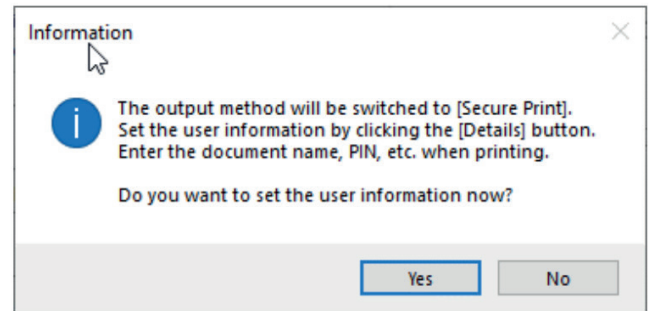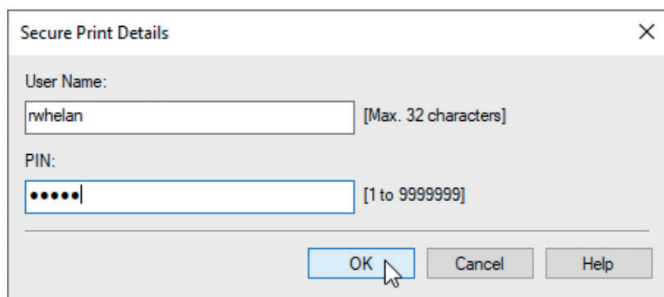# SECURE PRINT SETUP

How can I Set it up?

1. On your keyboard, hold down the Windows key and press the R key to open the Run window.

2. In the Run window, type control printers and press the OK button.

3. A window should open with a list of installed Printers.

4. Right click on the Printer and select Printer Properties.

5. Click the Preferences Button.

6. Change the Output method from Print to Secure Print.

Click Yes to the Prompt and then enter a PIN of your choosing in the PIN field.

How to default all users to Secure Print

If your print queue is shared from a server, you can set the printing defaults to Secure Print so that all users will default to the Secure Print output method.

This is essentially the same steps as above, but you use the Printing Defaults option instead of Printing Preferences.

Tip: Make sure to leave the PIN field empty.

1. On your keyboard, hold down the Windows key and press the R key to open the Run window.

2. In the Run window, type control printers and press the OK button.

3. A window should open with a list of installed Printers.

4. Right click on the Printer and select Printer Properties.

5. Click the Advanced tab and then select Printing Defaults.

6. Change the Output method from Print to Secure Print.

7. Click No to the Prompt so that the PIN field remains blank. The user can set this themselves when they send a print.