Copier How-To

This document will walk you through printing a document using Secure Print. Secure Print allows you to print a document to the copier, but not have it actually be printed until you “release” it at the copier. This can be useful when printing confidential documents that you do not want left sitting at the copier.

Part One – From Your Computer
- Select Print from the File menu. (Or, within Office 2007 programs, from the Office Button.)
- Select the copier you wish to use and click the Properties button.
- Select Secure Print from the Output Method drop-down menu. The Secure Print Settings window will pop up.
- Enter a Secure Print ID (this can be anything – we recommend using your five-digit copy code) and leave the Password empty. Click the OK button.
- Set up any special job details or finishing (such as stapling or paper settings), and send your document to the copier.

Repeat this process to send multiple documents to your Secure Print box at one time.

Part Two – At the Copier
- Log into the machine as you would to make copies, then press the Box button above the number pad.
- Press the System User Box tab on the touch screen.
- Press the Secure Print User Box button on the touch screen.
- Enter the ID you set previously, then press the Enter button on the touch screen.
- Enter the Password (leave it blank if none was set), then press the Enter button on the touch screen.
- Select the document on the touch screen, then press the Print button to the right.
- Set any finishing options on the touch screen, then press the illuminated Start button to release the document for printing. It will be deleted from the copier once it has printed.

Repeat this process if you sent multiple documents to the copier using Secure Print.