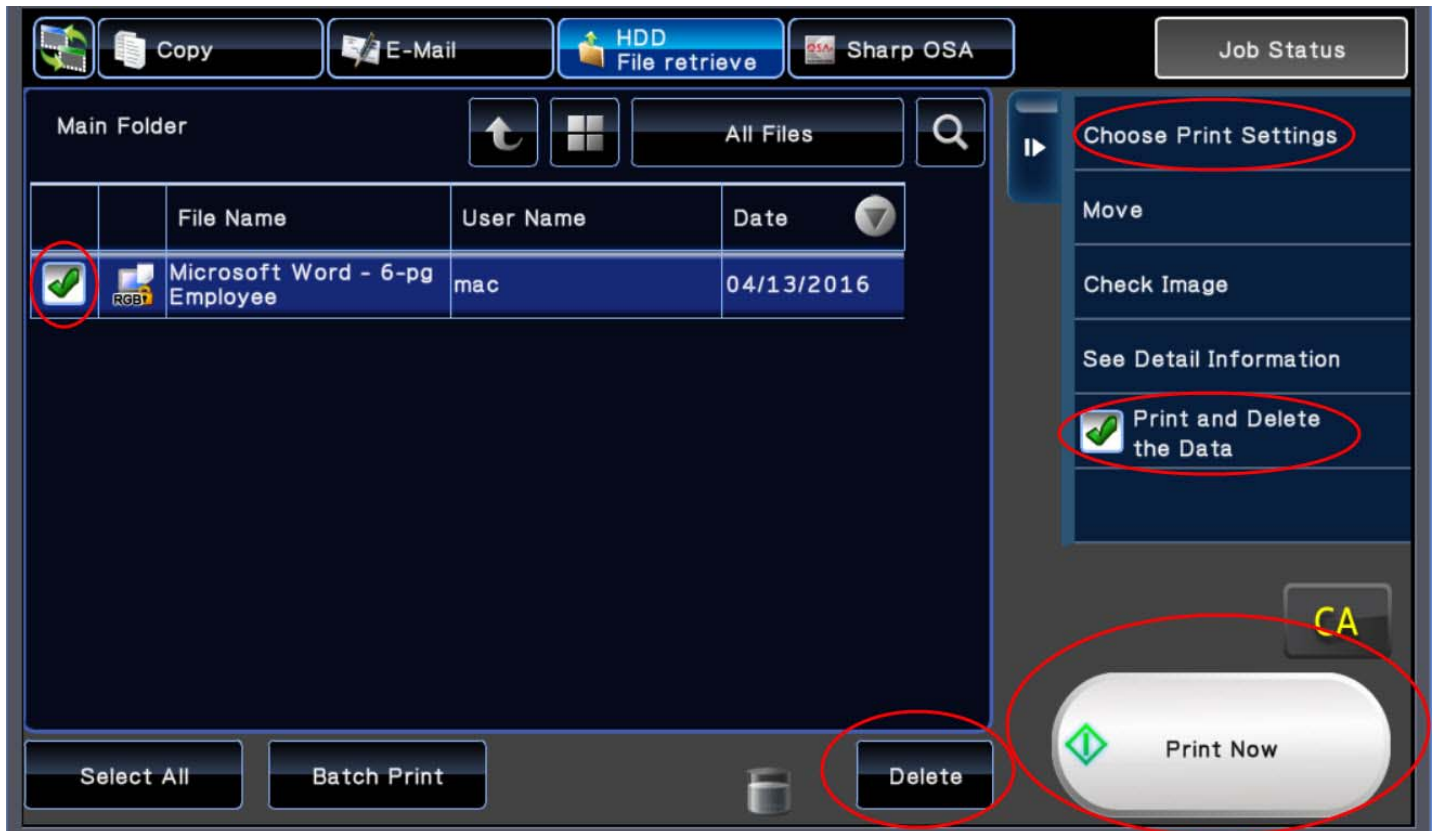
4. The Passcode screen will open. Enter your 5-digit passcode and click the OK button (see the image below).



5. Make sure the check-boxes next to your job and **Print** and **Delete the Data** are checked. Click the **Print Now** button to print out your job. (see the image below)

Additional buttons on the screen:

If you need to make changes (# of prints, 2-sided, and stapling) to your job before printing it, click on the **Choose Print Settings** button. If you need to just delete the job, click on the **Delete** button at the bottom of the screen.



This completes the step to print a secure or held print job.