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

**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