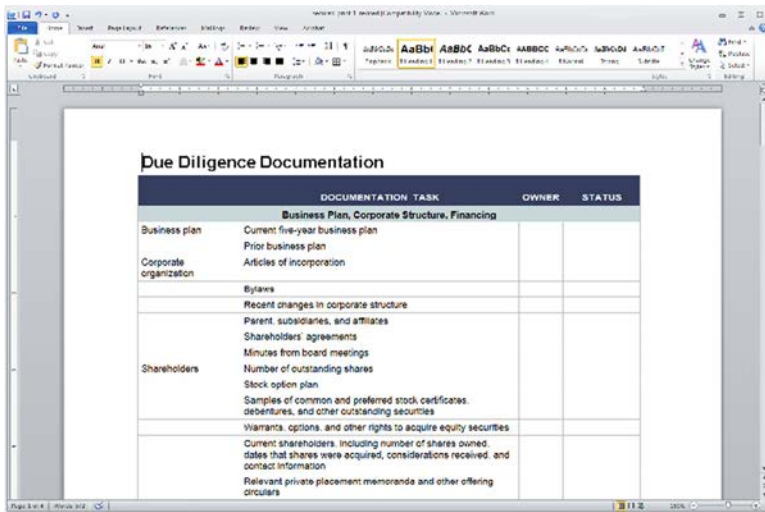


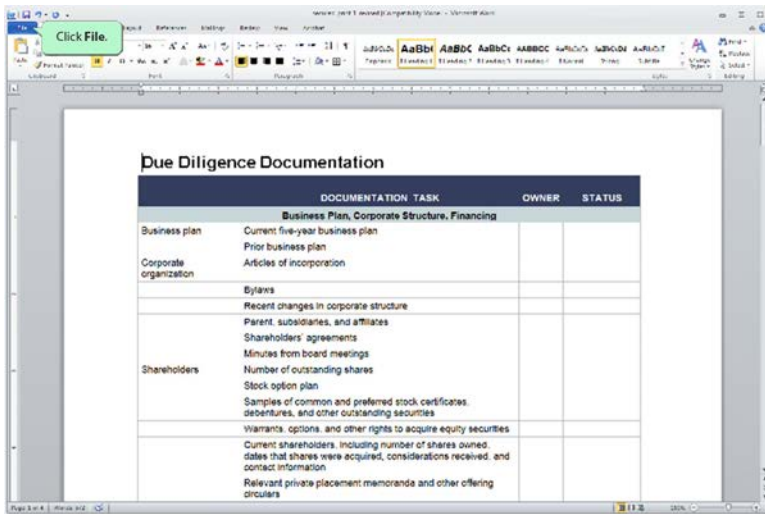
How Do I Submit a Document for Secure Printing?

Slide 1



The uniFLOW solution incorporates a Secure Print output function that helps prevent others from walking off with your prints before you get to the device to pick them up. To securely print a file from a PC, you must first submit the job to the uniFLOW system. Here's how.

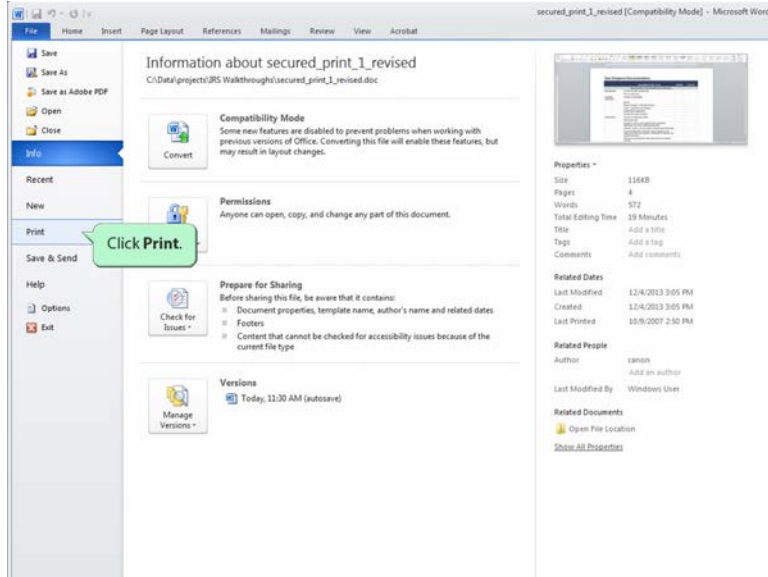
Slide 2



To submit a job for printing, click **File...**

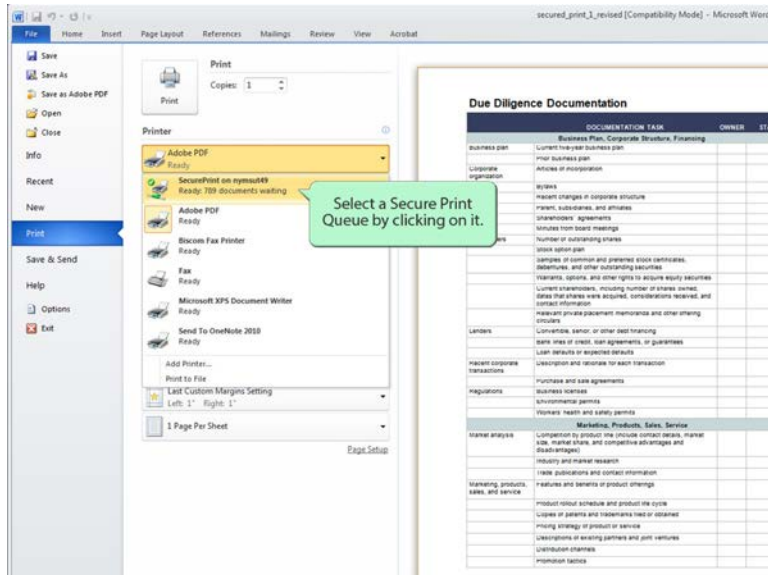
How Do I Submit a Document for Secure Printing?

Slide 3



...and then **Print** in the document's native software...

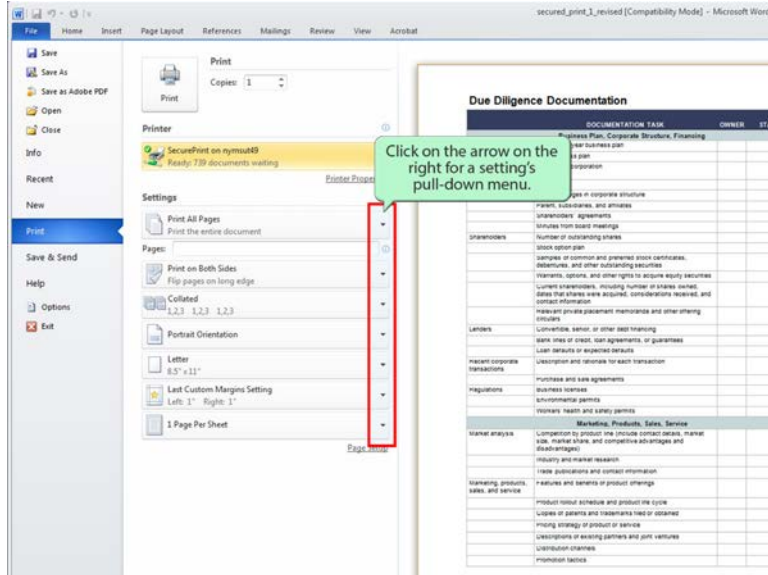
Slide 4



... to display the print setup screen and select a Secure Print option linked to one of your office's printers.

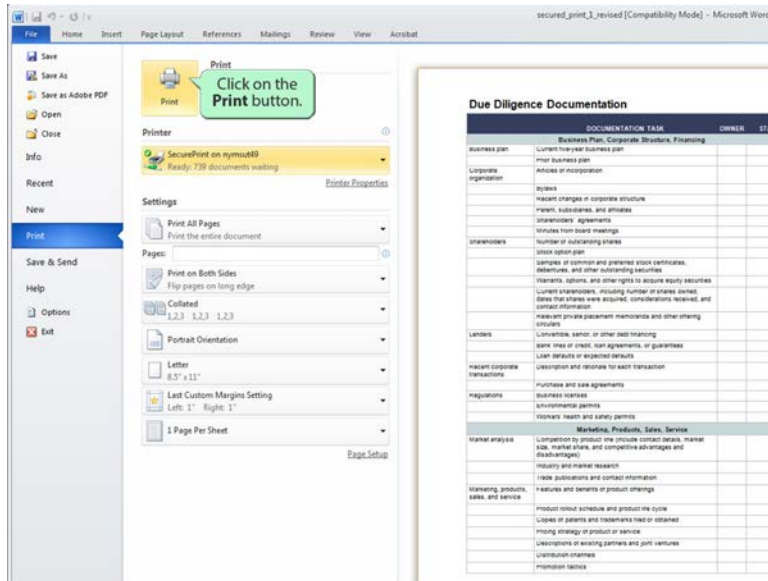
How Do I Submit a Document for Secure Printing?

Slide 5



To change any current print setting, click on the arrow on the right of that setting for its pull-down menu, and then make your new selection.

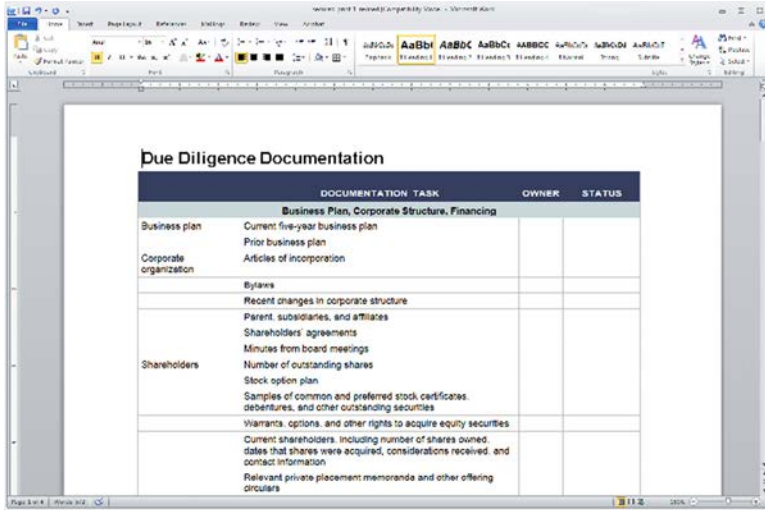
Slide 6



When you're done, click on the **Print** button.

How Do I Submit a Document for Secure Printing?

Slide 7



Your document is then submitted and held in a secure print queue...

Slide 8



...until you access a printing device on the network AND log in, so that the job can be released and printed only when you're right there at the printer.