## Secure Print Option

You can user the "**SON SecurePrint**" printer to send a job to the server and then retrieve it from any SON Managed Printer that has a badge reader. Please not that these jobs are only held on the server for 2 hours so be sure to retrieve it within that time.

In the application you wish to print from, go to **Print** menu, select **SON SecurePrint** from the printer list. The example displayed is from MS Word.
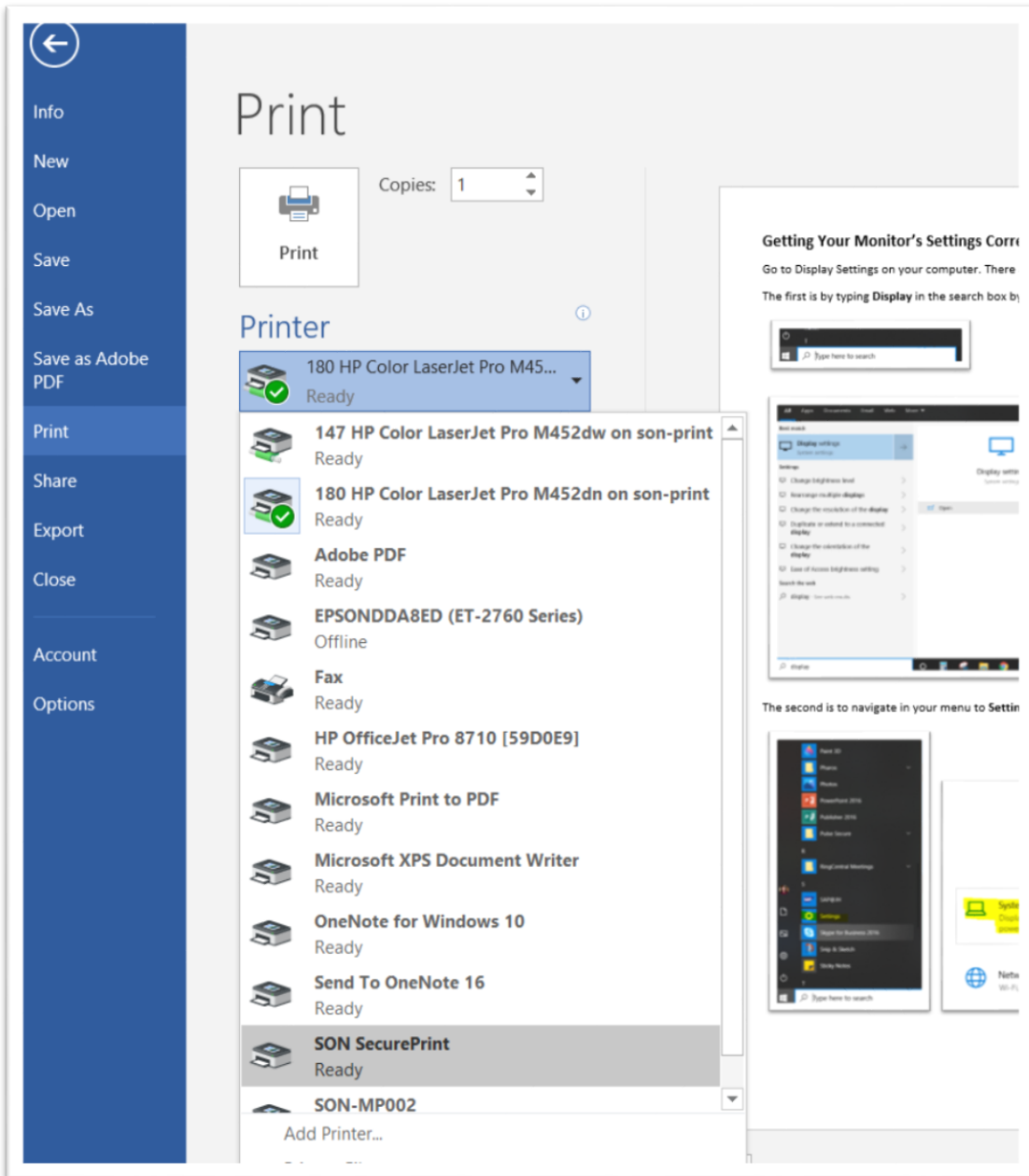
Make any adjustments to paper size, color or black/white, page orientation, dual sided, how many copies you need, etc.
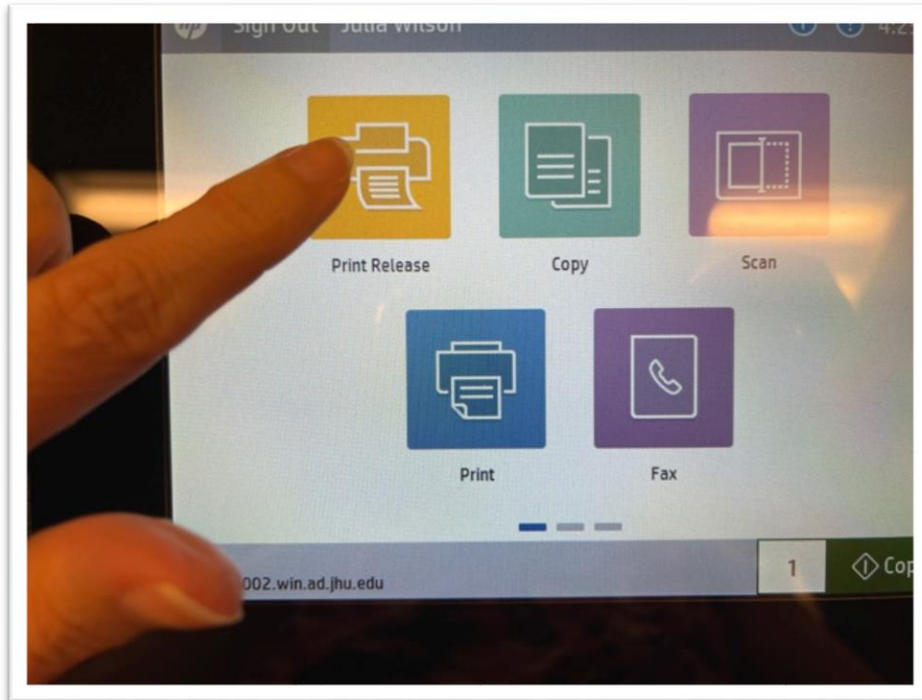
Then click **PRINT**

Next – go to the copier style printer that you want your document to print from (remember it must have a badge swipe reader). Swipe your Badge!
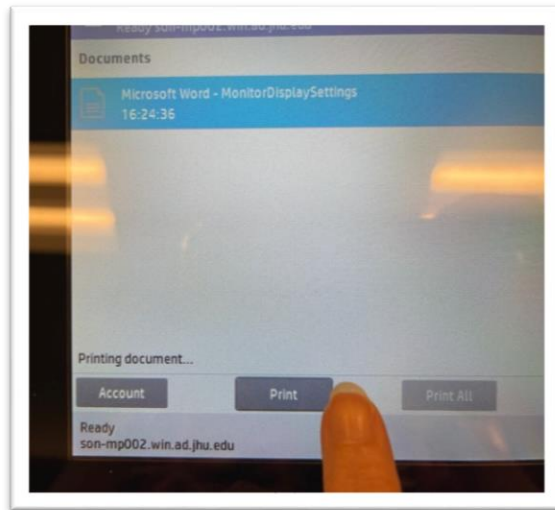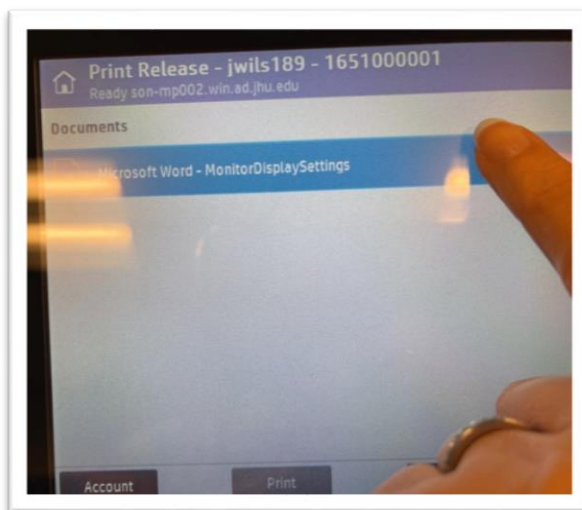

Confirm your billing cost center – for this example, there is only one option. If you have multiple options, choose the correct cost center for the print job. The click on **OK**.
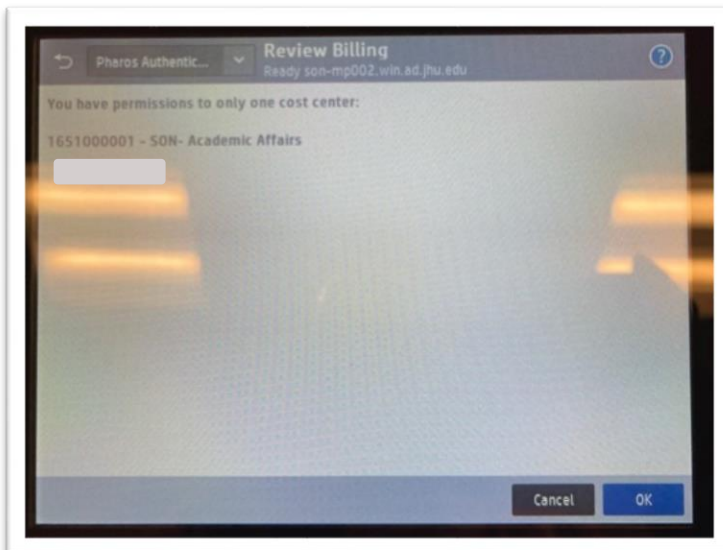
Click on **PRINT RELEASE**

Choose the file you wish to print based on what you have sent to the **SON SecurePrint**. Once the file is selected, click on **Print** at the bottom of the displayed screen

Wait for your print to finish and remove from the printer.