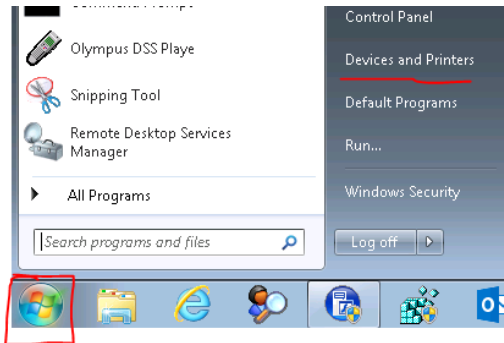# Setting up Secure Print
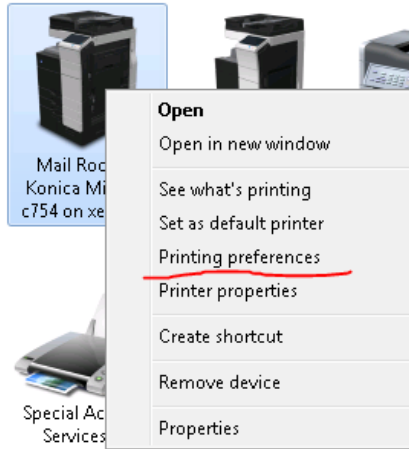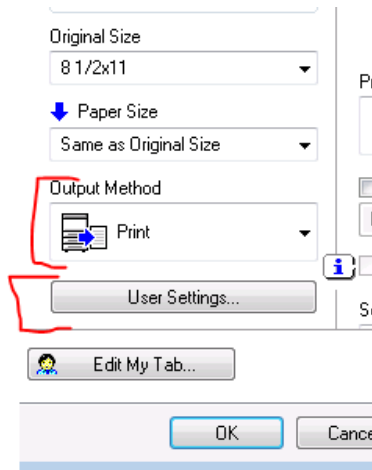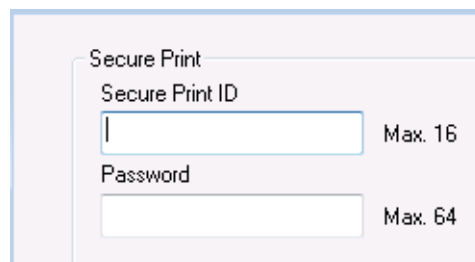

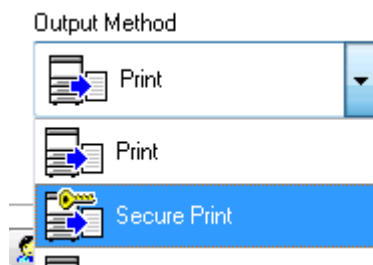- Click Start
- Click Devices and Printers

- Right click on the printer you want to use
- Click Printing Preferences

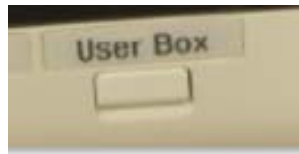
- Click User Settings button

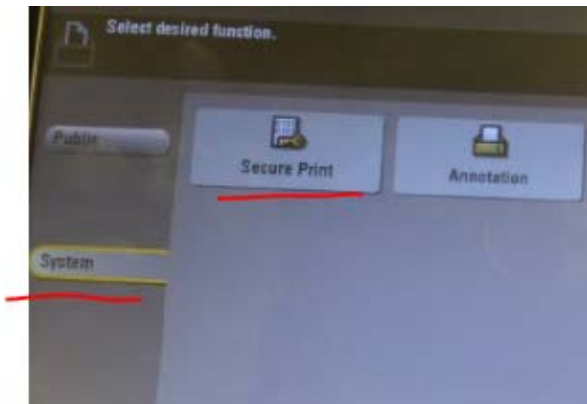- Enter your employee number in the "Secure Print ID" and Password boxes
- Click OK

- Click the output method box and select "Secure Print"
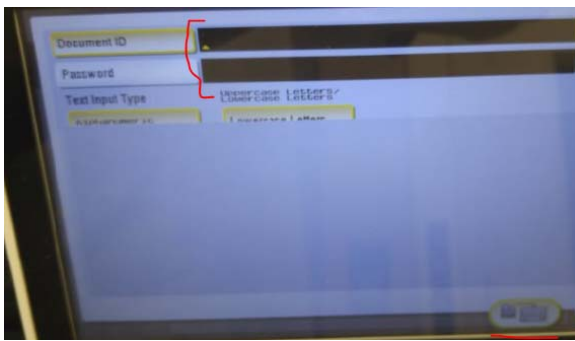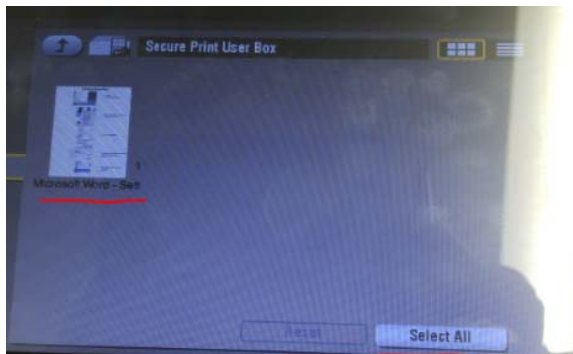- Click OK

- Press the "User Box" button on the printer

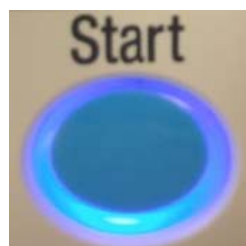- Press System
- Press Secure Print

- Click in the Document ID box
- Click the Keyboard Icon to bring up the keyboard
- Enter your User ID (Employee #)
- Enter your password

- Select the document you want to print or click "Select All"

- Click Print

- Press the start button to start the print job