

Quick Start Guide

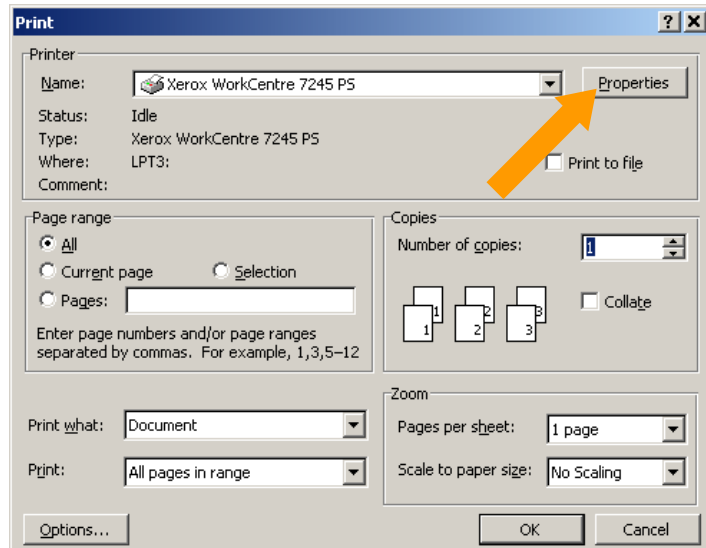
Secure Print



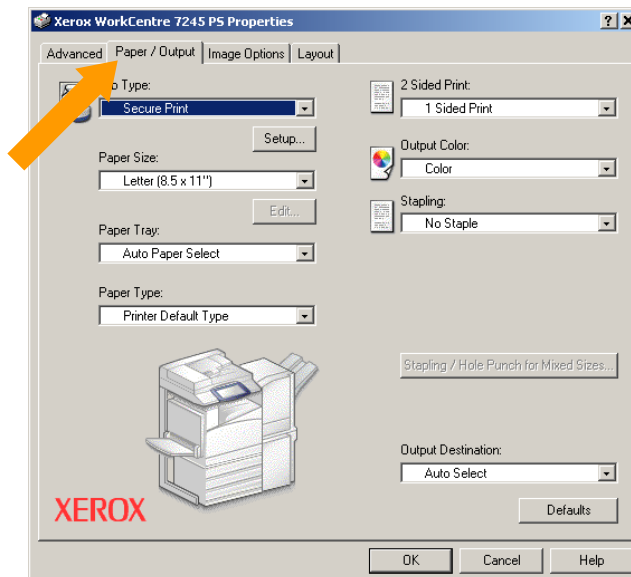
WorkCentre 7228/7235/7245

Sending a Secure Print Job to the Machine

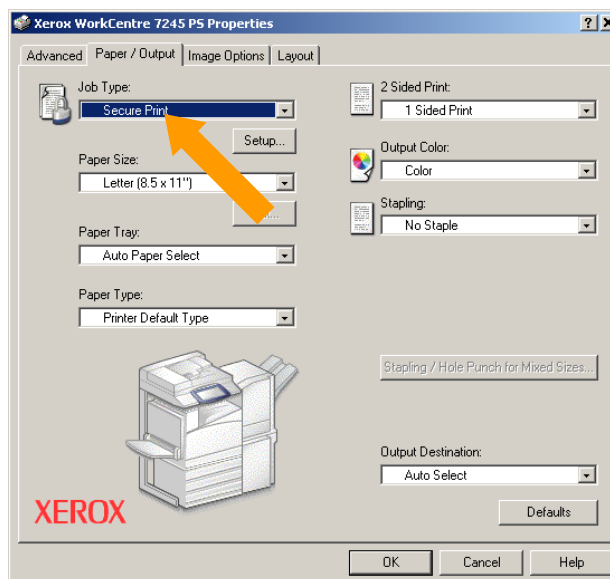
1. At your workstation, click on the *Print* option to print your job.
2. Click on the *Properties* button.



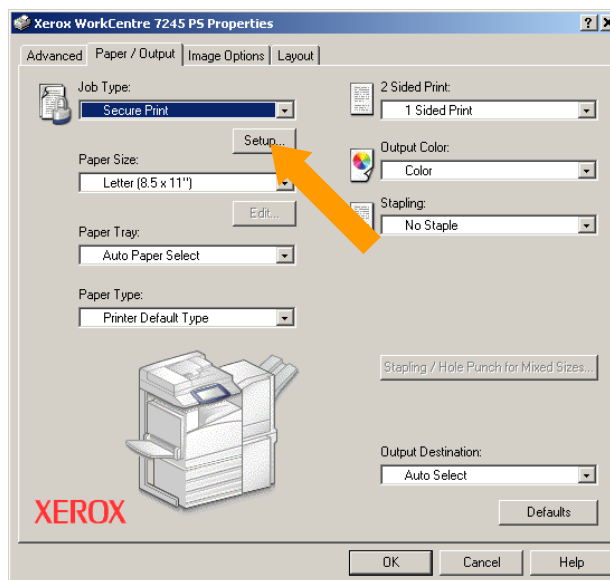
3. Click on the *Paper/Output* tab.



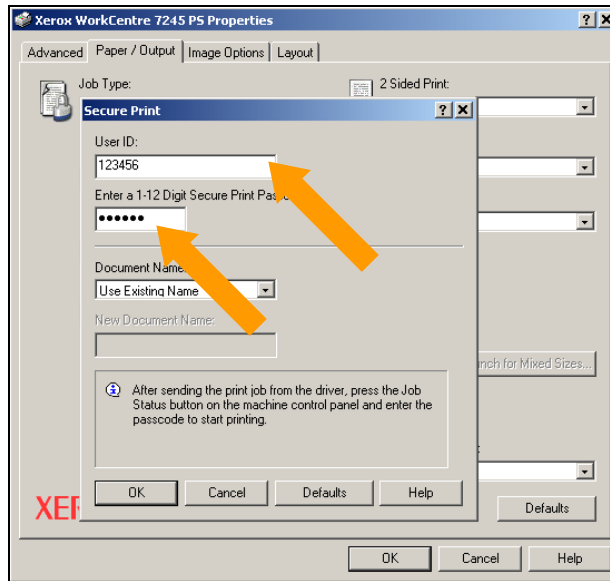
4. Select **Secure Print** as the Job Type.



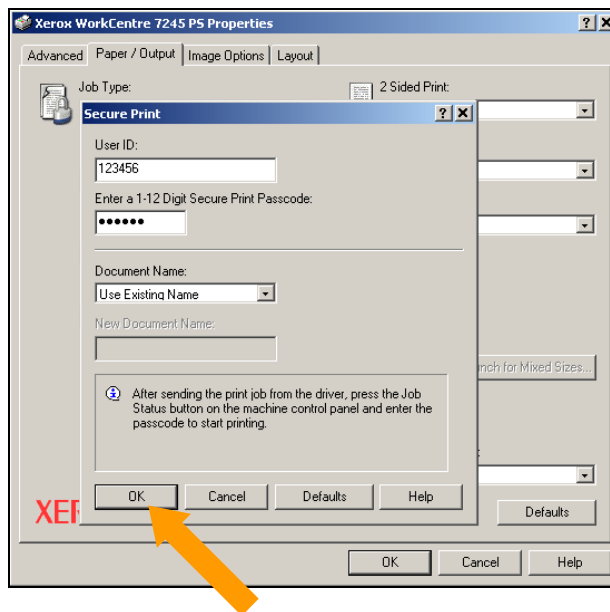
5. Touch the **Setup** button.



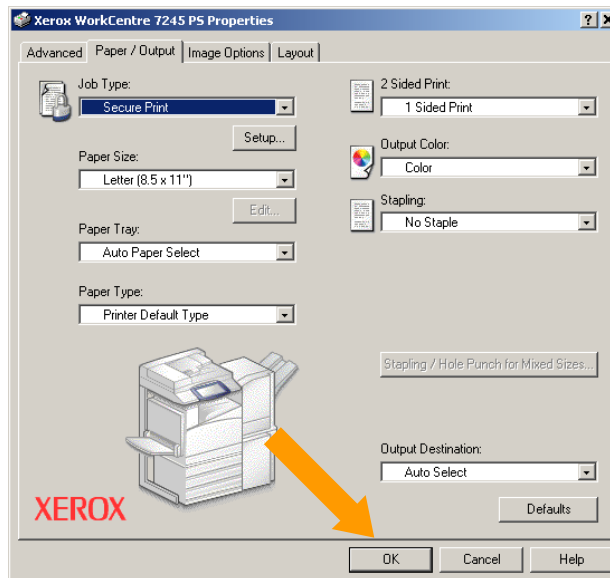
6. Enter your User ID and Passcode.



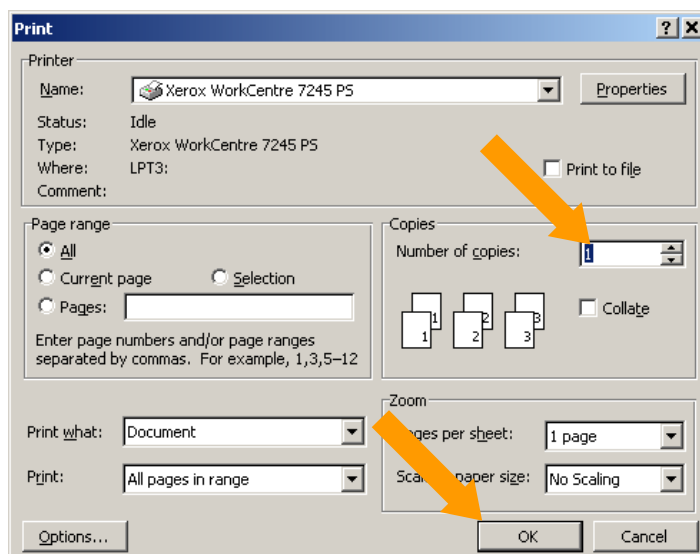
7. Click on the OK button.



8. Click on the **OK** button.

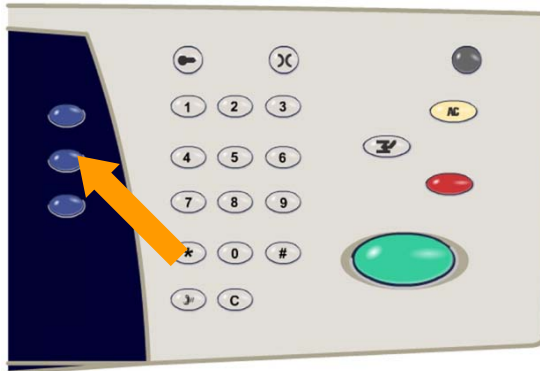


9. Enter the required number of copies, then click on the **OK** button.

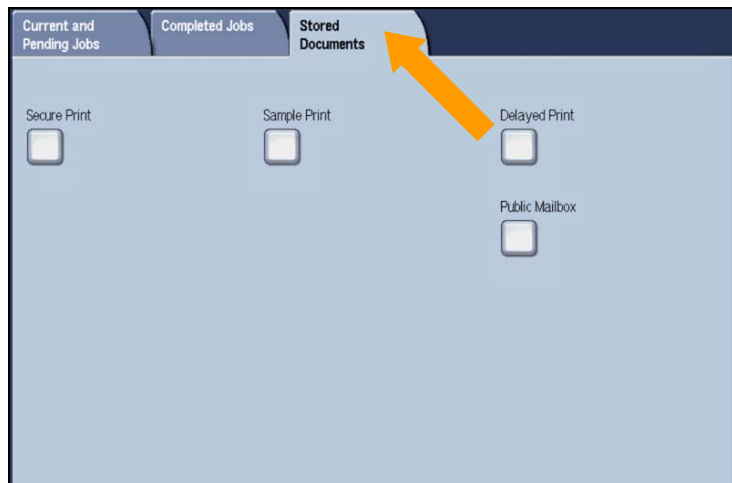


Accessing a Secure Print job at the Machine

1. Touch the *Job Status* button.



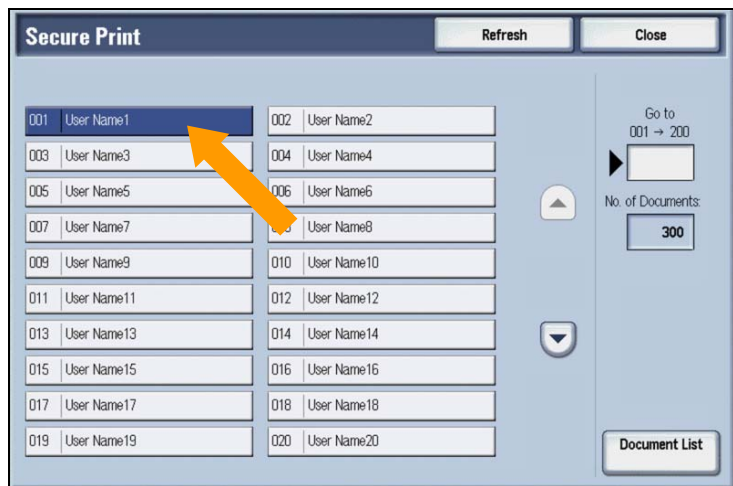
2. Touch the *Stored Documents* tab.



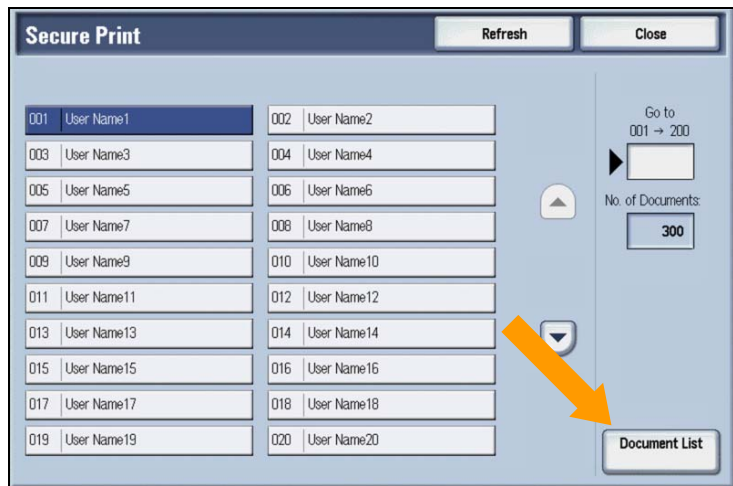
3. Touch the *Secure Print* button.



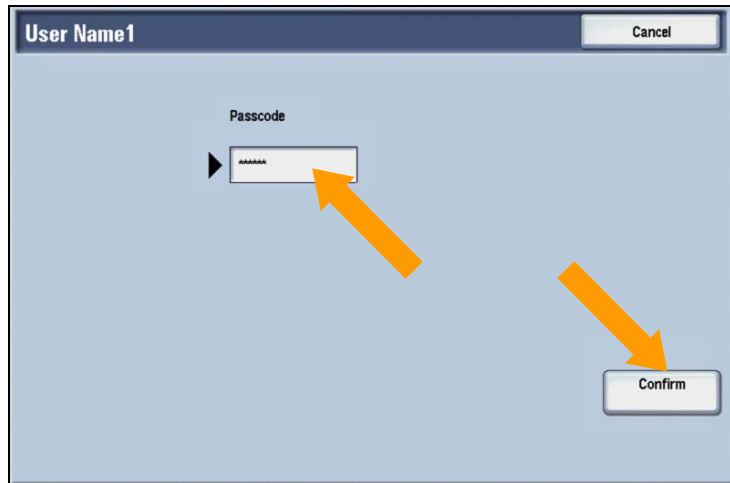
4. Click on the appropriate *User Name*.



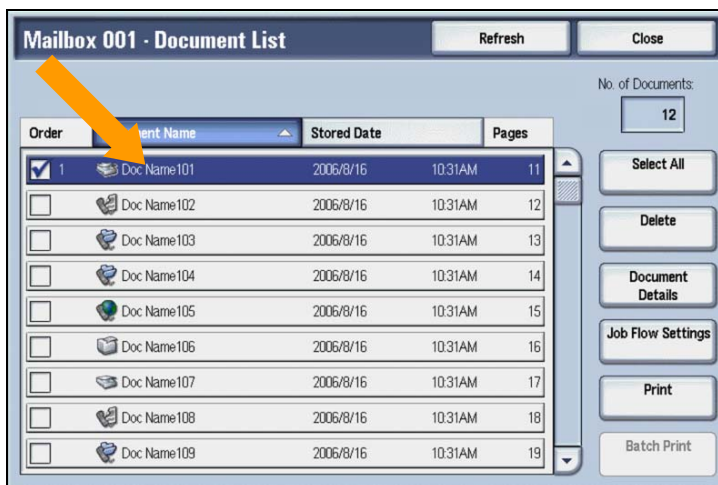
5. Touch the *Document List* button.



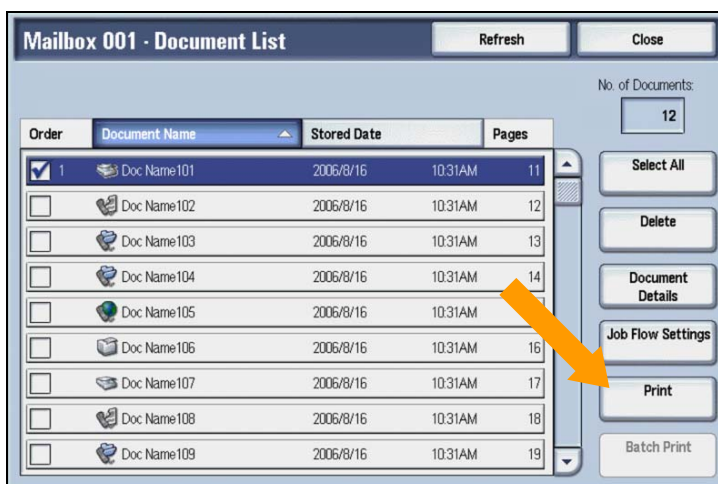
6. Enter your *Passcode*, then touch the *Confirm* button.



7. Select the appropriate document from the list shown.



8. Touch the *Print* button.



9. Touch the *Print and Delete* button to print your document (the document file will be deleted from the machine's memory). Alternatively, touch the *Print and Save* button to print your document (the document file will be saved in the machine's memory).