

# Printing with Secure Print Option

Go to Start, then Devices and printers:

Find the copier you want to do secure print:

Right click and choose "printer preferences" Change job type to "Secure Print", it will ask you to choose a password. You may make this anything you like. Click apply and OK. From here on out you will then send your print jobs to the copy machine securely and will have to release them at the machine. At any time you can go back in and change this setting.

The Secure Print option can also be chosen each time you send a print job if you don't want to make it your default preference.

