

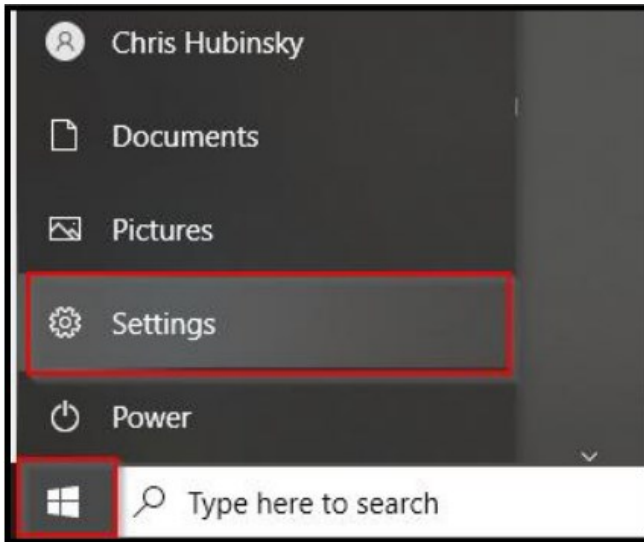


How-To-Document Resource

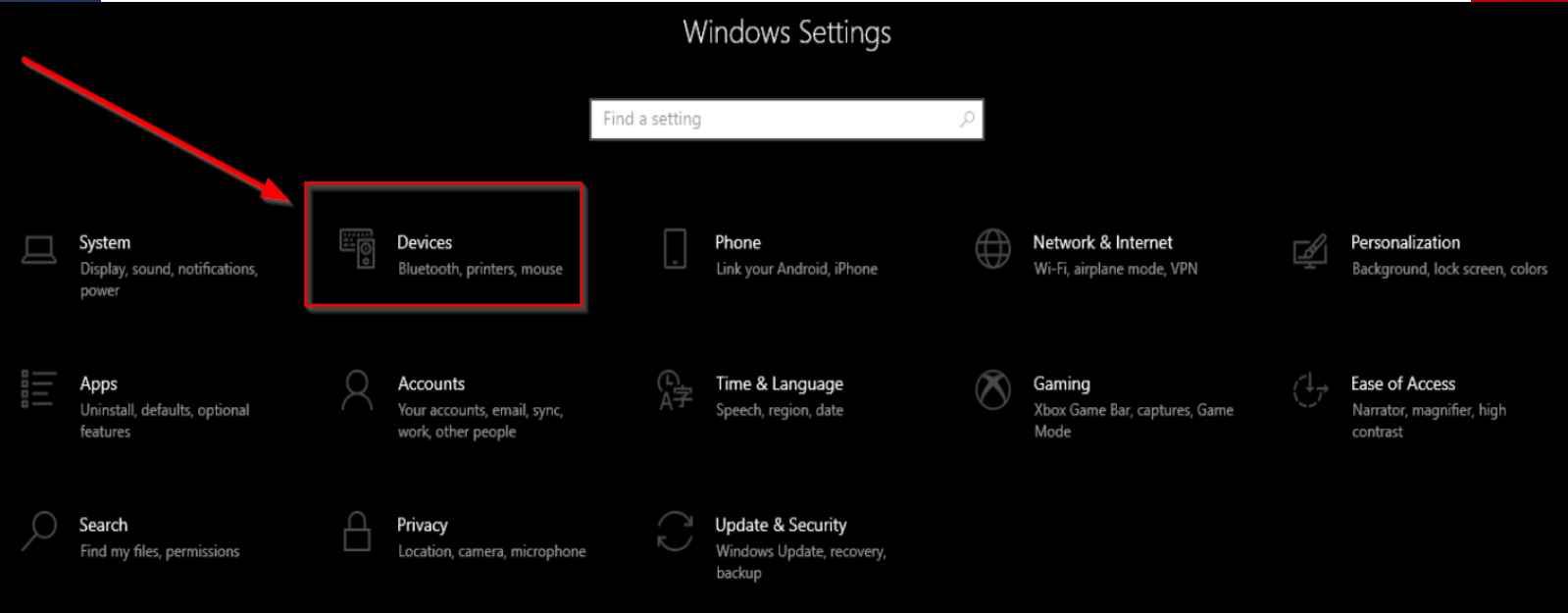
HOW TO USE THE SECURE PRINT FEATURE

Use Secure Print with Office Copiers

STEP 1.) Click on the **START BUTTON** and then click on **SETTINGS**



STEP 2.) On the **WINDOWS SETTINGS (HOME SCREEN)**, click on **DEVICES**.



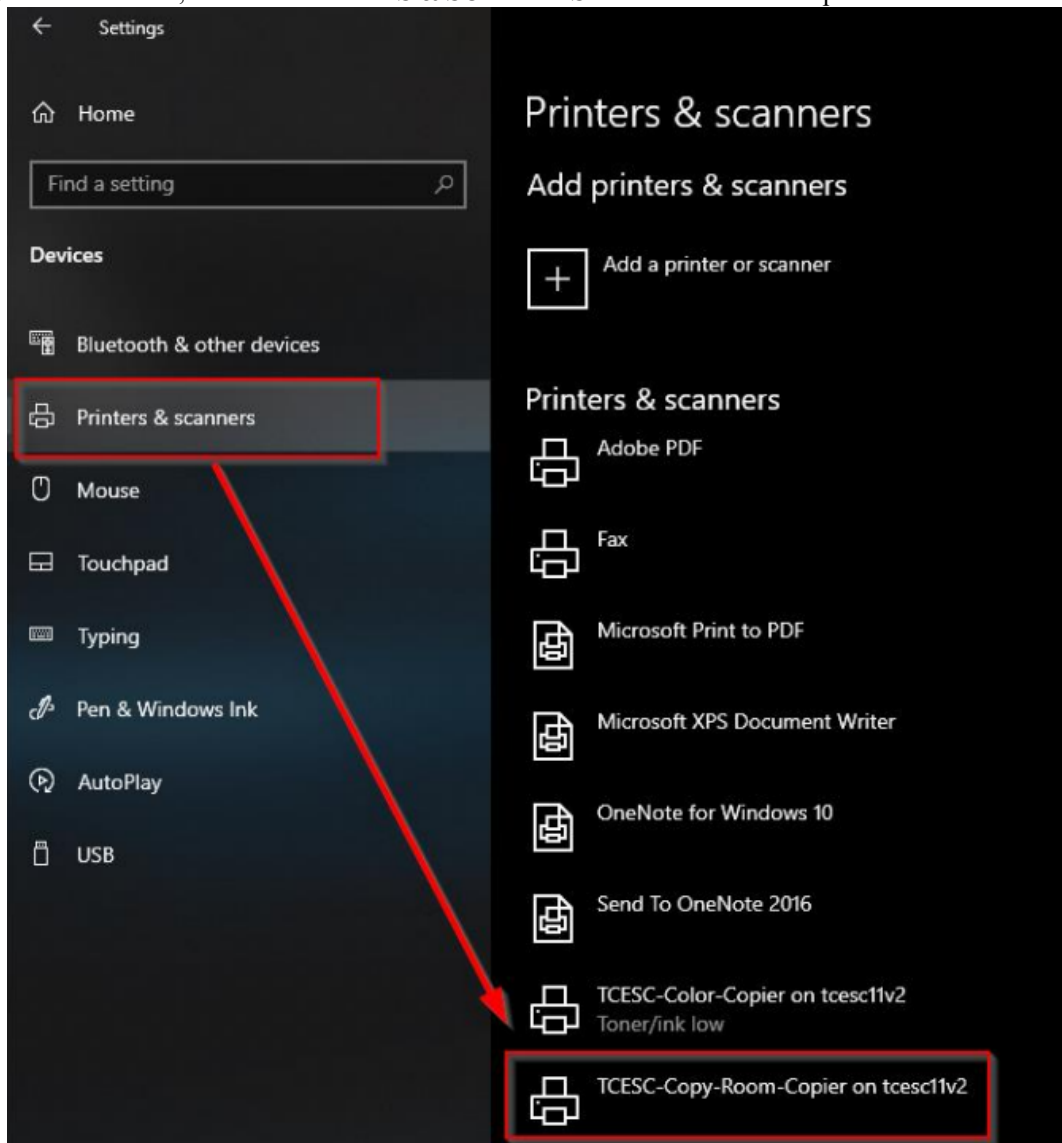


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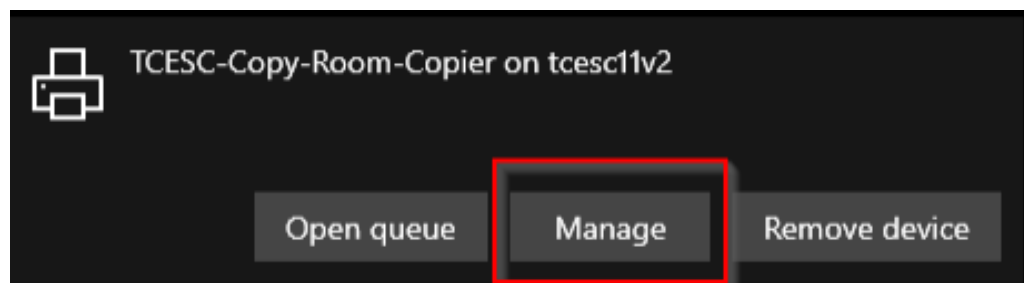
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STEP 3.) In the left menu, click on *PRINTERS & SCANNERS* and then click on the printer.



STEP 4.) Click the option *MANAGE*.



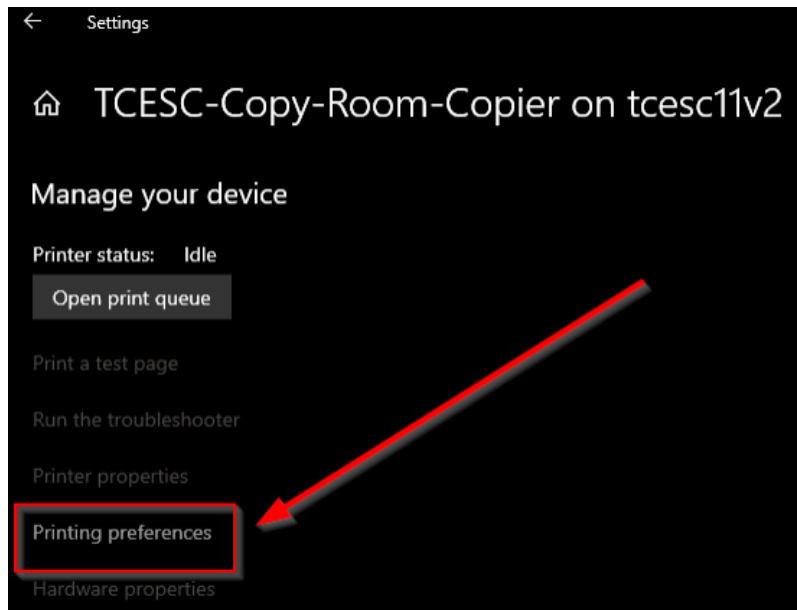


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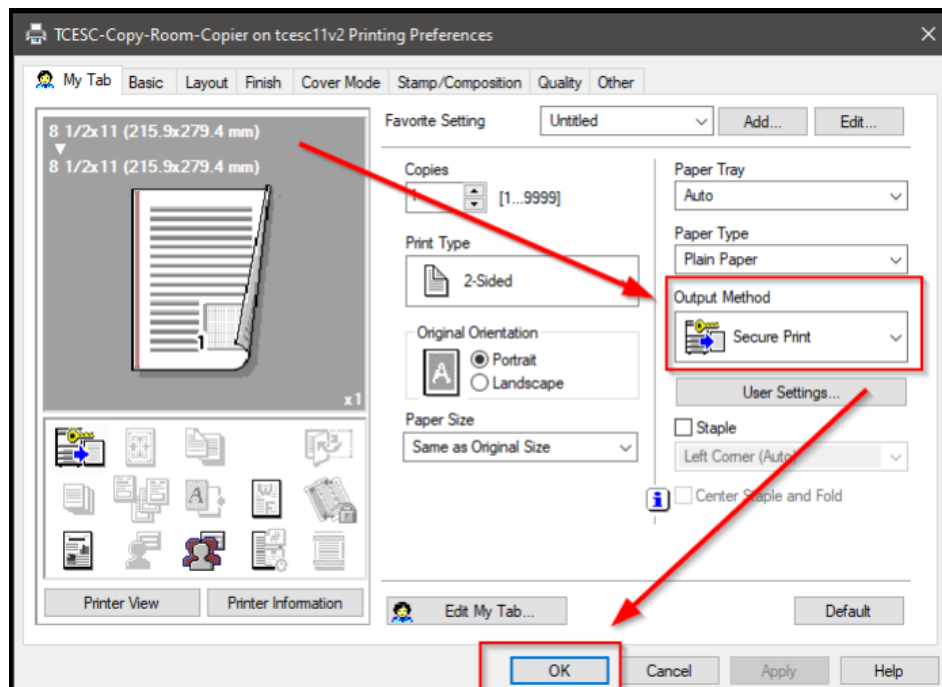
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STEP 5.) Click on **PRINTING PREFERENCES**.



STEP 6.) Change the **OUTPUT METHOD** to **SECURE PRINT**. Click **OK**.



All print jobs will now default to the secure print feature.