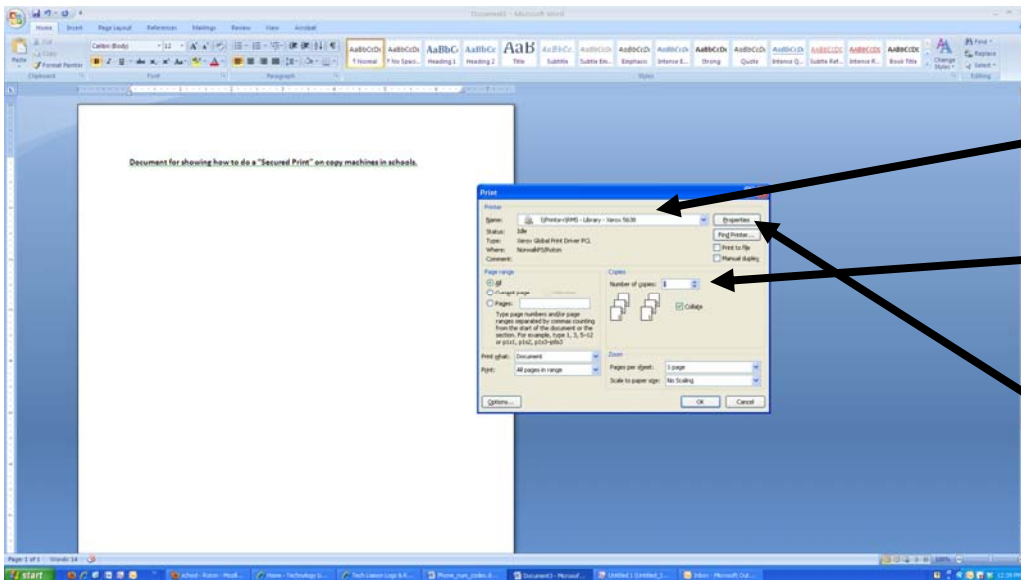


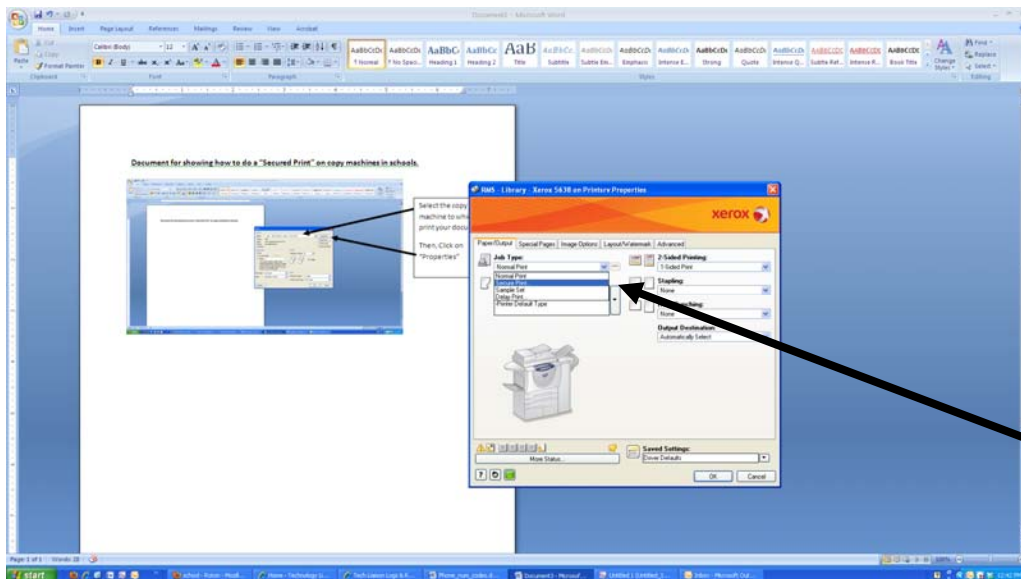
Document for showing how to do a "Secured Print" on copy machines in schools.



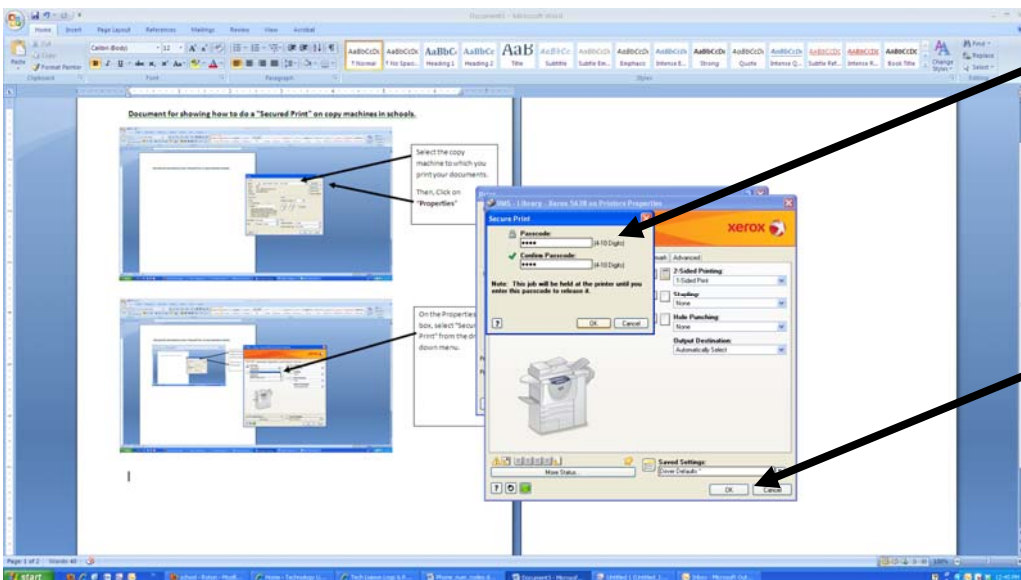
Select the copy machine to which you print your documents.

Set the **number** of copies that you want on this box also.

Then, Click on "**Properties**"

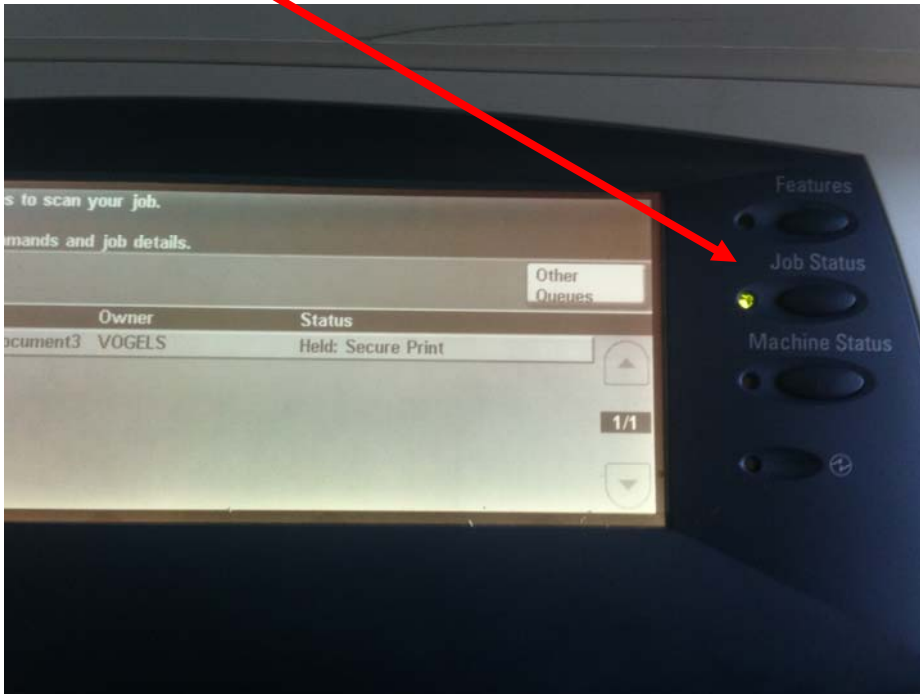


On the Properties box, select "Secure Print" from the drop down menu.



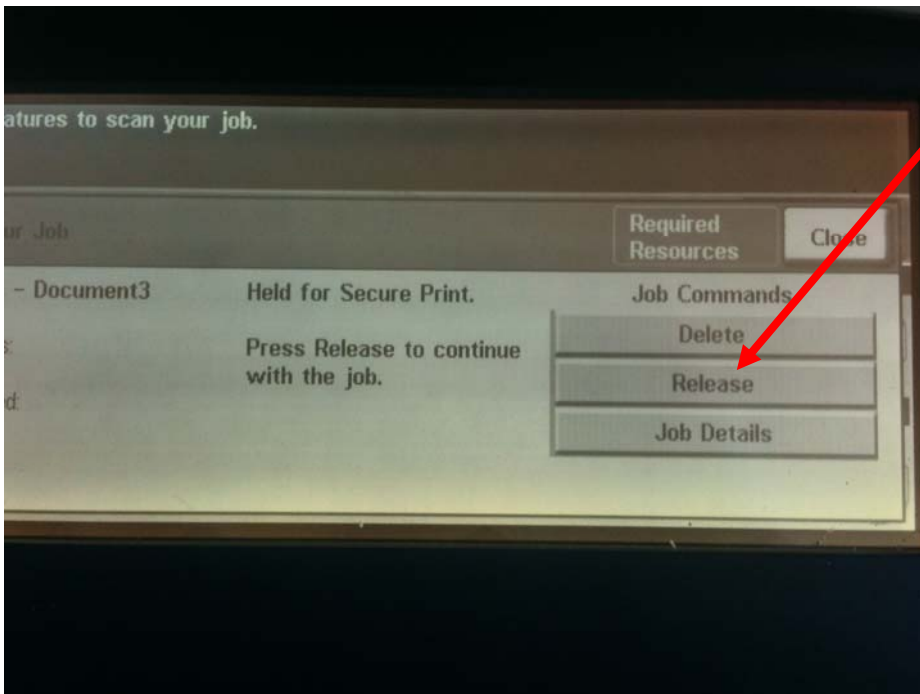
When the "Secure Print" Passcode box pops up, enter any 4 – 10 digit passcode that you want. **YOU MUST REMEMBER YOUR PASSCODE!!!** Then click OK.

When you go to the copy machine where you have sent the "Secure Print" job, click on the "Job Status" button on the copier.

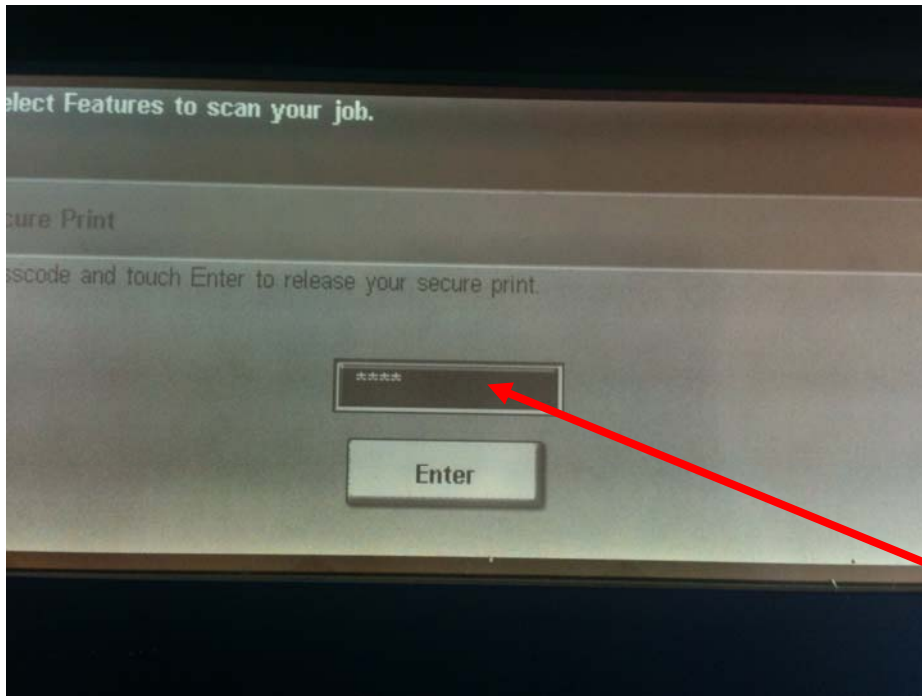


Once you have clicked on the "Job Status" button on the copier, you will see your job in the Queue on the copier. It is listed as "Held: Secure Print"

Click on your job on the Queue screen. You will get the message below and you will need to "Release" your print job.



Once you click on "Release", you will get the screen below, where you will be asked to enter the passcode that you entered on your computer.



This is the screen where you will enter the passcode that you provided from your computer for your "Secure Print" job. Then click on "Enter" Your job should now print.



After printing your document, click on the "Features" button on the copier to return the copier to the Main Menu for others.