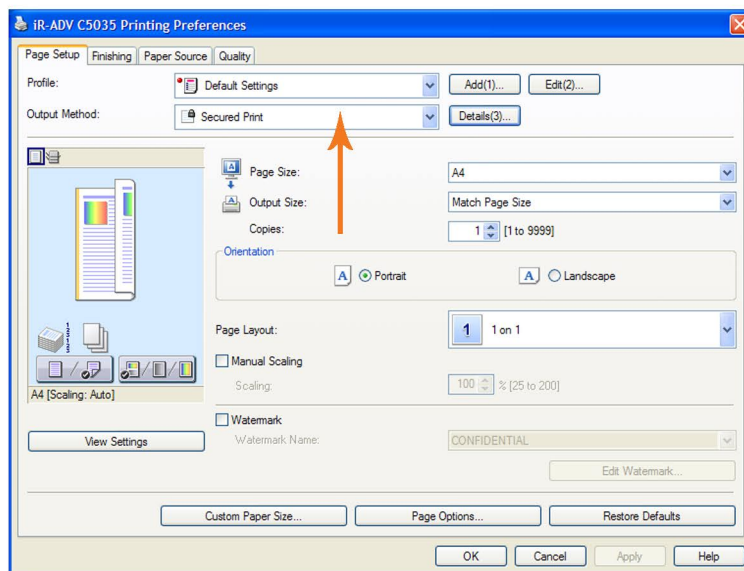


## What is Secure Printing?

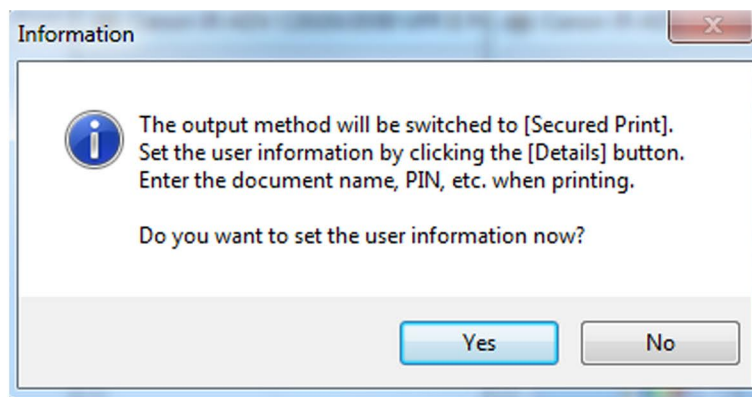
When printing a confidential document, users may need to delay the release of the print job until they can access the printer themselves. For example; the document must remain in secure hands at all times - not to be left on the printer.

## Step 1- Printing with Secured Print

1) From within the document go to, File > Print and once you can see the print driver window, click on the 'properties' button on the top right hand side of the window.

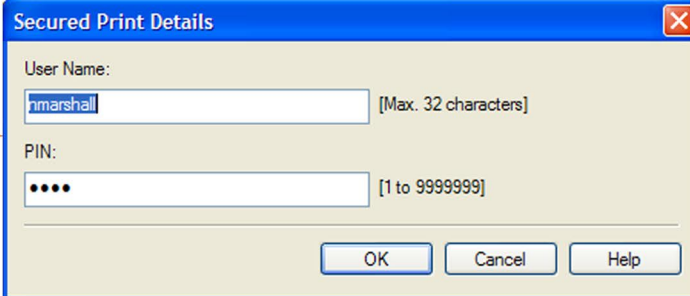


2) In the Output Method drop down list select 'Secured Print'.



3) Click yes

4) A Print Secured Details window will open and this is where you create your username and pin number. Then press OK.



The image shows a 'Secured Print Details' dialog box with a blue title bar and a close button. It contains two input fields: 'User Name:' with the text 'nmarshall' and a character limit of '[Max. 32 characters]', and 'PIN:' with four dots and a character limit of '[1 to 9999999]'. An orange arrow points to the 'User Name' field. At the bottom are 'OK', 'Cancel', and 'Help' buttons.

5) Click 'OK'

6) Go to the device, press secure print, enter your PIN number and the document will be released.



Complete!

Please contact us if you have any further questions  
(Don't forget to quote your BMS ID number,  
found on the sticker on the front of your machine.)



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& build value in their businesses.**

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