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