



Instructions for Secure print on Lexmark X654de

From Your Desk:

1. Press Ctrl+P, or go to “File” and click “Print”, to bring up your print screen.
2. Make sure that your network queue (i.e. IT64 or ER01) is the printer selected and click “Printer Properties” to bring up the print options.
3. Click the “Other Options” tab from the selection.
4. Click the “Print and Hold” box.
5. Now click “Confidential”.
6. Your user name will automatically show in the “Username” line, click the “Keep Duplicate Documents” box to check mark it, and enter a four digit PIN number in the “PIN” box.
7. Click “OK” and “OK” again on the following box.
8. Settings are now ready for this document, click print to send the document to the printer.

At the Printer:

9. Press the House button to make sure device is “awake” and ready.
10. Touch the “Held Jobs” button on the touchscreen.
11. Touch your user name.
12. Touch “Confidential Jobs”, enter your four digit PIN, and touch “Done” to view the selection of jobs being held for you.
13. Touch the job you wish to print.
14. Select the number of copies you need and touch “Print Document”.