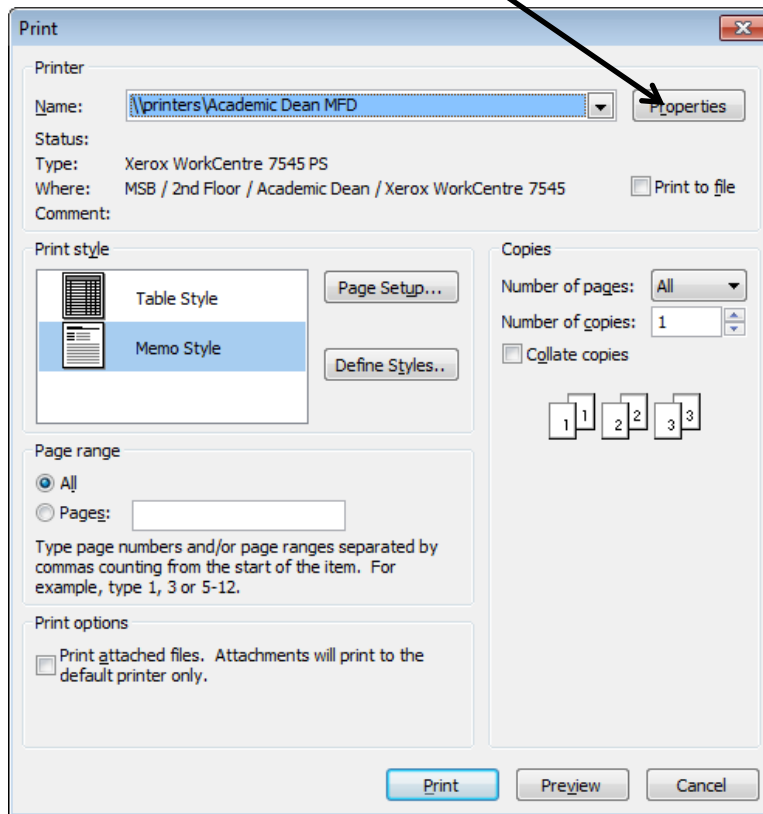




**Using Secure Print and Changing Your Secure Print Passcode in Windows**

1. If not already selected, select your printer from the drop down menu. Then click the **Properties** button.

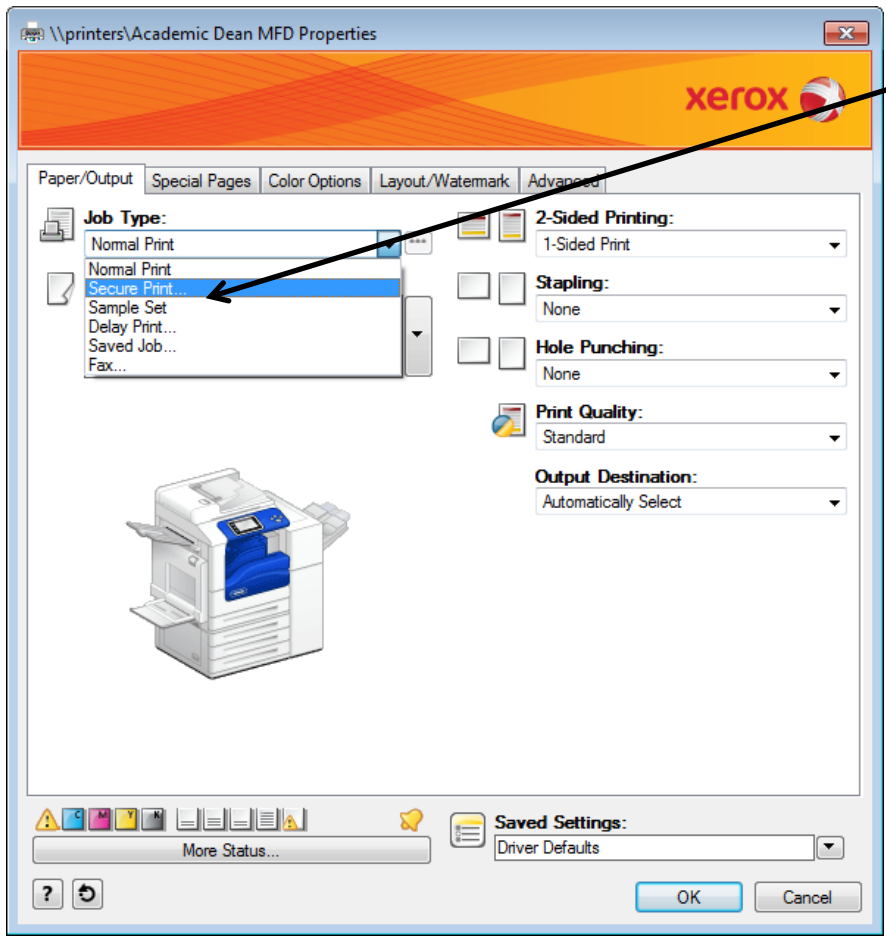




**Set Up Secure Print in Windows**

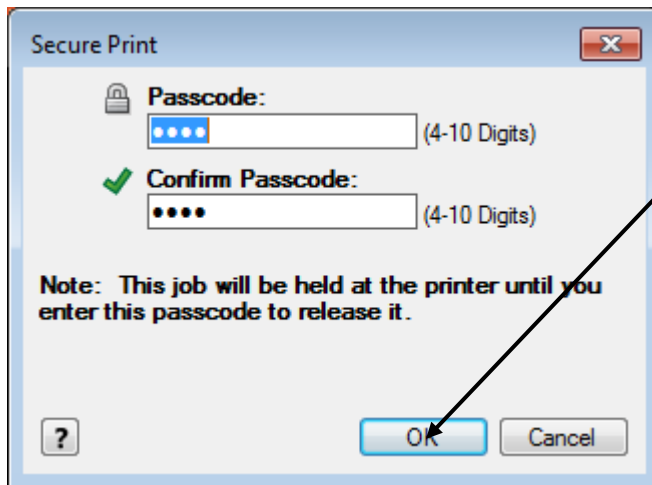
- 2. In the **Job Type** drop down box, click the down arrow and select **Secure Print**.

*If at any time you forget your printing passcode, click this button to change it.*





3. A box will pop up asking you for your Passcode. Pick a passcode that is 4-10 **numbers** only. Type in a second time to confirm. **Click OK** here and on the next two windows and your job should be sent to the printer.



***Note:** To retrieve your job from the MFD, press the **Job Status** button to the left of the LCD. Select your name in the list, press **Release** from the menu and enter in your passcode.*