

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

← Settings			
යි Home	Printers & scanners		
Find a setting $ ho$	Add printers & scanners		
Devices	+ Add a printer or scanner		
Bluetooth & other devices			
Printers & scanners	Printers & scanners		
() Mouse			
🖬 Touchpad			
I Typing	Microsoft Print to PDF		
d ³ Pen & Windows Ink	Microsoft XPS Document Writer		
AutoPlay	OneNote for Windows 10		
🗇 USB			
	Send To OneNote 2016		
	TCESC-Color-Copier on tcesc11v2 Toner/ink low		
	TCESC-Copy-Room-Copier on tcesc11v2		

STEP 4.) Click the option MANAGE.





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STEP 5.) Click on *PRINTING PREFERENCES*.

← Settings			
Manage your device			
Printer status: Idle			
Open print queue			
Print a test page			
Run the troubleshooter			
Printer properties			
Printing preferences			
Hardware properties			

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

🖶 TCESC-Copy-Room-Copier on tcesc11v2 Print	ing Preferences	×
My Tab Basic Layout Finish Cover Mode 8 1/2x11 (215.9x279.4 mm)	Stamp/Composition Quality Other Favorite Setting Untitled	✓ Add Edit
8 1/2x 11 (215.9x279.4 mm)	Copies [19999] Print Type 2-Sided Original Orientation Print Type Children Contract Contr	Paper Tray Auto ~ Paper Type Plain Paper ~ Output Method Secure Print ~ User Settings
Image: Second	Paper Size Same as Original Size	Staple Left Corner (Autor Center Scaple and Fold
	ОК С	iancel Apply Help

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