

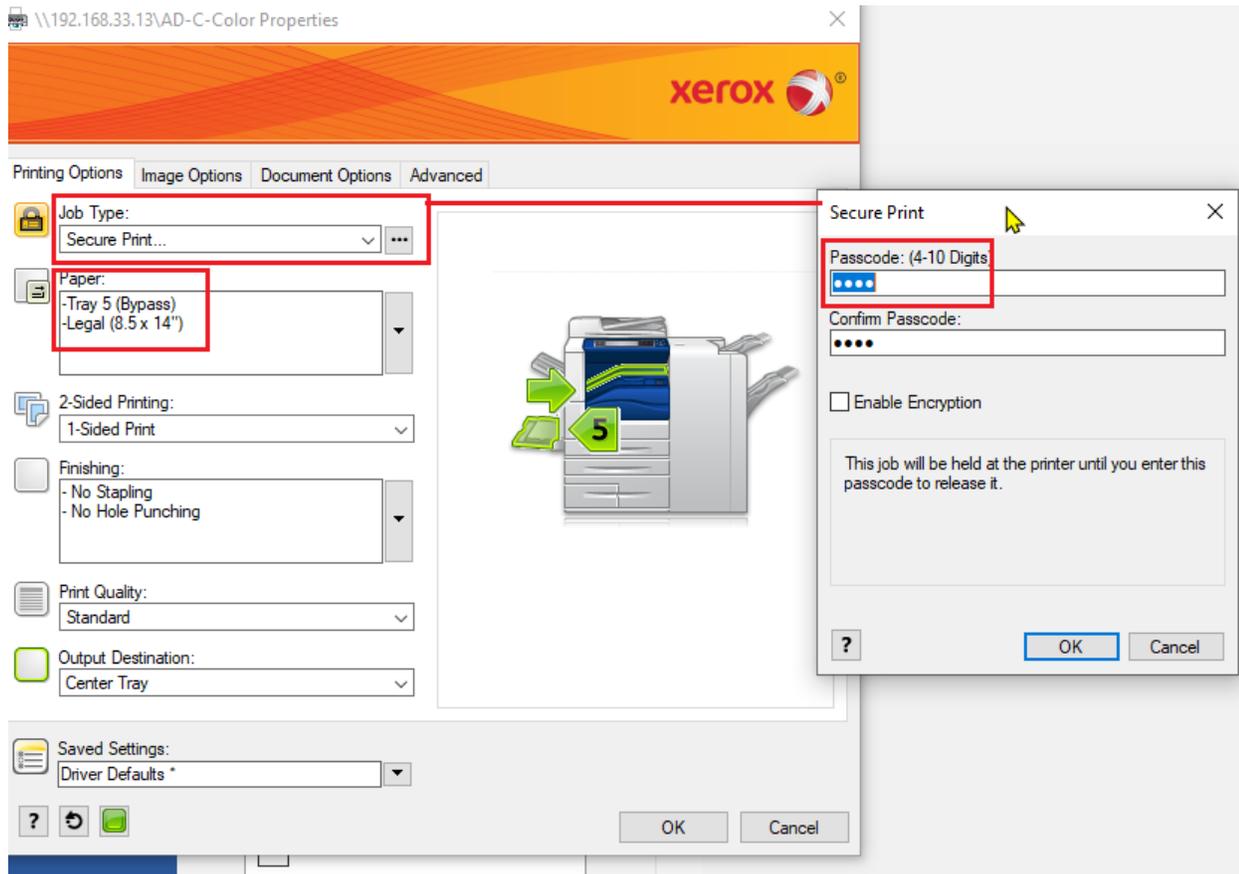
## Hold Print Jobs on the Larger printer.

Click Print Preview, Select your Printer, then select the printer's properties/preferences.

Select Secure Print – you will be prompted for a code. Enter a 4-digit code twice.

Select the bypass tray. If you are using this tray.

Select single or double-sided.



## When you arrive at the printer – If using the Bypass tray

**(Do this first)** Add your paper to the bypass tray. Make sure you select the correct paper size, and have the printer recognize the size.

See if there are any prompts on the printer's display.

Click on “Jobs”

Click on “Secure jobs”

You will see your name, select it, and enter the security code you entered in the 1<sup>st</sup> step.

The rest is self-explanatory.