# Storing your Secure Print pin

* On your keyboard, hold down the **Windows** key and press the **R** key to open the Run window.



* In the Run window, type **control printers** and press the **OK**button.



* A window should open with a list of installed Printers.
	+ **Right click** on the Printer and select **Printer Properties**.
	+ Select the **Device Settings** tab.
	+ Click on the **Settings(W)** button to open the User Information Settings screen.
	+ Choose a pin number to use when releasing your print jobs and enter it in the **PIN** field.
	+ **Remove** the checkbox next to **Confirm User Information When performing Secure Print**.
	+ Click the **OK** button to confirm your changes
	+ Click **Apply** to save all changes.



* Select the **General** tab
* Click the **Printer Preferences**



* Click the **Output Method** Dropdown and select **Secure Print**
* A dialog will pop up asking do you want to set the user information now.
* Click **Yes.**



* The **Secure Print Details** window will popup this should already be filled in
* Click **OK** to confirm the changes.



* Lastly just click **apply** in the bottom right.

# Releasing your Secure Print at the Device.

* Select the **Print** icon with the lock on it.



* Select the job you want to print and press the **Secured Print** button.



* Enter the Pin Number you previously stored in the driver.