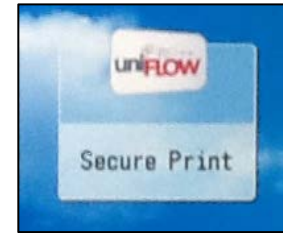


Secure Print – What it can do for you

Secure Print is the icon you have seen on the copier's main menu but just may not know all that it does or can do for you.

In essence when using Secure Print, rather than printing to a particular printer you are printing to the cloud. You can then choose where and when to print your document.

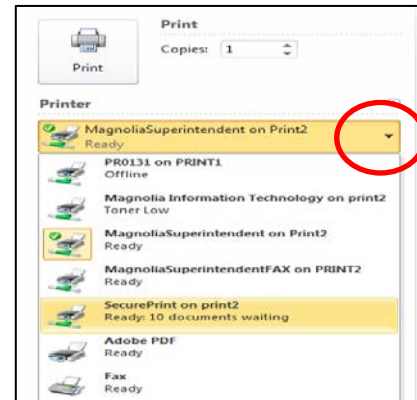


Great reasons to use Secure Print:

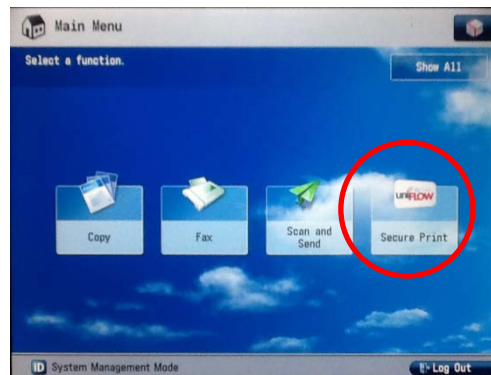
1. Print a confidential document to the copier.
2. Printing multiple documents and only want to walk to the printer once.
3. Printing on your way out of your building, can physically print the document on any of our copiers regardless of the physical location.

Logistics:

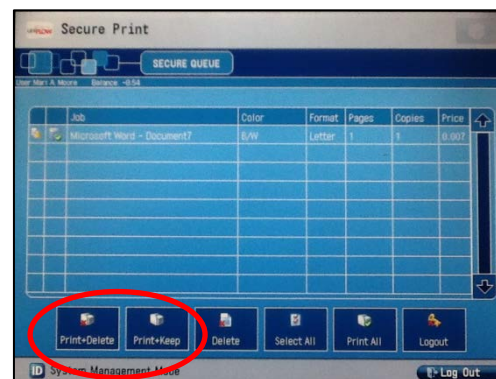
- Within your application (Word, Excel, etc)
 - choose the printer dropdown option
 - Select *SecurePrint on print2* as your printer
 - Finishing features of stapling, hole punch, duplexing, etc. are all available.



- At the copier
 - Log in as usual
 - Select Secure print



- The documents you have printed will appear in the secure queue.
- Select the documents to print, as you may have several in the queue.



- Your options are to print & delete or print & keep.
- Documents will only stay in the queue for three days so that the queue does not fill up with forgotten documents.