

Privacy Tip of the Month: Using the “Secure Print” Function

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Protect the Privacy of Personal Information by Using the “Secure Print” Function

Sharing a printer with several colleagues in a work environment and using the regular printing feature can lead to:

- Lost documents.
- Someone else picking up your document by mistake or you picking up other colleagues’ documents.
- Sensitive documents with personal information sitting on a printer for hours.
- Information is shared with people that don’t need to know the information.

Using the regular print function when printing documents that contain personal or personal health information can lead to a privacy breach.

The regular print function is appropriate to use when printing documents without sensitive or confidential content. If you share a printer with several people and print documents that contain sensitive information, such as confidential organizational information (i.e. contracts, financial information, and human resources plans), personal or personal health information, it is always best to use the Secure Print function.

What is **Secure Print**?

- A standard feature on most multifunction printers

Why use **Secure Print**?

- Controls printing documents containing confidential or sensitive client information.
- Protects confidential business and client information from inappropriate access.
- Ensures information is handled only by authorized persons.
- Reduces risk of incidents involving lost or misplaced copies of documents, including disposal errors.
- Saves time and material resources.

How do I Use **Secure Print**?

- Open Printer Properties, found when you open the Print function (see Picture 1).
- Select Secure Print from the drop down list in the Job Type field, the Secure Print passcode window will open.
- Commit to memory and save a numeric passcode using the passcode window (see Picture 2).
- Print a test document selecting the Secure Print option from the Job Type field, instead of normal print.
- Go to the printer and enter your numeric passcode to release queued documents.
- Use this same passcode for all securely printed documents in the future, occasionally change your passcode.

Note: the encryption option may not be technically supported for all devices.



Printing Options | Image Options | Document Options | Advanced

 Job Type:
Secure Print... 

 Paper:
-Letter (8.5 x 11")
-White
-Printer Default Type 

 2-Sided Printing:
2-Sided Print 



 Finishing:
- 1 Staple 

 Xerox Black and White
Off (Use Document Color) 

 Print Quality:
Standard 

 Output Destination:
Automatic 



 Saved Settings:
Driver Defaults * 

 Status:
 



OK Cancel



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