

TO SECURE PRINT

To Store Your File In Secure Print:

- Print
- Print Properties
- Page Setup - Select “Secured Print” (from the “Print” drop down arrow)
- OK
- Print
- Select a “Pin” #
- OK - the document is now stored in the copier

ALL JOBS WILL NOW GO DIRECTLY TO SECURED PRINTING

To Print Your Secured Print Job:

- At the copier select the “Secured Print” button
- Touch on the job you want to print
- Touch the “Secured Print” button
- Type in your Pin # from the number key pad (this is the number you used when you sent to document to the printer)
- OK – your document will now print