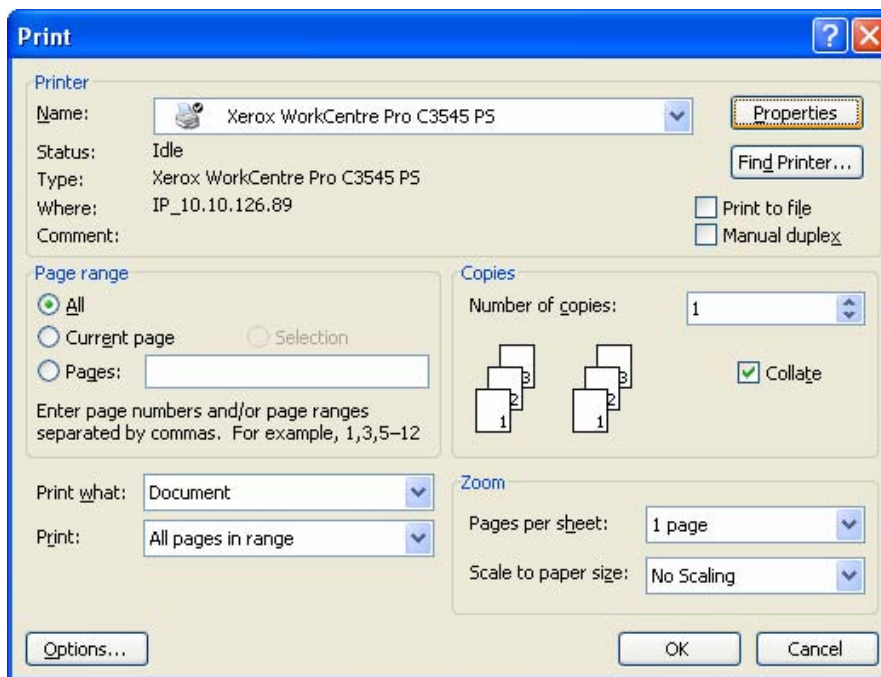
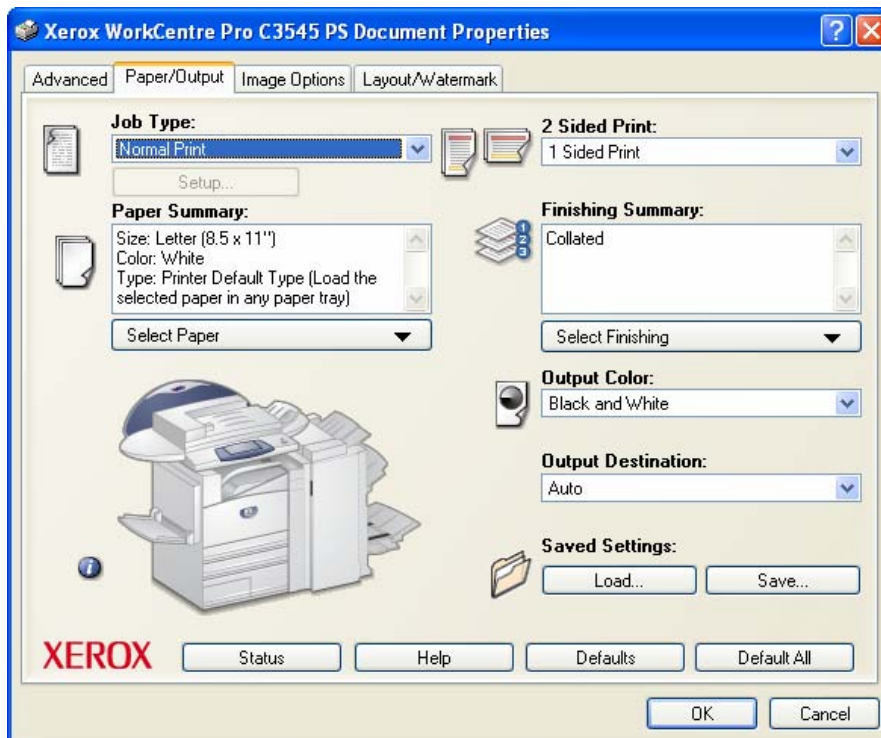


Follow these steps for secure prints from your computer:

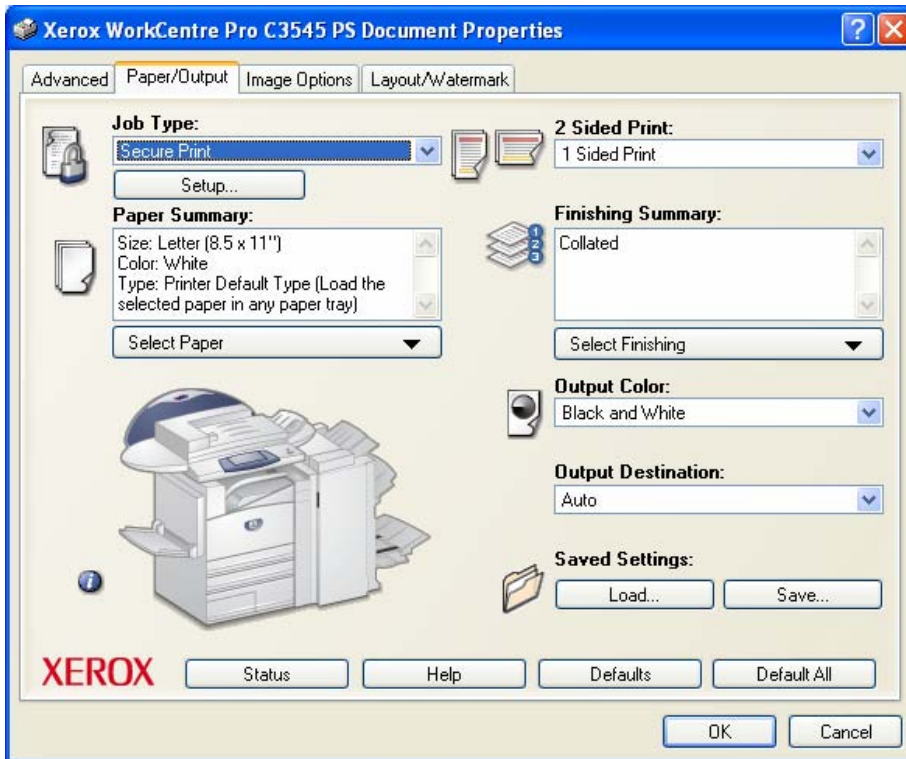
1. When printing a file as in this example from MS Word, you would select “File” then “Print” and be presented with a print driver dialog box like this:



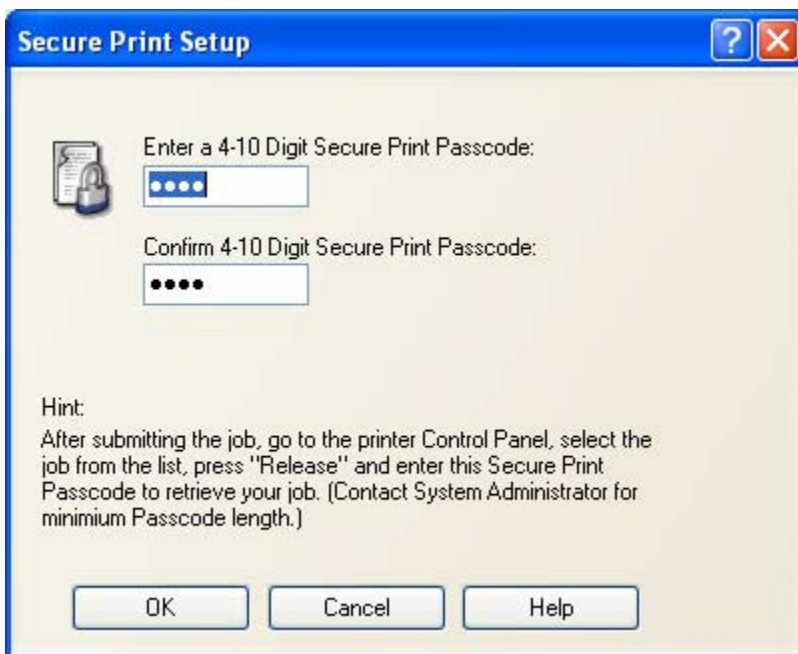
2. Select “Properties”.



3. Click on “Job Type” and select “Secure Print”.



4. Notice that the “Setup” button that was previously greyed out is now enabled. Click on the button. The Secure Print Setup dialog box will appear.



5. Follow the instructions and enter a numerical passcode, then reenter the passcode in the confirm box. Click on “OK”. Proceed to customize your printing job, i.e. one or two-sided, stapled, color of paper and then print the job. All that’s left to do, is to then proceed to the copier, press the “Job Status” button, find your your job in the “Held: Secure Print job queue. Press the “Release” button, enter the passcode that you sent the job with and the job will then print. That’s it!