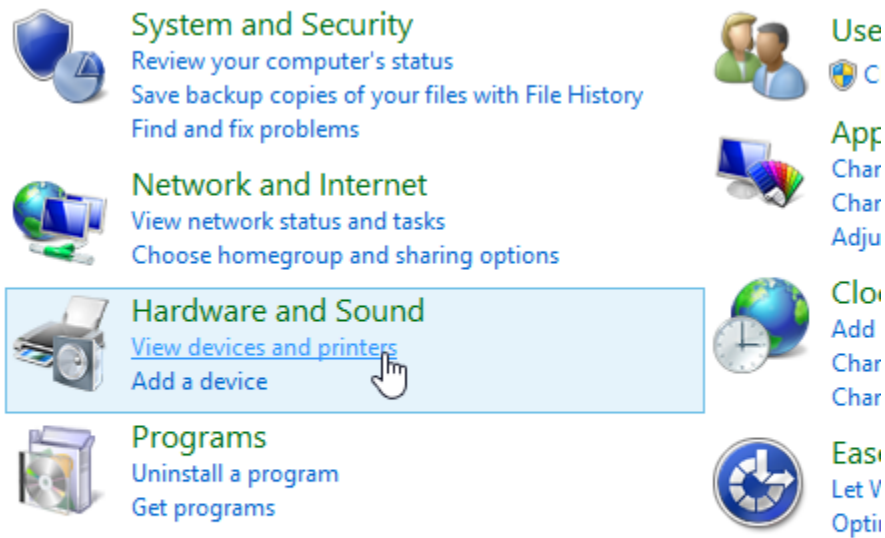
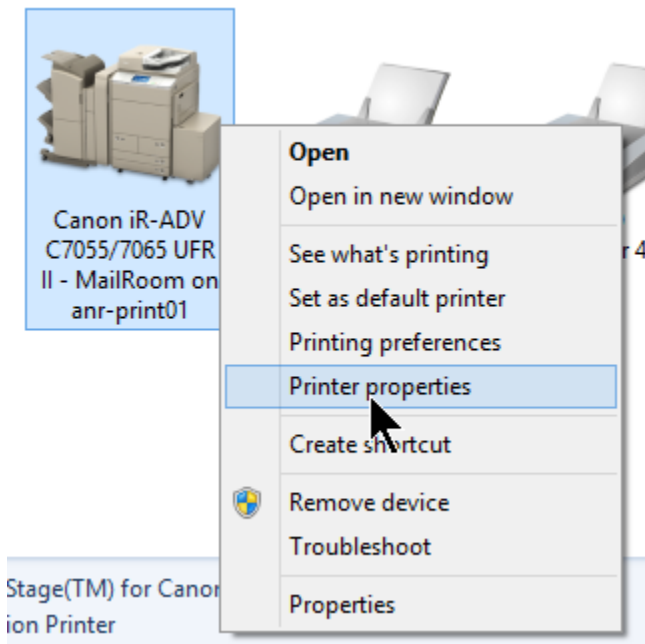


These instructions work for PCs only. For Mac Secure printing, please see IT for help.

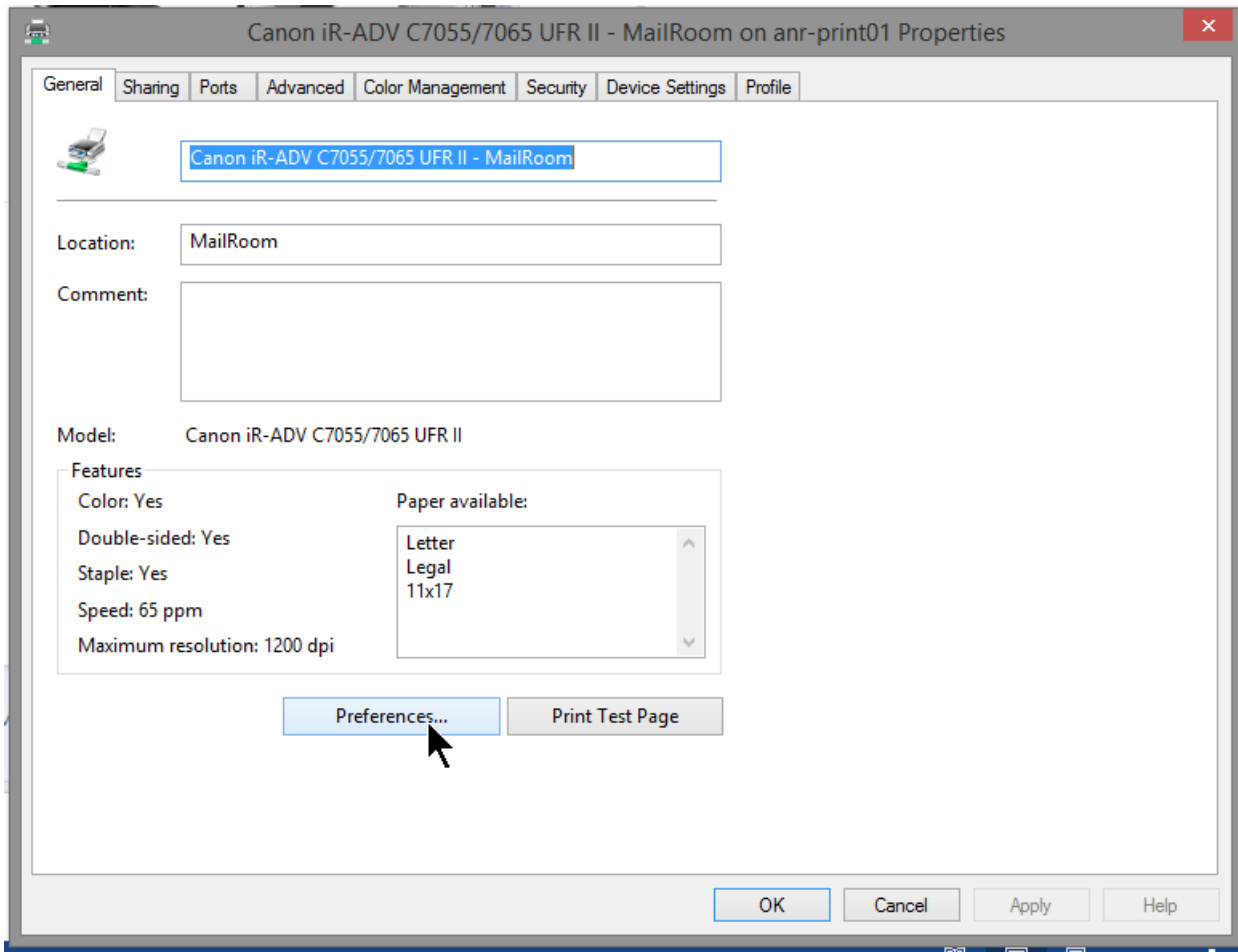
From the Control Panel choose devices and printers:



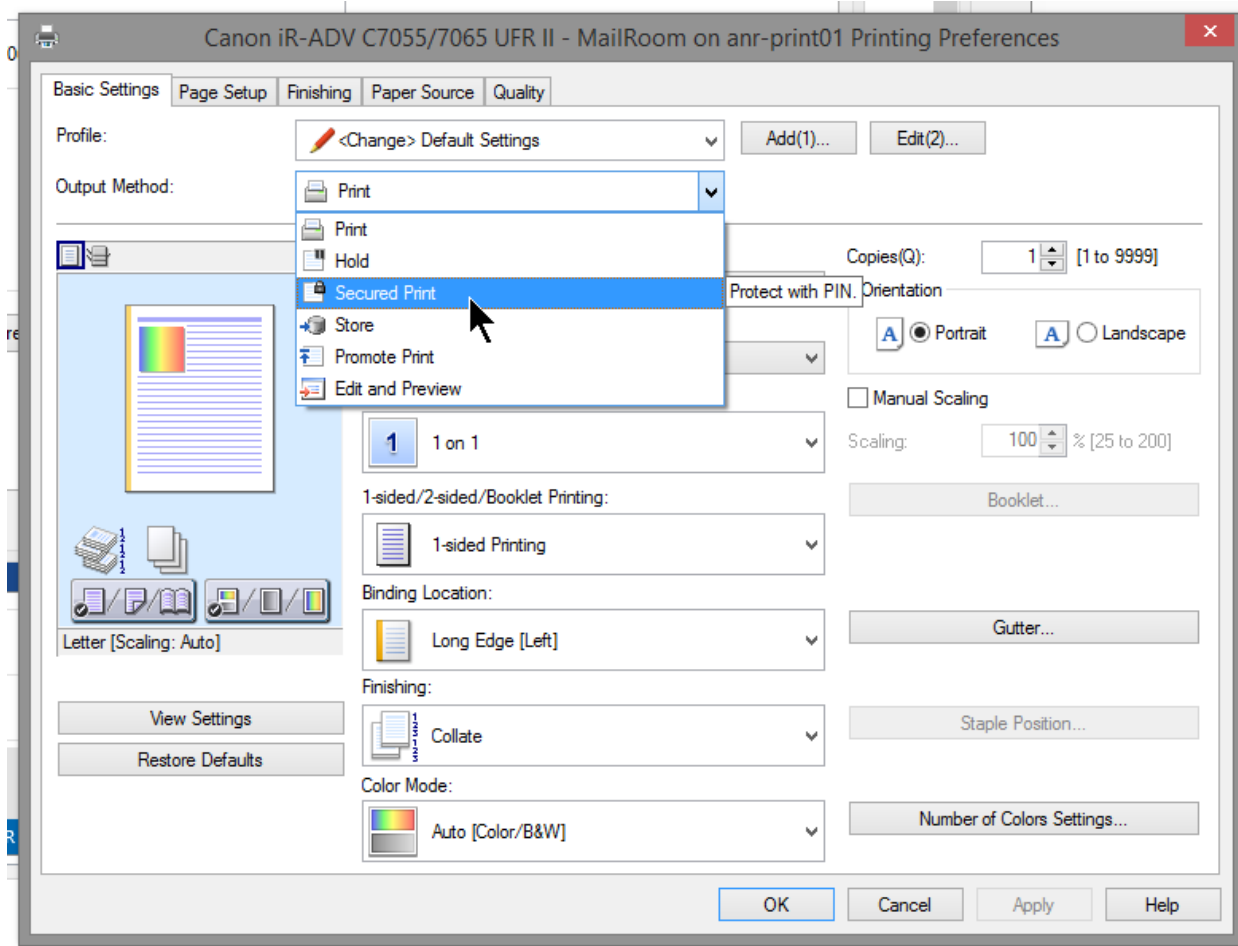
Right click the desired printer and pick Printer properties:



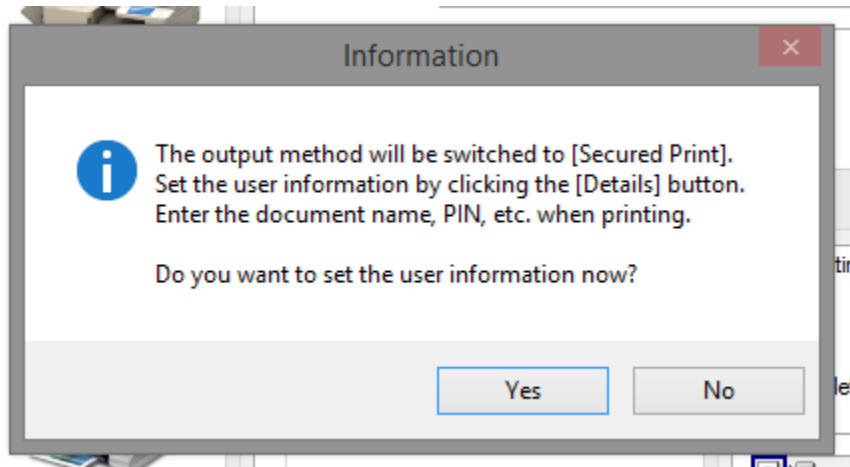
Click Preferences...



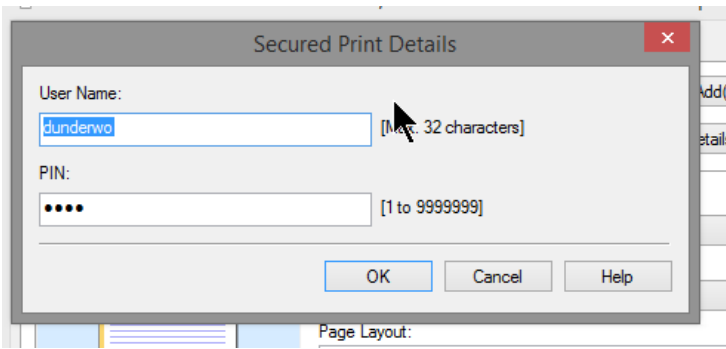
Change Output Method to Secure Print:



Output change warning:



Set Pin number used to retrieve job from printer:



Word dialog box Secure print. Print dialog box, "Printer Properties", output method to Secure print:

