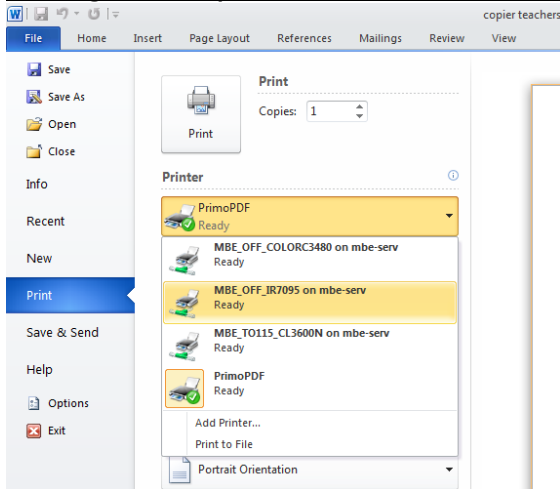


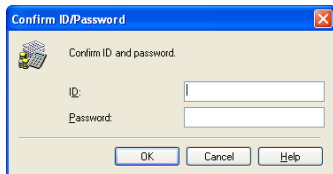
Printing to the copier in main workroom next to the office



MBE_OFF_IR7095 (Office b/w copier)
MBE_OFF_COLOR3480 (Office color copier)

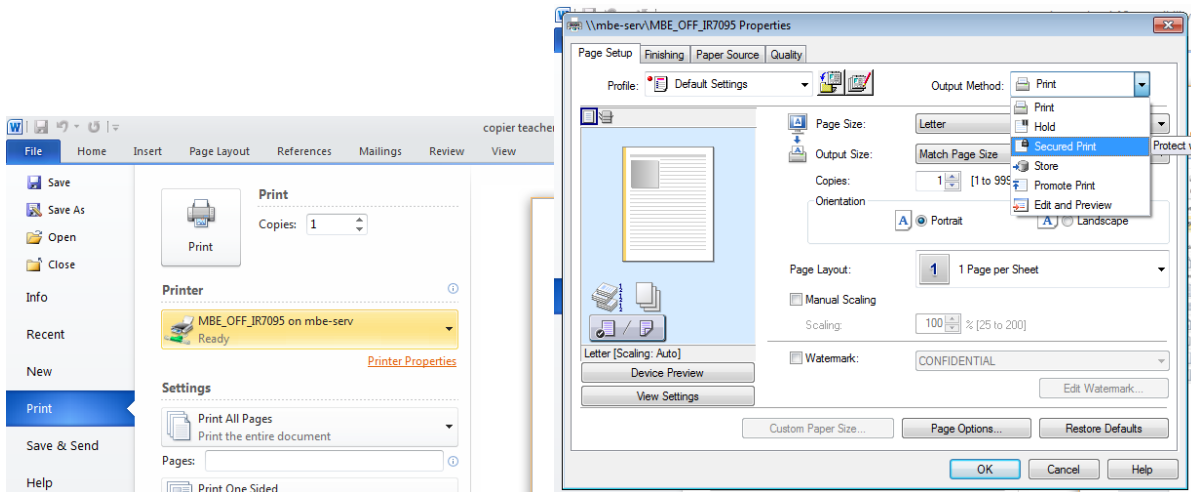
Choose **File/Print**.

In the Printer drop down, **choose MBE_OFF_IR7095**. Choose your number of copies. Click OK. You will be asked to type



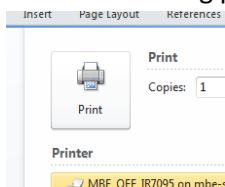
in your copier code. Type it in the ID. Leave Password blank because we don't have one on the copier. Click OK. Your print just went to the copier.

When you want to make a **secure print**—(the copies don't come out at copier until you type in a password at the copier). File/Print. Choose Copier/ Click **Printer Properties** right under the printer option. On the Page Setup tab, use the drop down on right of **Output Method** to choose **secure print**.



Click **OK**.

Then click the big print button.



Then **set your own password**—whatever you want; you will still type in your printer code afterwards. You will type the made up password at the copier. (Instructions on retrieving a secure print are taped to the top of the copier.)