



Secure Printing

Secure Printing gives you the ability to send a print job to the printer and retrieving the print job at a later time using a password system. This allows you to send a document to the printer at any time, but you can decide exactly when the printer will start printing the actual document.

Step 1:

Send your document to print as usual by going to File > Print

Step 2:

Click on the Paper/Output tab on the printer window

Step 3:

Under Job Type, select "Secure Print", then press OK to send the print job to the copier



Step 4:

When it is convenient, walk down to the copy machine and press the Job Status button. A list of print jobs will be listed. Select the print job you sent to the copier

Step 5:

Select "Release".

Step 6:

Enter your 4-digit passcode. Your print job will now print.