

## Secure Print Mode Overview and Guide for Windows 7 Users

Employees are asked to use secure print mode when printing documents with confidential information such as personal information, where possible.

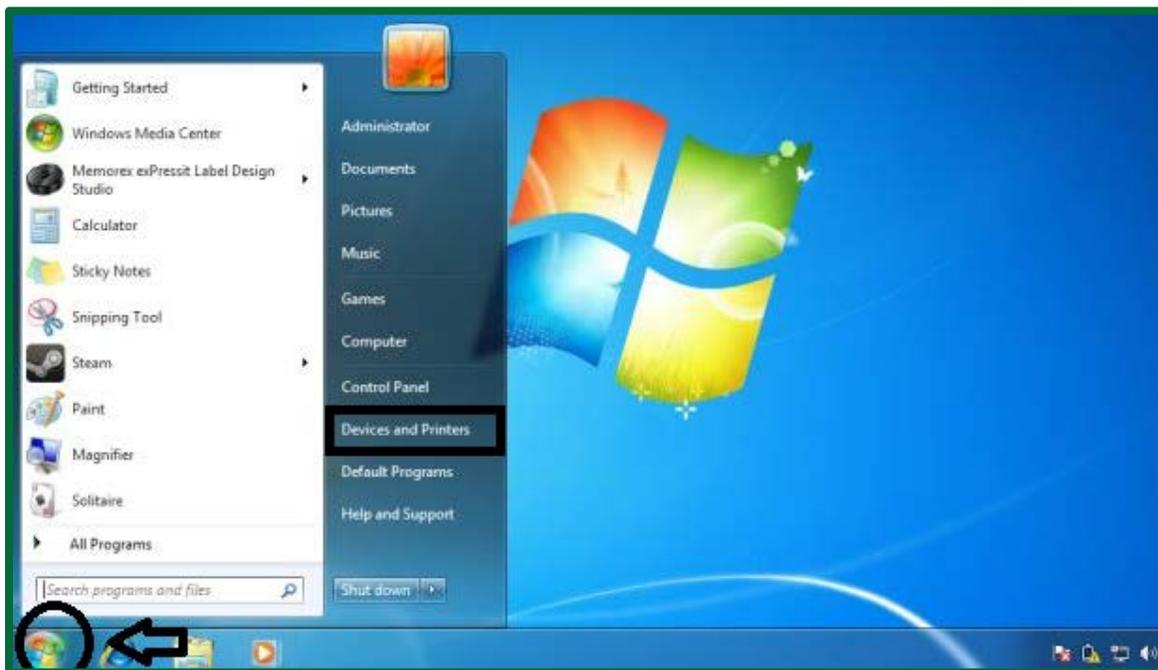
Secure printing sends the print job to the printer, but does not immediately print it.

Secure print mode is an option on many larger multi-function printing devices, but is not offered on all Government network printers.

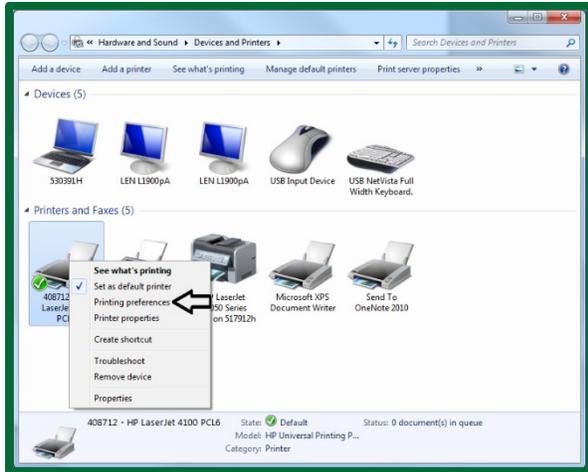
If a print job is sent as secure, the employee would need to go to the device and enter a “pin number” to allow the printer to complete the print job.

### Determine if a printer has secure print mode

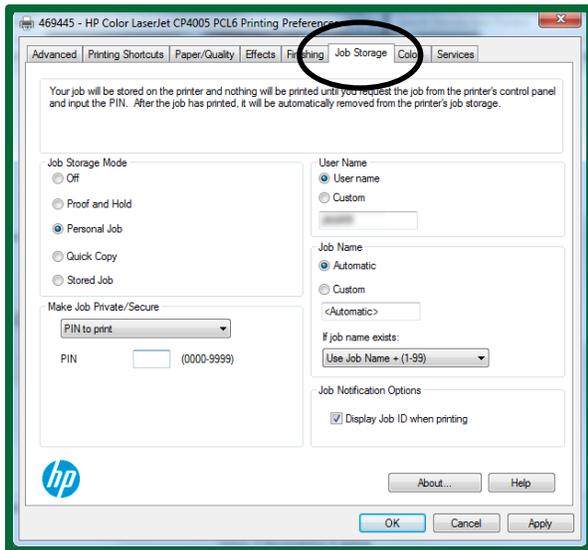
1. Locate the list of printers on your workstation by clicking the Windows icon or “Start” button in the corner of your desktop, then click “Devices and Printers.”



2. To determine if a printer has the option to use secure print mode, right-click on the printer and click "Printing preferences."

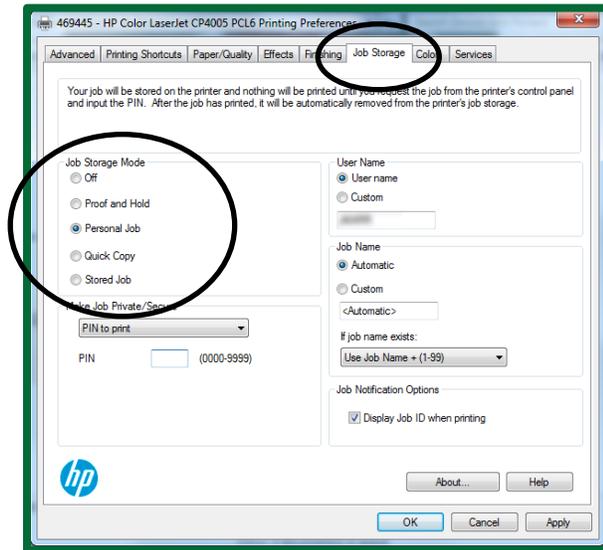


3. If the printer has the secure print mode option, the printing preferences will have a tab labeled "Job Storage."

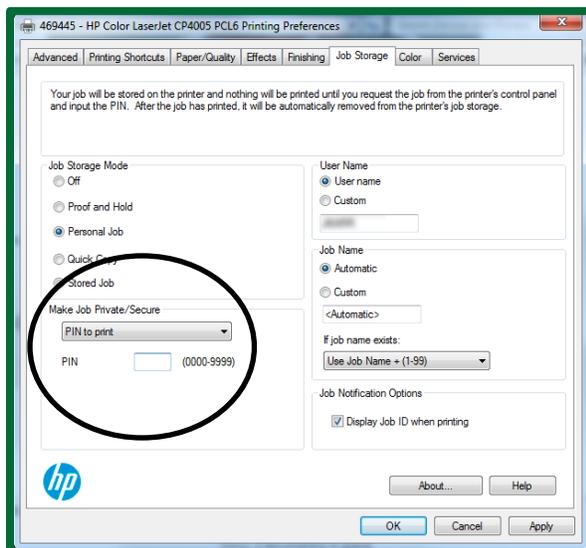


## Setting up secure print mode

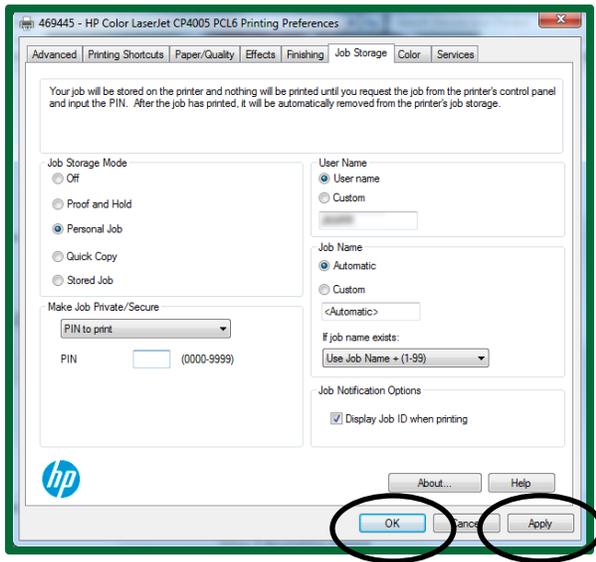
1. To set up secure print mode, get to the Job Storage window by following steps one, two and three in the *determine in a printer has secure print mode guide*. In the printing preferences window, under the tab labeled “Job Storage,” select “Personal Job.”



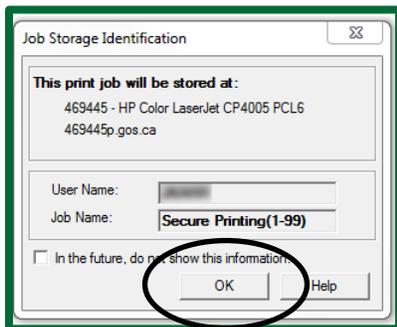
2. Under “Make Job Private/Secure” drop down menu, select “PIN to print”. Below the drop down menu, enter a pin of your choice in the field next to PIN. This pin will be used to release the print job at the printer.



3. To complete this process, click “Apply” followed by “OK.”



4. Proceed as usual when printing a document. Once the print option is selected in a document, the following screen will appear. Click “OK”.



Note: There are a wide-variety of printers in Government’s IT environment. You may need to adjust the above steps to match the options available on your individual printer.

At any time, if you require assistance please call the IT Service Desk at 306-787-5000.

## Setting up secure print mode

1. Once a document has been sent to a printer using secure print mode, head to that printer. From the printer's menu, scroll to the "Retrieve Job" option.



2. Select the job as listed by your UserID. Select either "Print" or "Print and Delete."



3. Enter the PIN you identified in the "Job Storage" portion of the *Setting up secure print mode guide*. If the printer does not have a numeric keypad or digital keypad, you may need to use the up and down arrows to enter your PIN.



4. Select "Print."



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