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.
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 \textbf{numbers} only. Type in a second time to confirm. \textbf{Click OK} here and on the next two windows and your job should be sent to the printer.

\begin{figure}[h]
\centering
\includegraphics[width=\textwidth]{secure_print.png}
\caption{Secure Print window with passcode input fields.}
\end{figure}

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