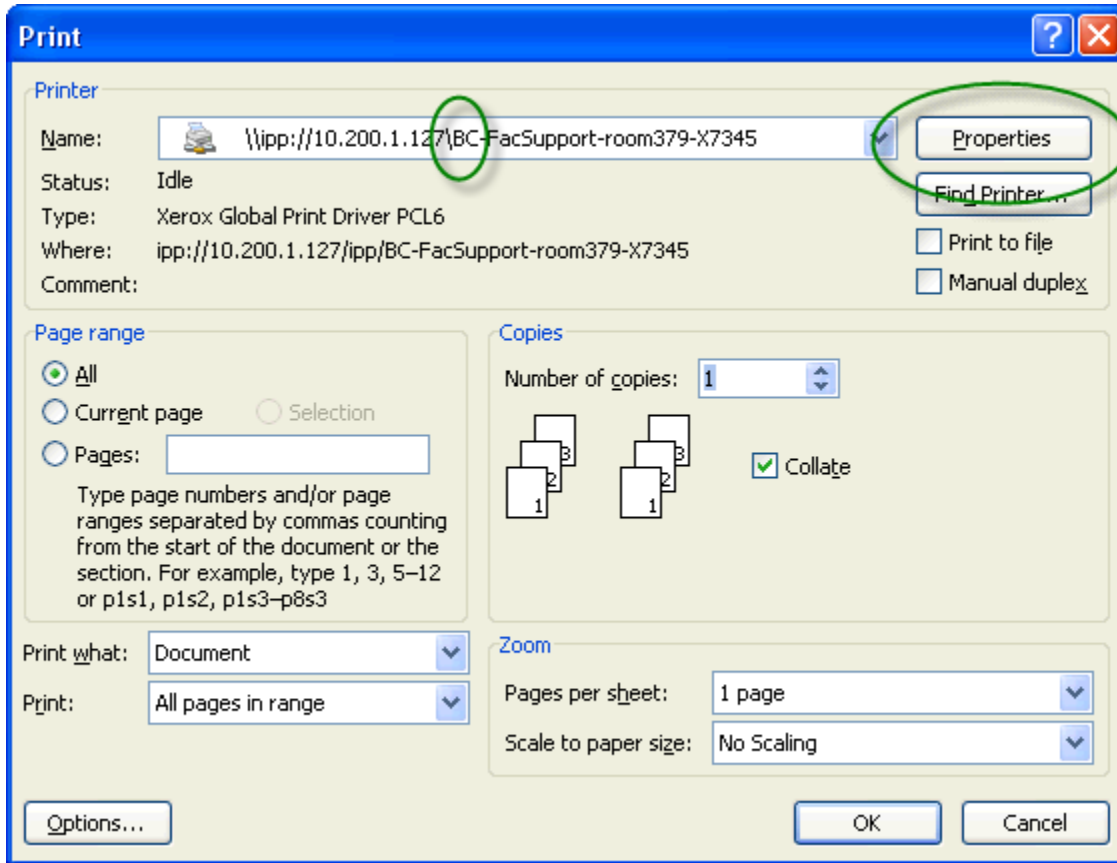
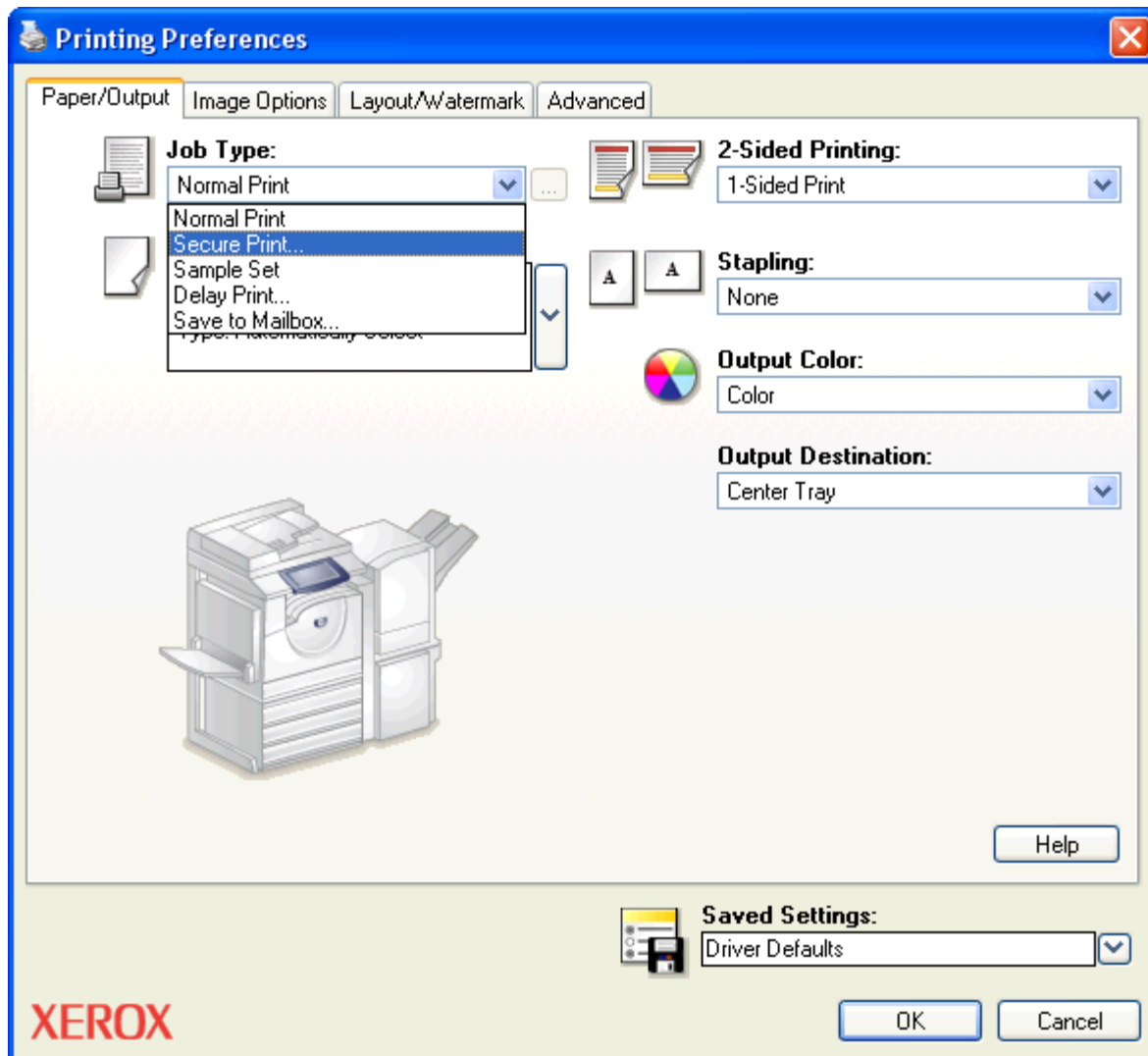


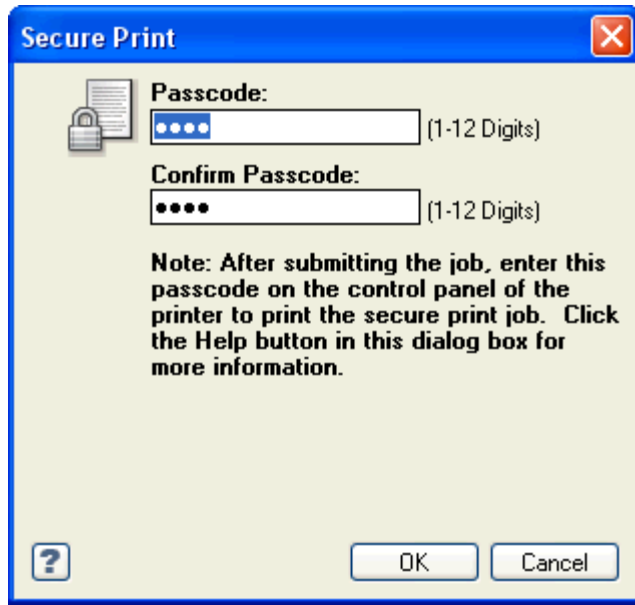
Select your Business Center printer as you ordinarily would and click the **Properties** button.



In Job Type drop-down box choose **Secure Print** and then click OK.



Enter a **secret Passcode** for Secure Print. It can be one to 12 digits long. Confirm it.



Select OK in this window and then click OK in the Print window.

At the copier, punch the **Job Status** button immediately to the right of the touch screen. Your job will show up as **Held Secure**. Touch it to select it and touch the **Release** option in the menu which pops up. Type in your **secret Passcode** on the keypad and hit **Confirm** in the lower right corner of the touch screen.