How Do I Submit a Document for Secure Printing?

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		Minutes from board meetings				
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-		Current shareholders. Including number of shares owned, dates that shares were acquired, considerations received, and contact information				
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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.

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

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

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

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

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

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

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...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.