

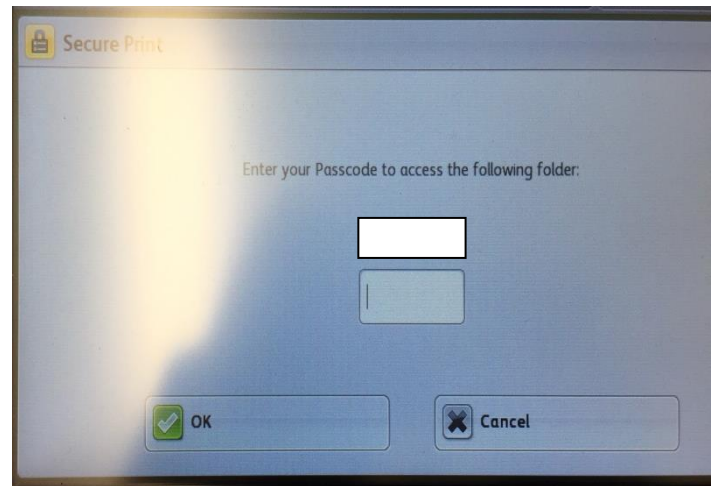
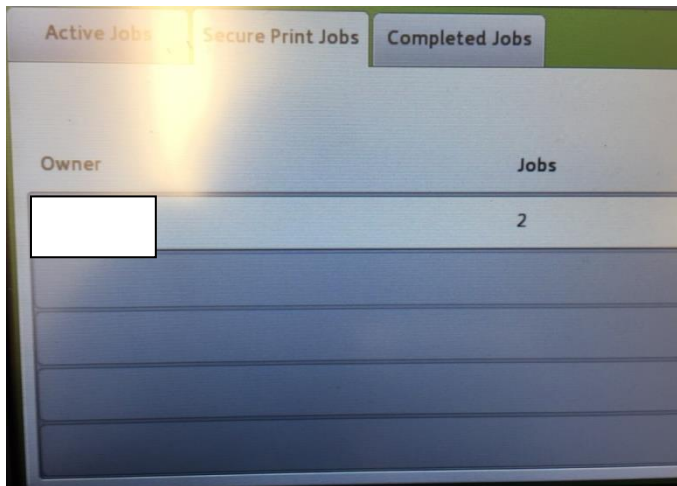
Secure Print Instructions

How to set up for the first time

If you have never used secure print before, when you print a document you will be asked to create a 4 digit passcode. You will need to input this code to retrieve your printing.



To retrieve your printing from the printer, please click on the middle icon. It will open the secure print jobs window where you select your name and enter your passcode.

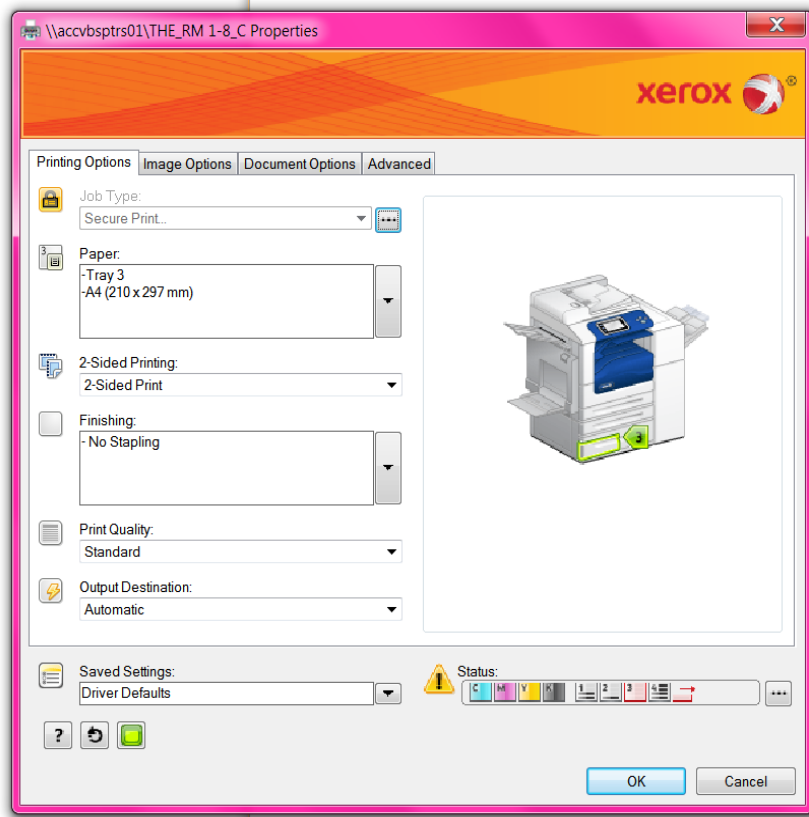
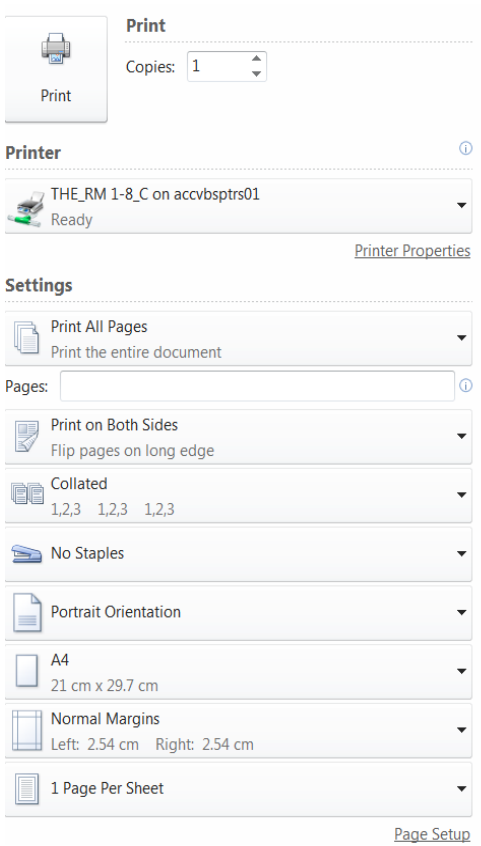



Once you have entered your passcode, it will show all the documents held in your secure print account and you can print all of them or individually select.



Once you have retrieved your printing, please ensure you double tap the AC button twice to log out of your secure printing account.

Secure Print – How to reset your passcode



If you need to reset your passcode, please click on printer properties which will open up the above menu and click on the  and enter a new passcode.