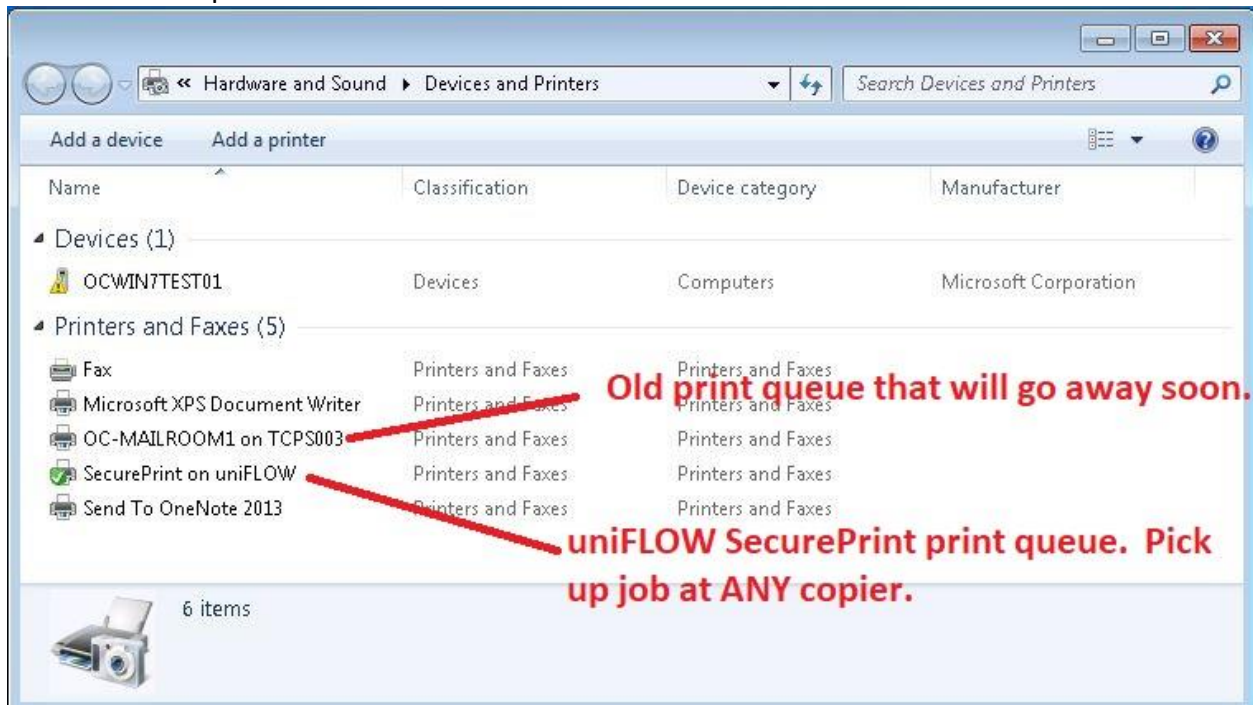# uniFLOW SecurePrint From Computer

I. From your computer- what uniFLOW SecurePrint Print Queue looks like- from Windows "Devices and Printers". Once you have printed, retrieve your job at <u>any</u> copier. Job will not print out until you tell it to- thus keeping your job secure- no one else can pick it up or even see it. You have up to 36 hours to print.


II. Microsoft Word view. Click "File" from the top right corner of Word, then "Print". The "Print" page appears. If SecurePrint is already in "Printer", you're done- just click "Print". If not, click the down arrow in "Printer" section to display a list of available printers. Choose "SecurePrint on uniFLOW". You have 36 hours to pick up your job from any copier.
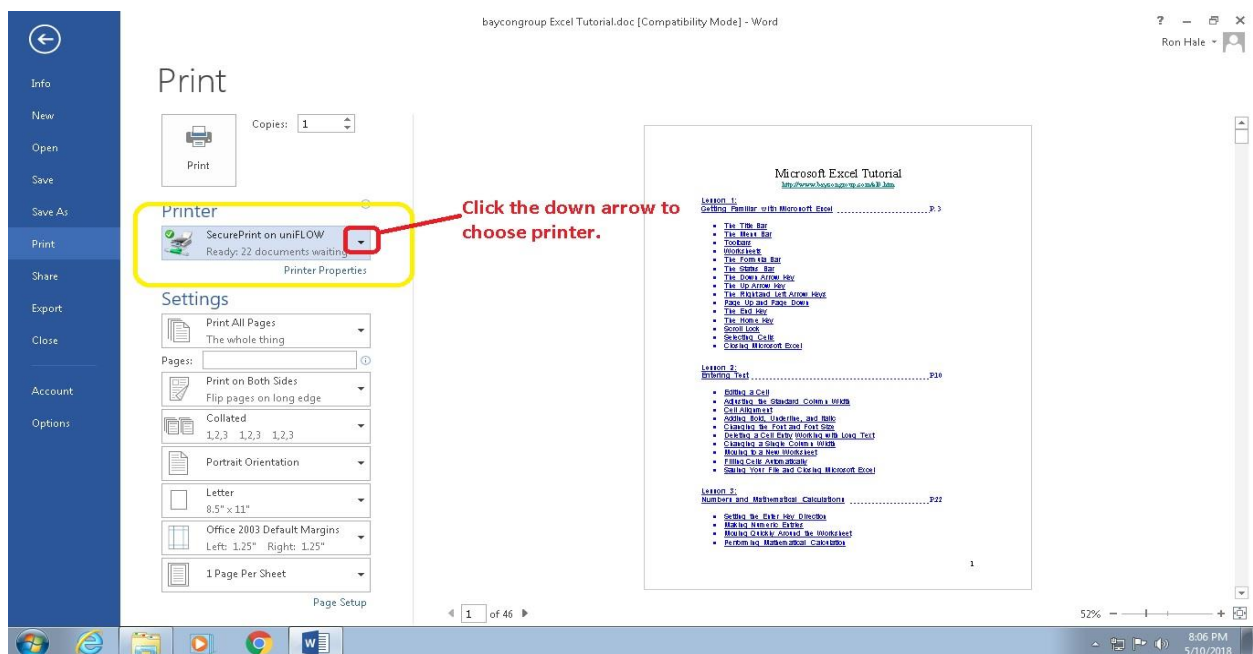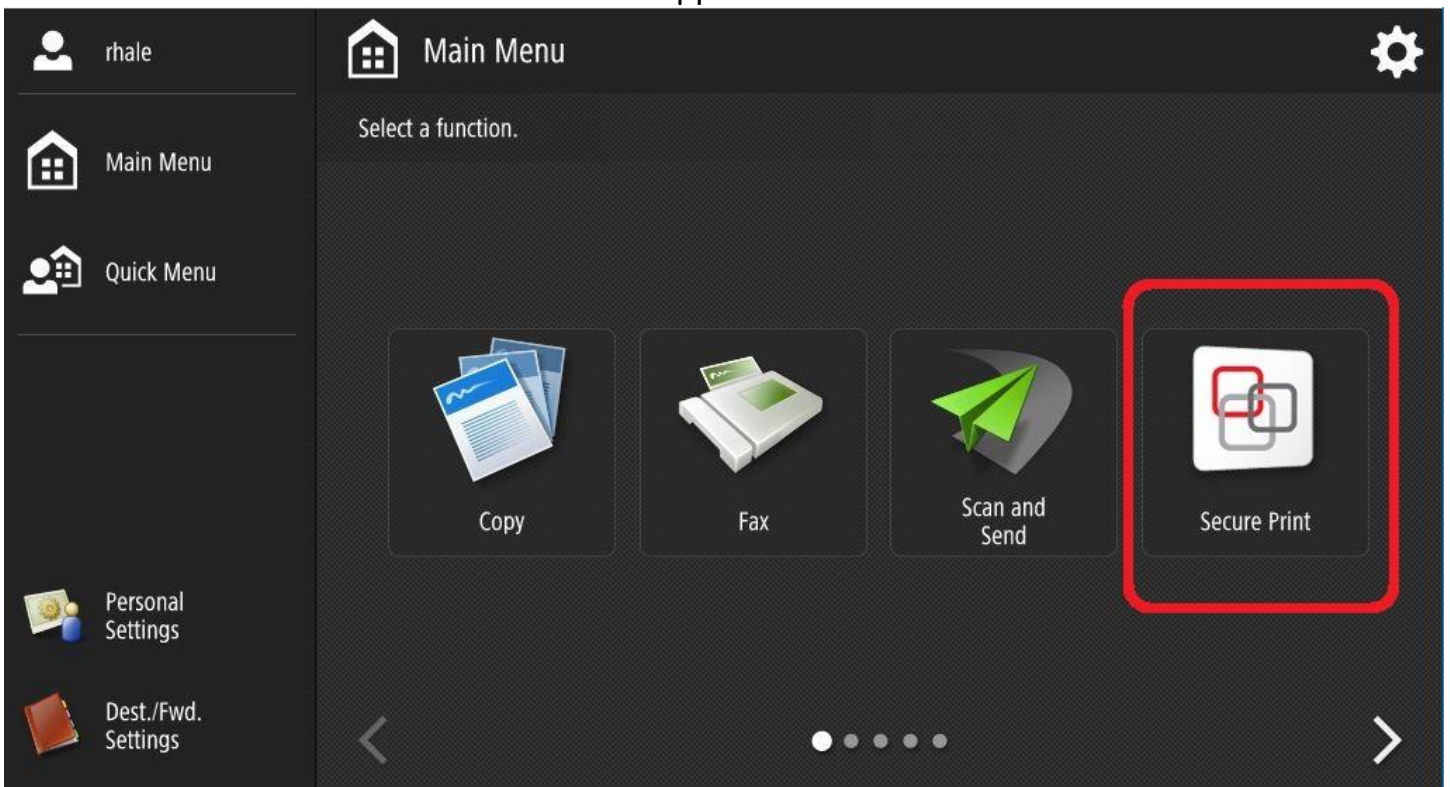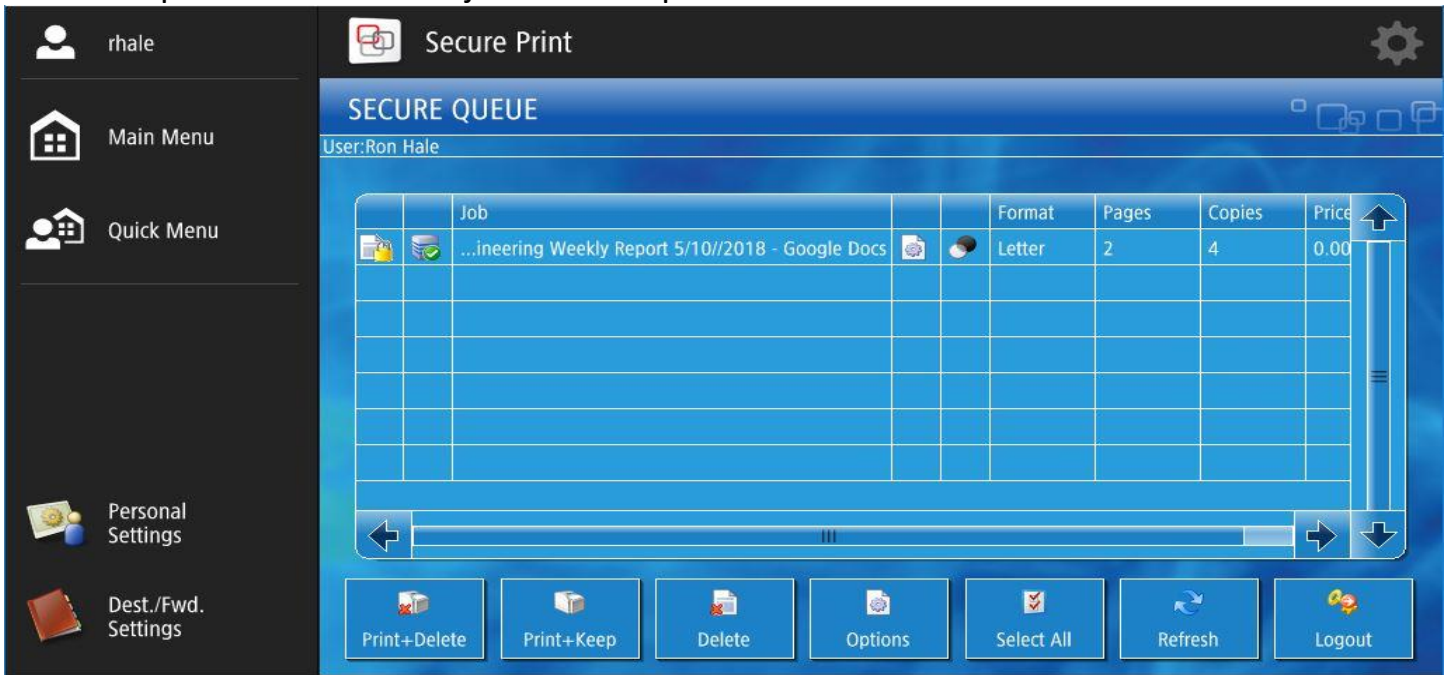
III. "

III.   At your chosen copier, log in- by badging or by AD Login.
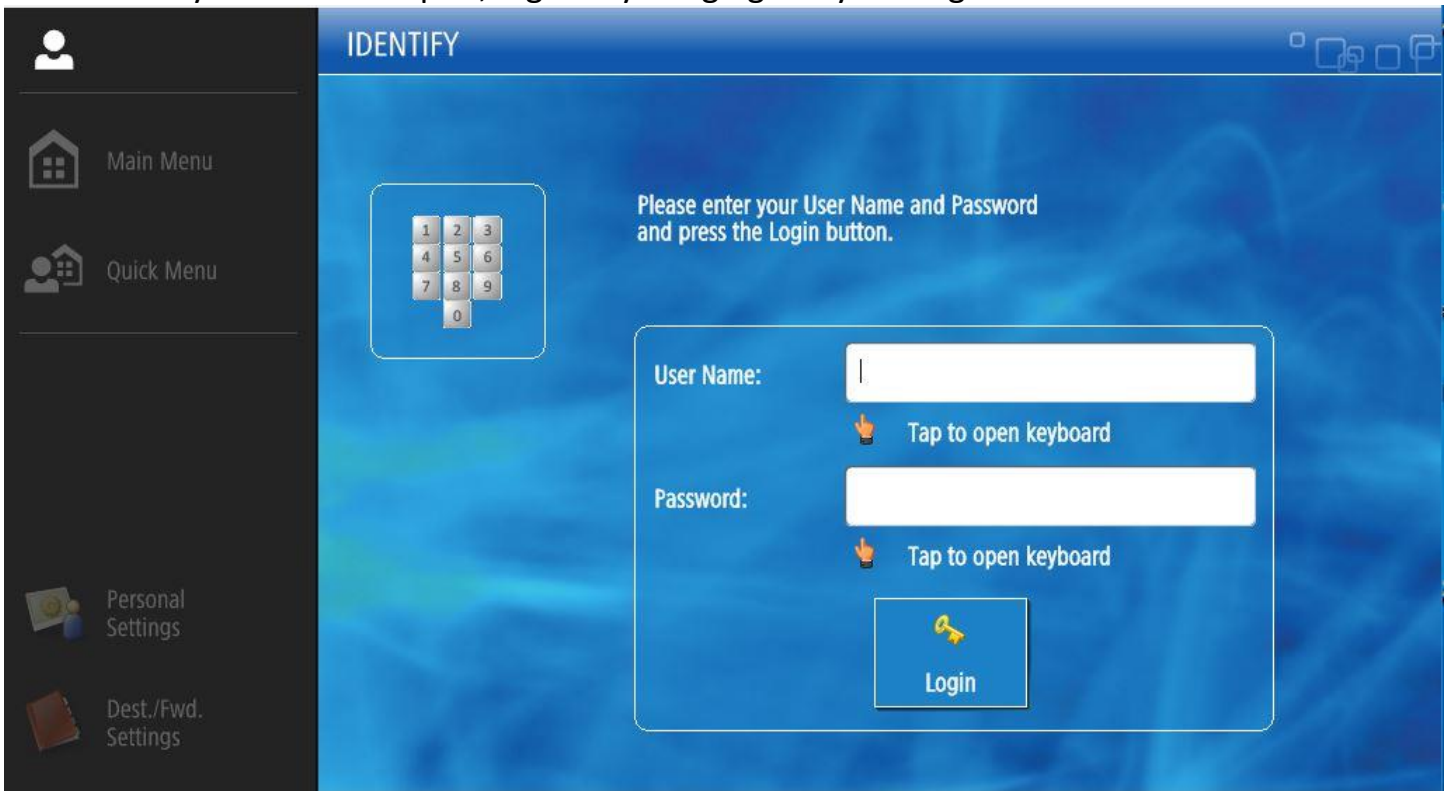
IV.   Main Menu Function Screen will appear. Touch "SecurePrint".

V. Your personal SecurePrint queue will appear, listing all your pending jobs. In the picture, there's only one waiting. Touch the job to select, then touch one of the print buttons. Your job will then print out.

VI. Touch the "Logout" button when finished to preserve your security. If you forget to logout, someone could potentially come behind you and view your job. After a time-out period, you will be auto-logged out.

FINISH