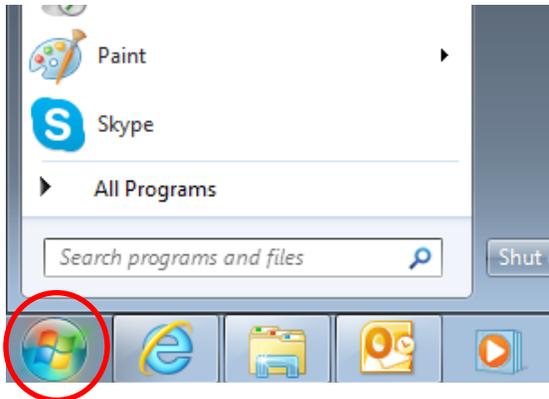


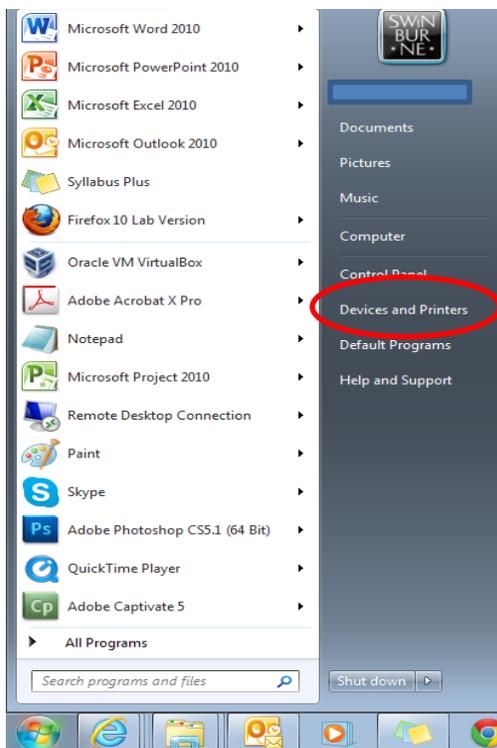
How to Set Secure Print from your Office Computer

***Note : This is applicable for Fujixerox printer only**

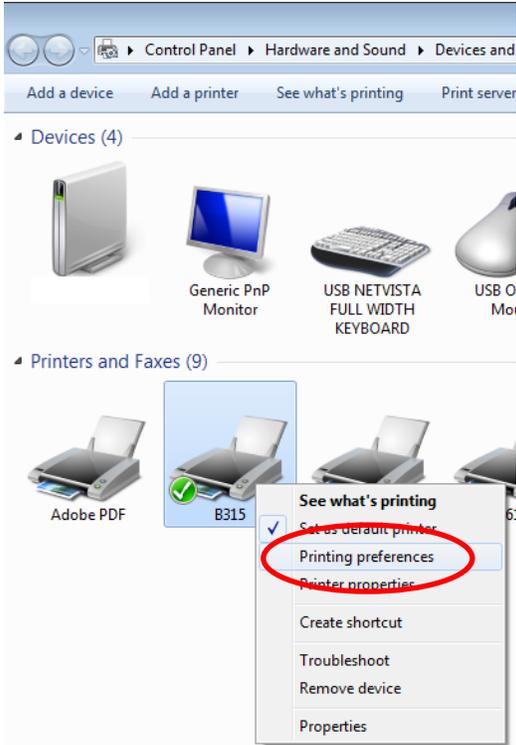
1. Login to your Office Computer
2. Click on **'Windows Start Button'**



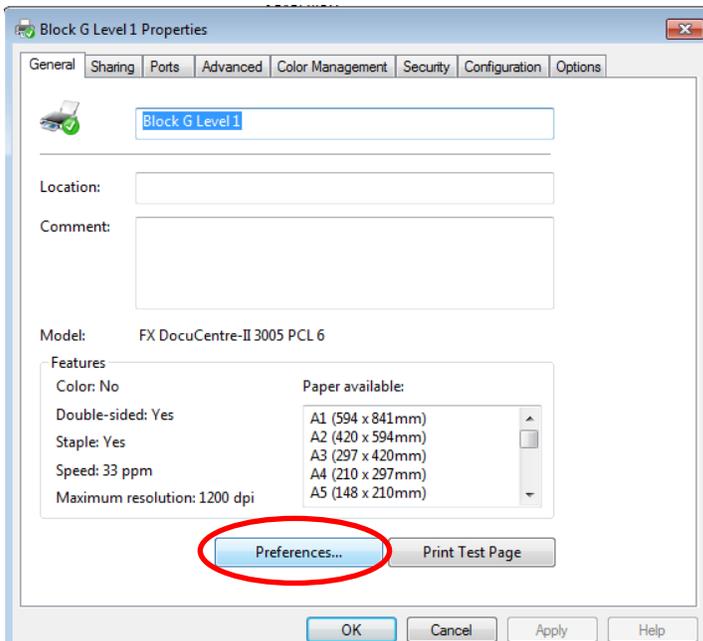
3. Click on **'Devices and Printers'**



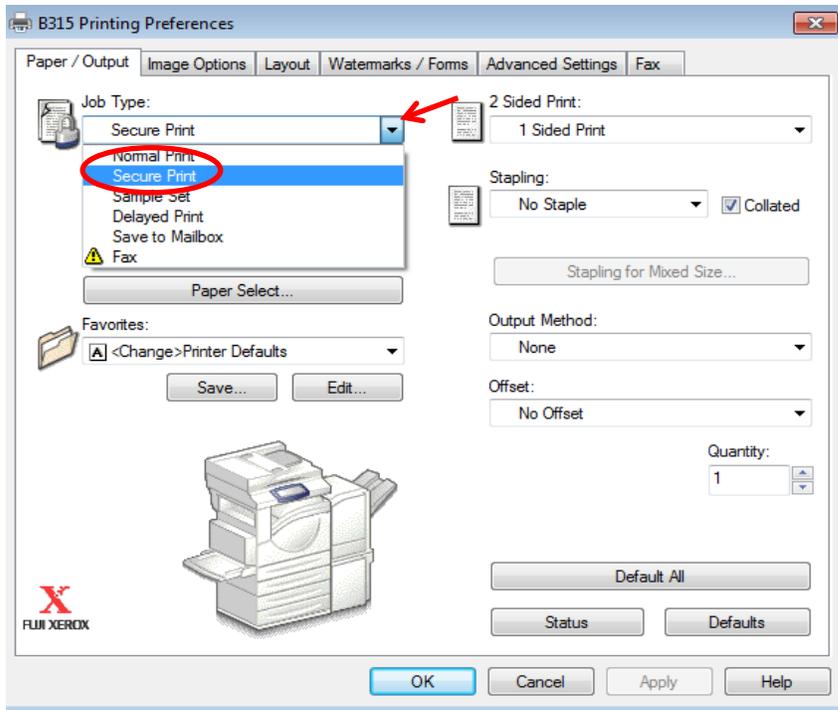
4. Right click on your Fujixerox printer that has been assigned to you, and select **'Printing Preference'**



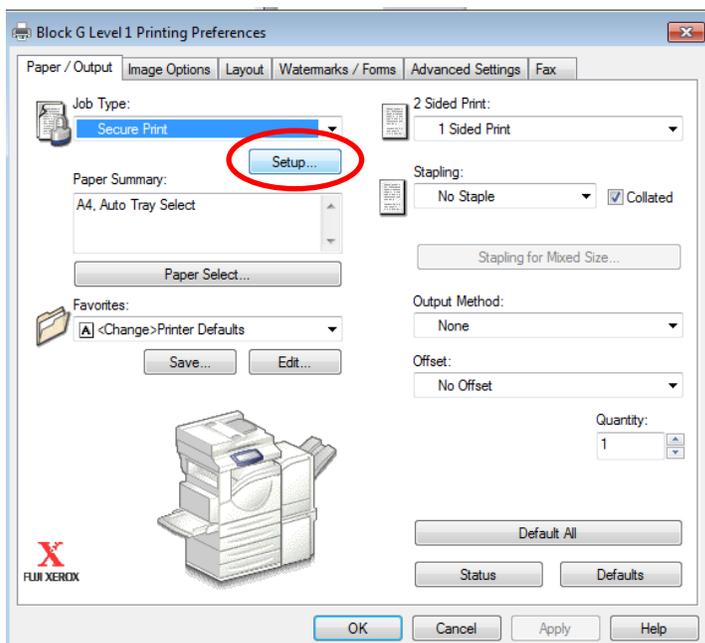
5. Click on **'Preferences'**



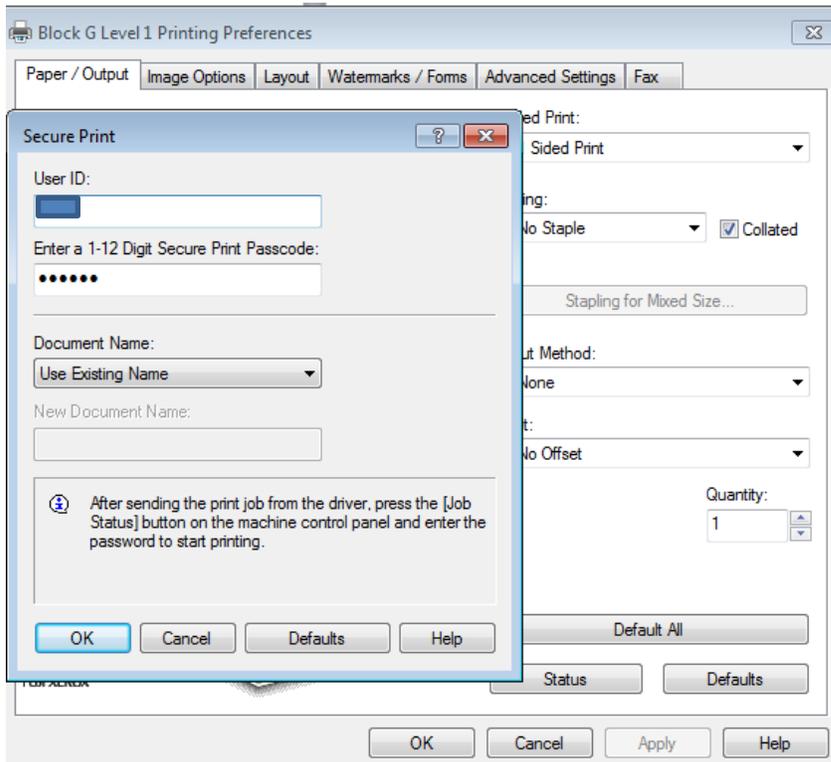
6. The following screen will appear. Click on the drop down button and select **'Secure Print'**



7. Click on **'Setup'**



8. Enter your '**Staff ID number**' (number only) for User ID and your numeric passcode for the Secure Print Passcode. Your passcode can be any numbers between 0-9. Maximum is 12 digits. Click '**OK**' to continue.



9. Click **'Apply'** to continue

