SECURE PRINT

When using the Secure Print feature:

➔ You can send your job to the printer, and at a time that is convenient for you, go to the printer and release your print job from the device queue. If you decide not to print the job, you can cancel your print job at the printer.

1. Click File then Print, and then choose Properties. Choose Secure Print from the drop down menu in the 'Job Type' section.
2. Now print the document

5.   You will be asked to set a passcode for your job. Complete the sequence of steps.

Write down this code. It will need to be entered on the printer screen in order to release the print job.

6. Go to the printer. Choose Job Status.
7. Select the job.
8. Choose release.