# Storing your Secure Print pin

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

IP_Win.png

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

A screenshot of a computer screen

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* 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.

A screenshot of a computer

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

A screenshot of a computer

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* 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.**

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

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

# Releasing your Secure Print at the Device.

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

A computer screen shot of a padlock and papers

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

A screenshot of a computer

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