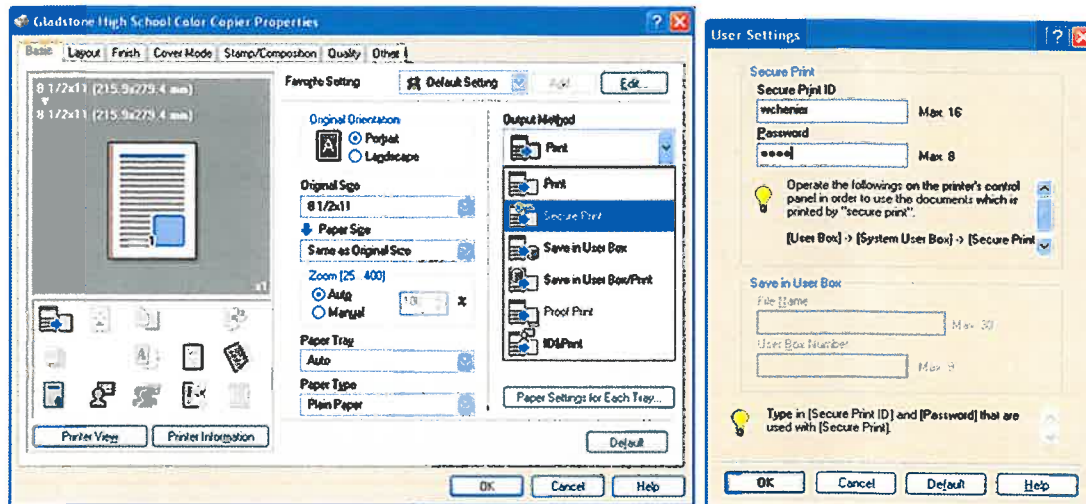


Secure/ Password Printing

Secure printing will save the print job at the copier until you get to the copier to print it.

At the printer properties screen, select "Secure Print" from the "Output Method" Drop Down menu as shown below.



Now enter your "Secure Print ID" which is the name portion of your email address (all lowercase) and your "Password" which is the last four digits of your phone number, and click the OK button.

Please note that if a user id and password were previously entered, you may have to choose the "User Settings" button to edit this information.

Retrieving the Secure Print from the copier:

Press the "User Box" Key, then in the lower right press "Secure Print". Enter your user name and press "OK". Next enter your password then press "OK". (as they were entered in the print dialog at your computer) Your print job will now be displayed. Highlight it and press "Print" on the right side and then the "Start" button to print your job. Your job will print just as they were sent and after printing will be deleted.