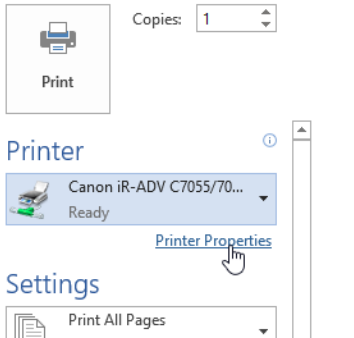


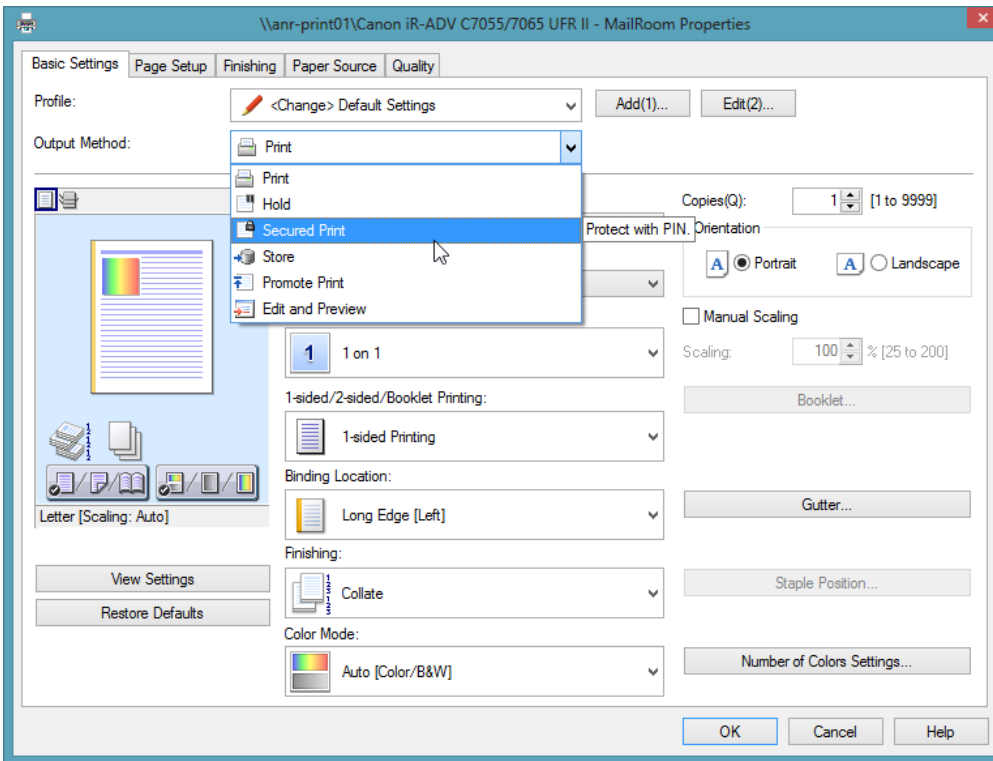
## Secure Print for all Network Copier/Printers (except the C1 Central First Floor)

From the Print dialog box, pick Printer Properties:

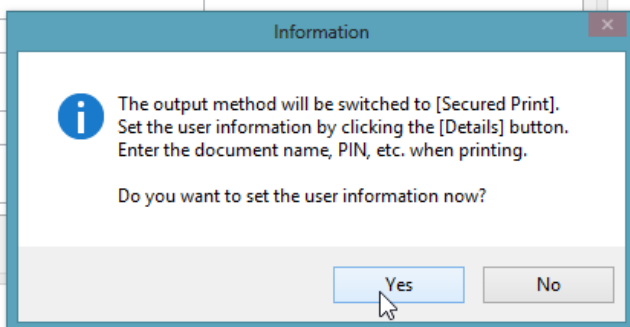
### Print



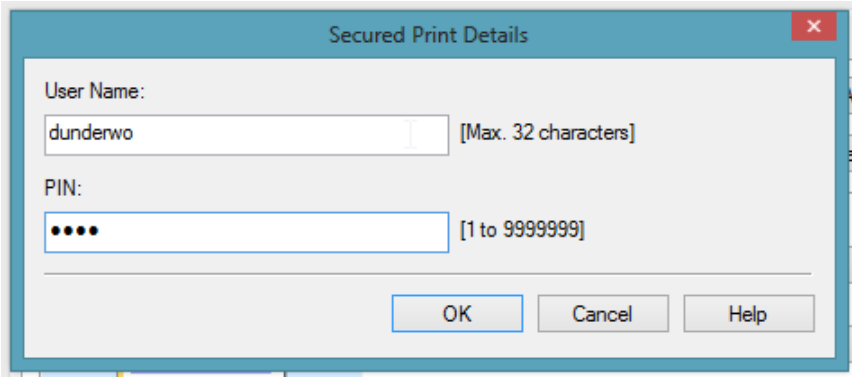
From the 'Output Method' drop down options pick Secure Print:



The Information dialog box gives the option of entering the document release PIN number:

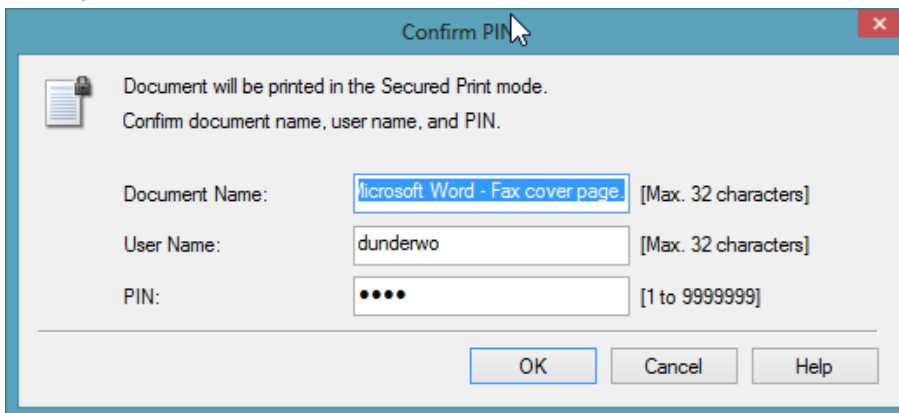


Set the PIN number to release the document at the printer, this can be any NUMBER for the current print job. If you forget this number the job will be stuck in the printer until it expires, which we're told is 24 hours:

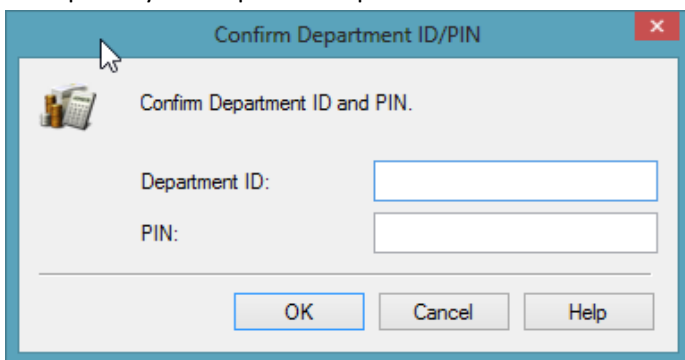


Click OK to close the Printer Properties dialog box, then click the Print button.

The Confirm PIN dialog box allows you to re-set the PIN, or change the document name that displays on the printer when you release the document:

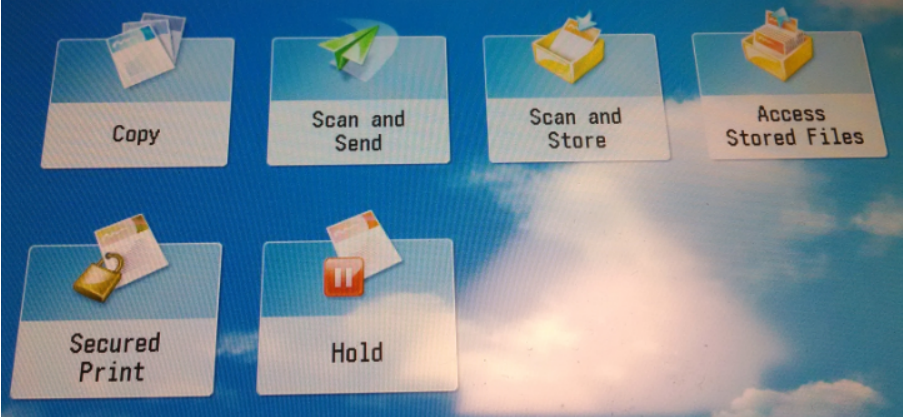


Now put in your Department printer code and click OK to send the job to the printer:

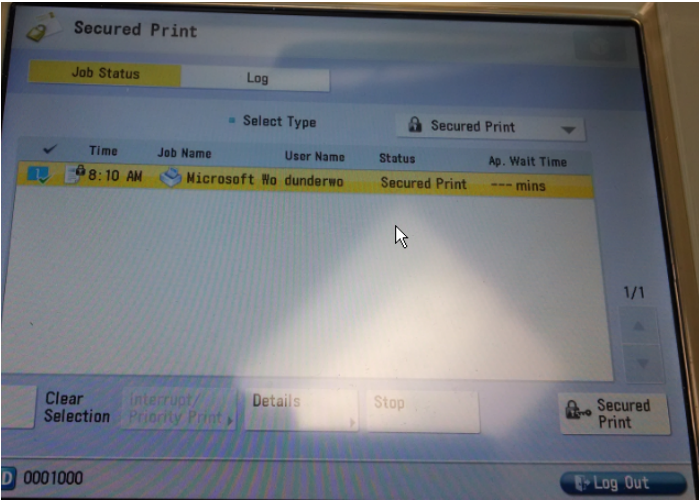


# Releasing Jobs at the Printer

Login to the printer and pick Secure Print:



From the list of stored document (Jobs from all users will be listed) pick your document and press Print:



Enter the document PIN code to release the document and print:

