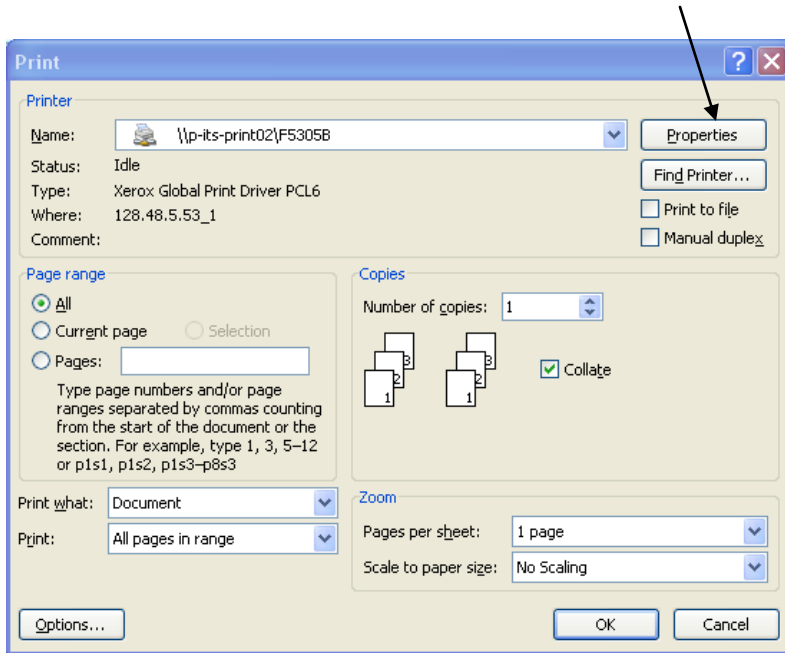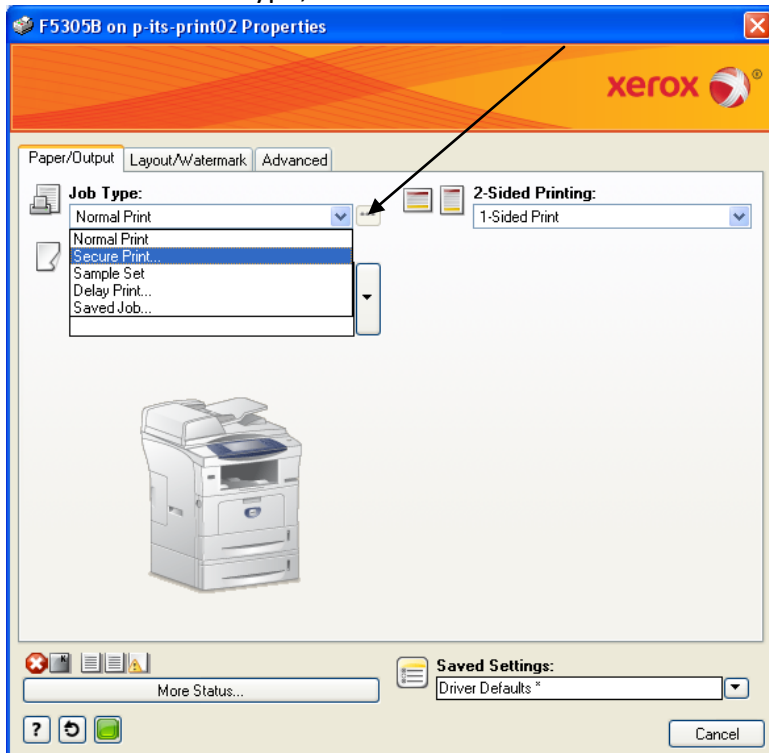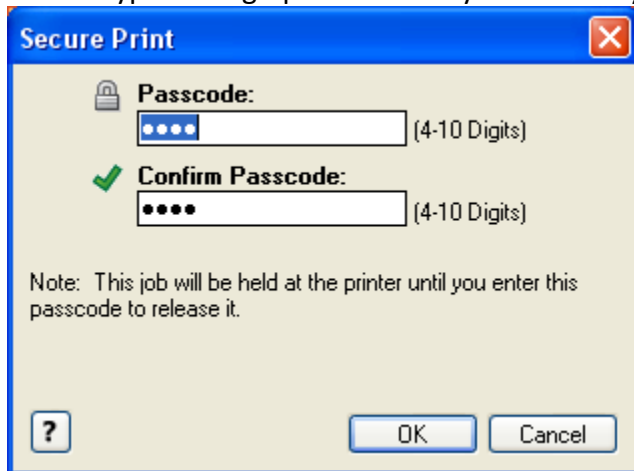# Using Secure Print

On your Computer:
- From your document, select print
- The Print window below appears
- Click on the Properties button at the top right

- The Properties window below appears
- Under Job Type, use arrow to select Secure Print

- The Secure Print window appears
- Type a 4-digit passcode. Any 4 numbers you choose. Re-enter your passcode and press OK

Secure Print

Passcode:
`••••`   (4-10 Digits)

Confirm Passcode:
`••••`   (4-10 Digits)

Note: This job will be held at the printer until you enter this passcode to release it.

[?]   [OK]   [Cancel]

Important Note: you'll need to remember your passcode in order to print the document

- Press OK to close the Properties window
- Press OK to close the Print window

Go to the print device, and follow instructions, by model:

Model 3635
- Press the Job Status button
- From Owner field, Select your Network ID user name
- Select your document and then select Release
- Enter your passcode and press enter
- Your document will print

Model 5150
- Press the Job Status button
- From Owner field, Select your Network ID user name
- Select Release
- Enter your passcode and press enter
- Your document will print

Model 7535
- Press the Job Status button
- On the screen, select the Secure Print Jobs tab
- From Owner field, Select your Network ID user name
- Enter your passcode and press enter
- Select your document and then select Release
- Your document will print