



## Secure Printing

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Author: James Evans (BIE P&S Product Planning)



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### 1: Basic Overview

Secure print is the ideal way to add protection to any confidential and sensitive documents that you print from your Brother device. It is easy to use too; all you need to do is configure a PIN, send your document to the printer and re-enter the PIN at your printer. That's it!

By using this feature, any document you print is for your eyes only. Nobody else has the chance to read them before you retrieve them.

This document explains how to use secure print.

## 2: Benefits

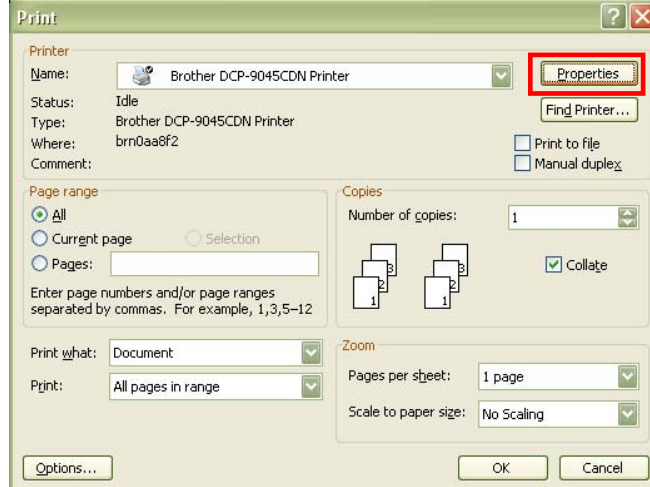
- Protect your confidential / sensitive print data
- Gives you peace of mind, knowing that your documents are not being accessed by anybody else.

## 3: How to use secure print on an MFP device

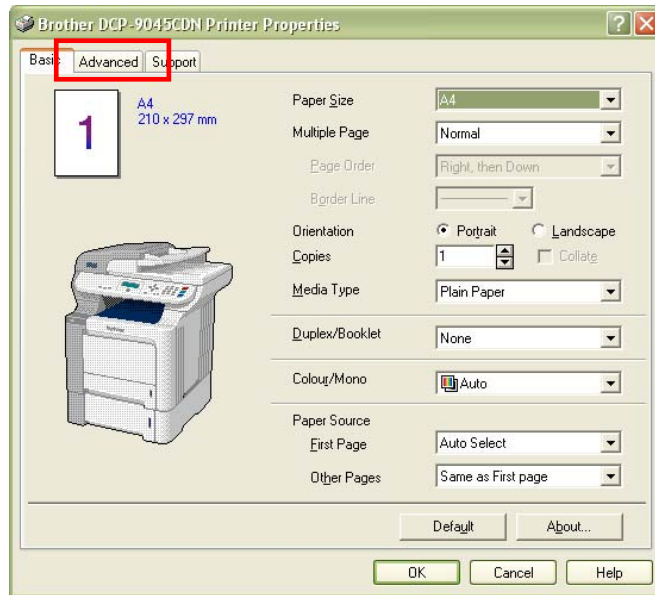
Please note that these instructions show you how to configure a DCP-9045CDN for secure print. Other devices may differ slightly.

Please also note that you cannot configure secure print direct through the printer driver (accessed through the Windows Start Menu → Settings → Printers & Faxes). You must go through an application, like Microsoft® Word. This is because secure print is intended to be a temporary setting to safeguard you from permanently enabling it and having to enter a PIN every time you print a document.

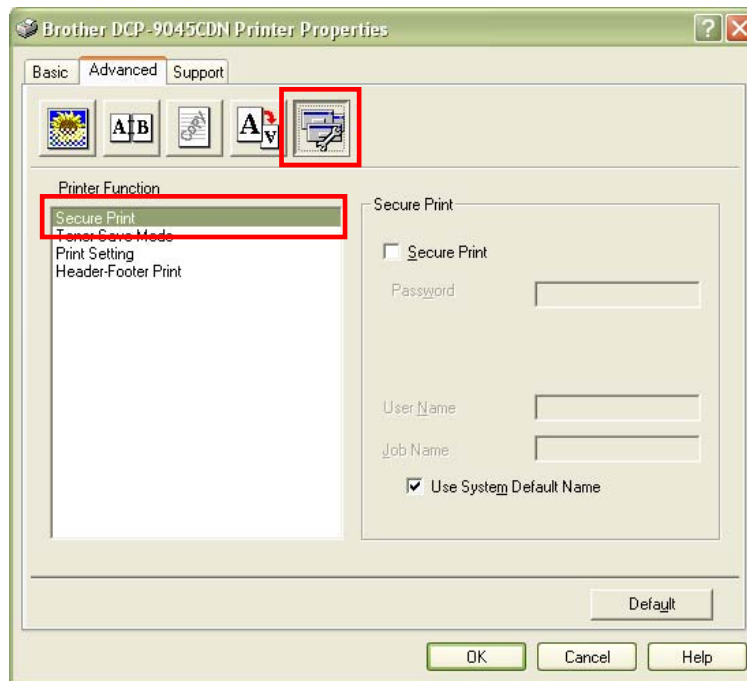
**Step 1:** From your application, go into the MFP devices driver. In this example, from Microsoft® Word, this is achieved by clicking on the 'Properties' button.



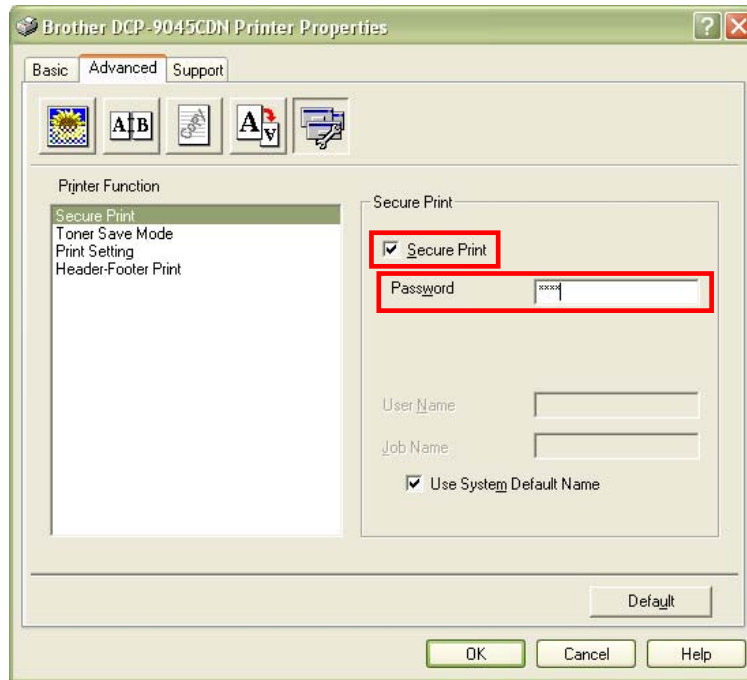
**Step 2:** Click on the 'Advanced' tab.



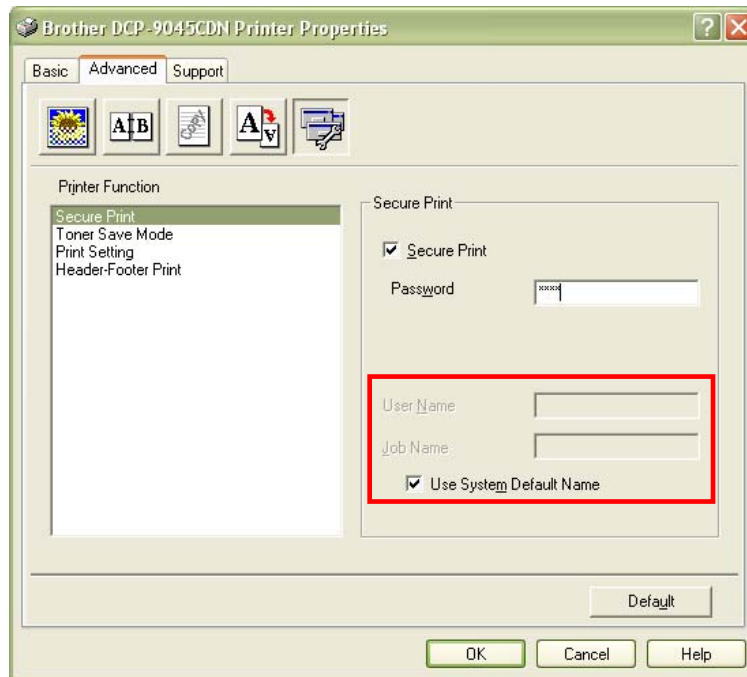
**Step 3:** Click on the 'Device Options' button and the 'Secure Print' option within the 'Printer Functions' menu.



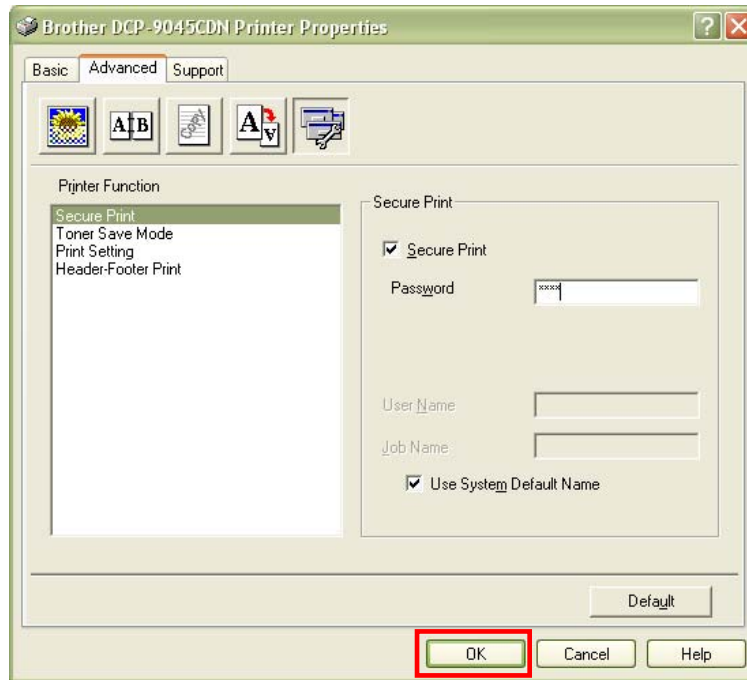
**Step 4:** Enable the 'Secure Print' tick box then enter a password.



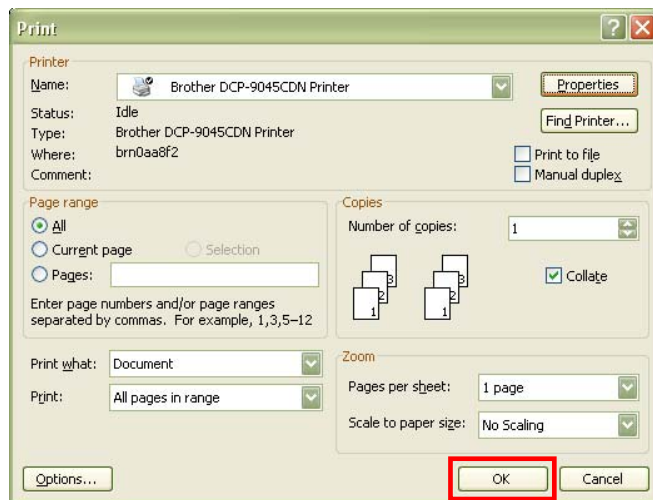
**Step 5:** Now you need to allocate yourself a 'User Name' and 'Job Name'. This is used to identify you and your printed document at the MFP device. By default, your network logon name and name of the document you are printing will be used. To create your own, un-tick the 'Use System Default Name' tick box and enter your details into the two boxes above.



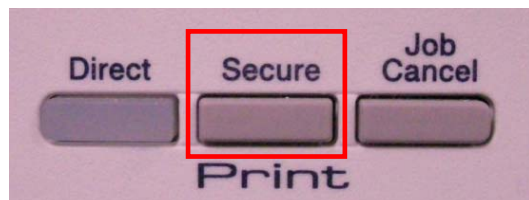
**Step 6:** Click the 'OK' button.



**Step 7:** Print your document. Please note that the secure print feature will only be enabled within the document in which it was made active and during its current session. When you close the document and re-open it you will need to re-enable secure print.



**Step 7:** At the MFP device, press the 'Secure' button.



**Step 8:** Select your name, using the up and down arrow keys, then press the 'OK' button.



**Step 9:** Select your document, using the up and down arrow keys, then press the 'OK' button.



**Step 10:** Enter your 4 digit pin, which you previously set in the printer driver in step 4.



**Step 11:** Choose whether you want to print or delete your document, using the up and down arrow keys, then press the 'OK' button.



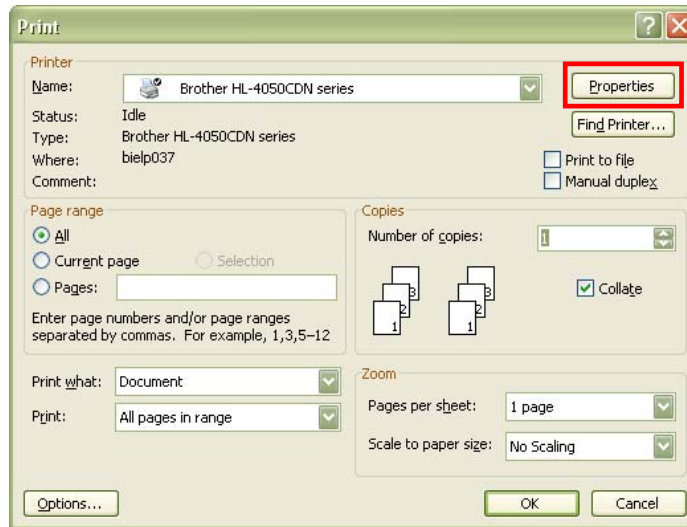
**Step 12:** That's it!

### 3: How to use secure print on a printer

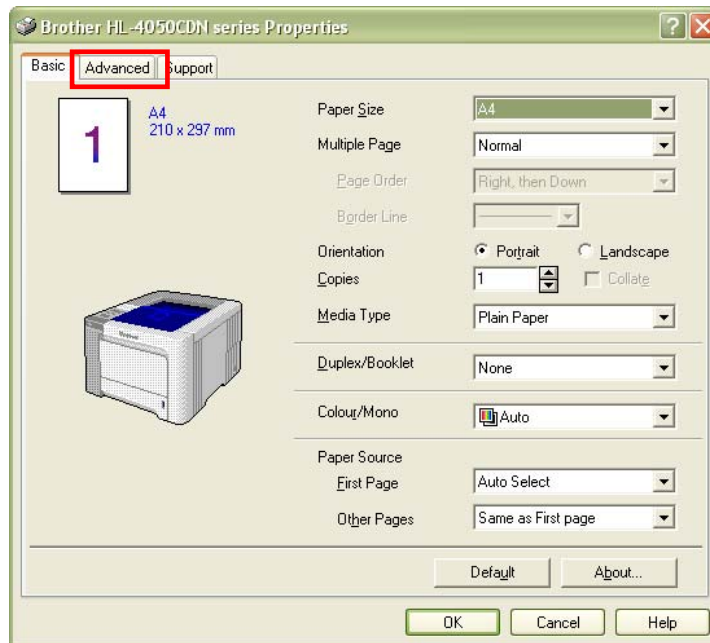
Please note that these instructions show you how to configure a HL-4050CDN for secure print. Other devices may differ slightly.

Please also note that you cannot configure secure print direct through the printer driver (accessed through the Windows Start Menu → Settings → Printers & Faxes). You must go through an application, like Microsoft® Word. This is because secure print is intended to be a temporary setting to safeguard you from permanently enabling it and having to enter a PIN every time you print a document.

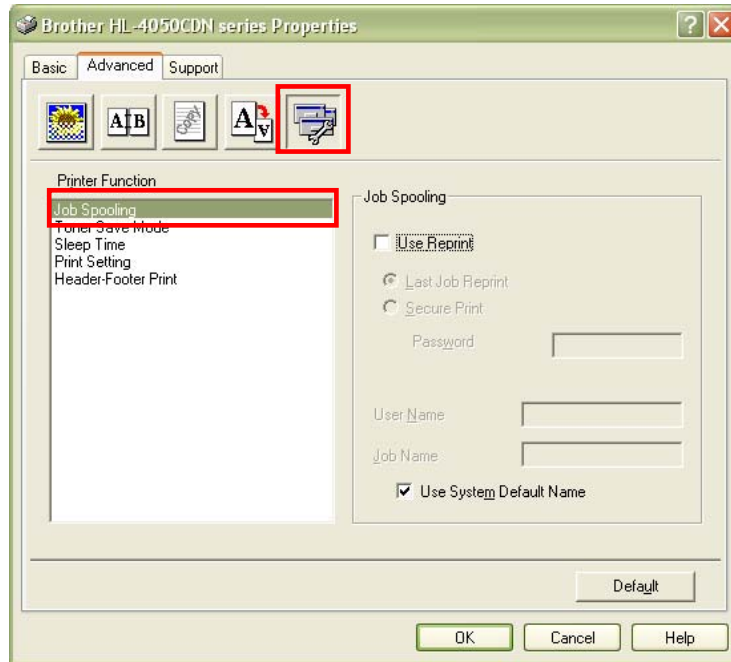
**Step 1:** From your application, go into printer driver. In this example, from Microsoft® Word, this is achieved by clicking on the 'Properties' button.



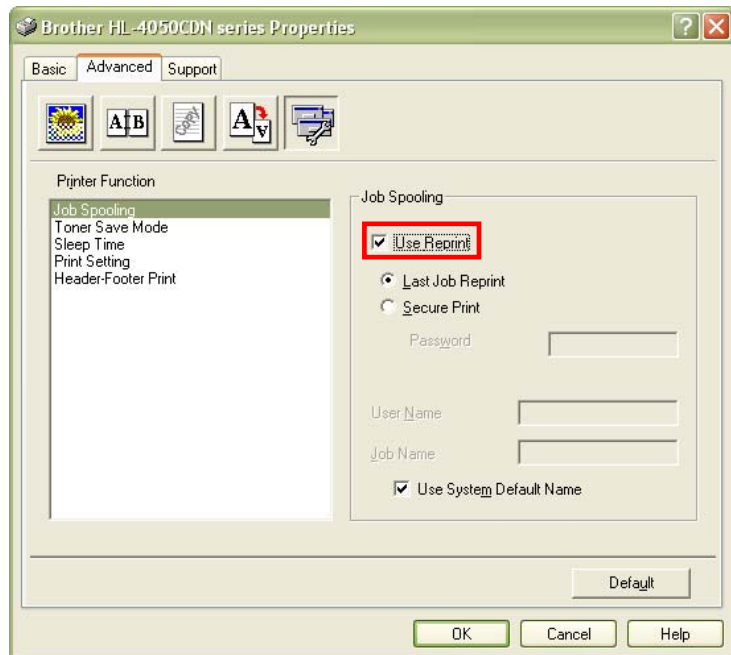
**Step 2:** Click on the 'Advanced' tab.



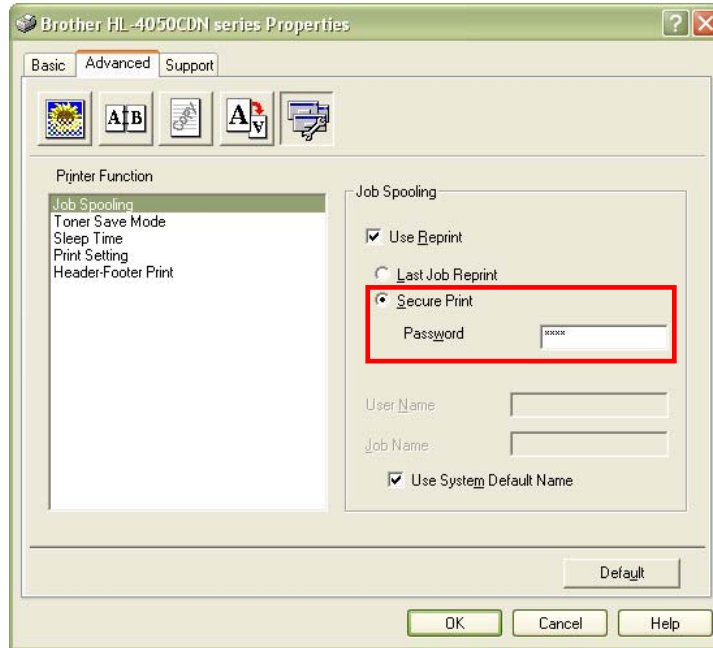
**Step 3:** Click on the 'Device Options' button and the 'Job Spooling' option with the 'Printer Functions' menu.



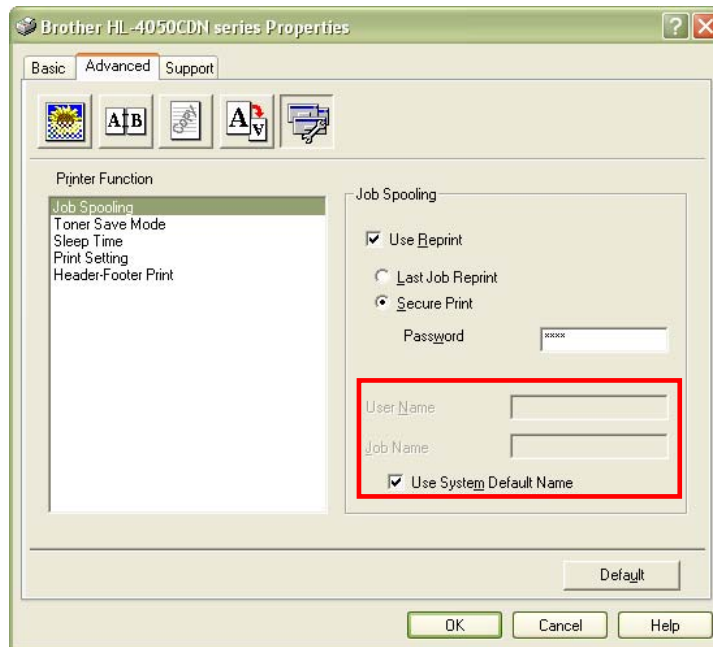
**Step 4:** Tick the 'Use Reprint' box.



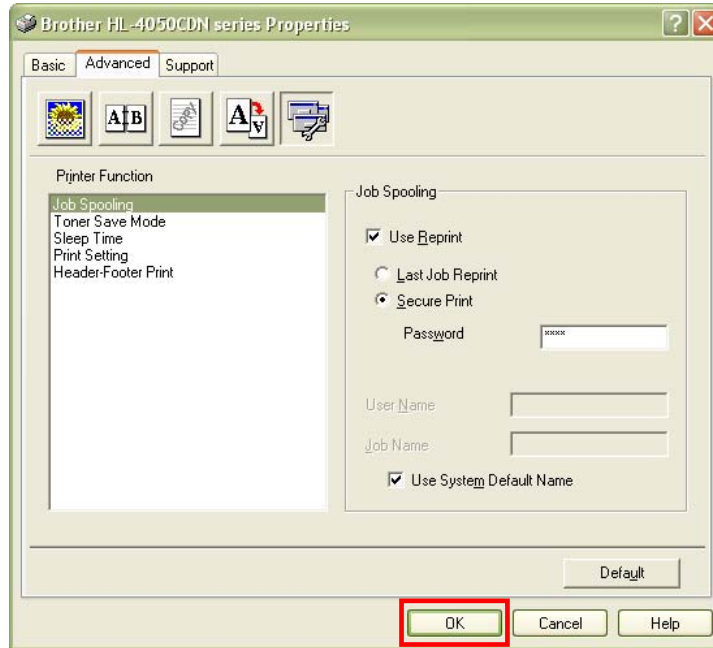
**Step 5:** Click in the 'Secure Print' circle and enter a password.



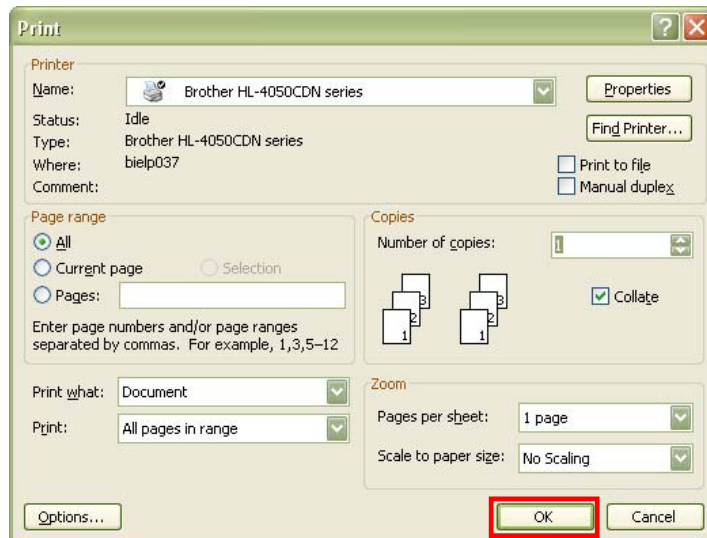
**Step 6:** Now you need to allocate yourself a 'User Name' and 'Job Name'. This is used to identify you and your printed document at the printer. By default, your network logon name and name of the document you are printing will be used. To create your own, un-tick the 'Use System Default Name' tick box and enter your details into the two boxes above.



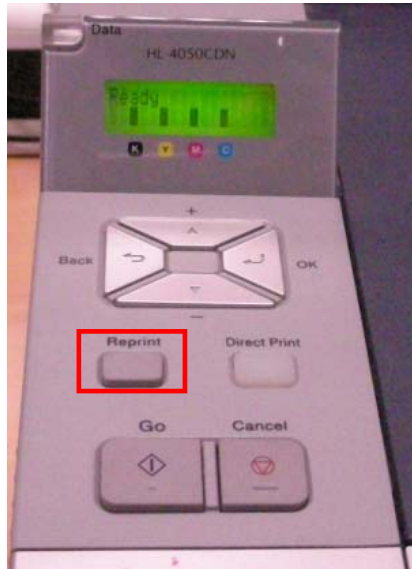
**Step 7:** Click the 'OK' button.



**Step 8:** Print your document. Please note that the secure print feature will only be enabled within the document in which it was made active and during its current session. When you close the document and re-open it you will need to re-enable secure print.



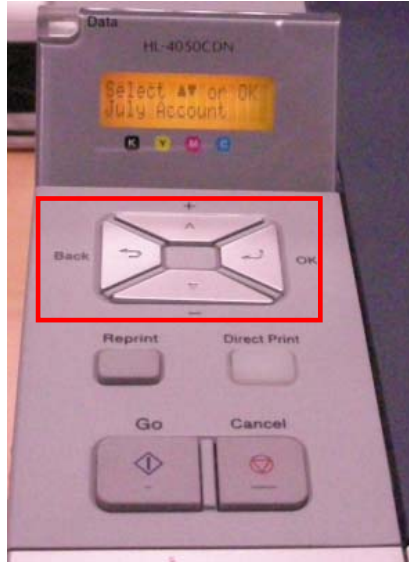
**Step 9:** At the printer, press the 'Reprint' button.



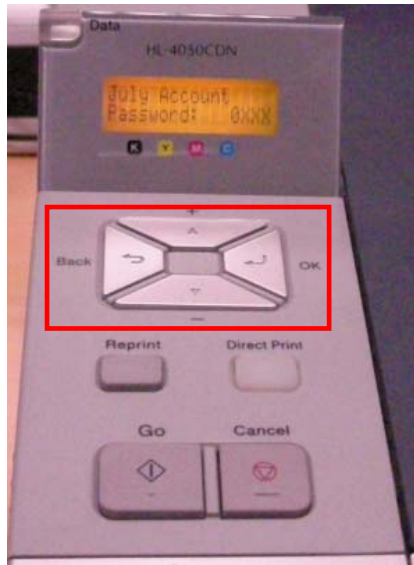
**Step 10:** Select your name, using the up and down arrow keys, then press the 'OK' button.



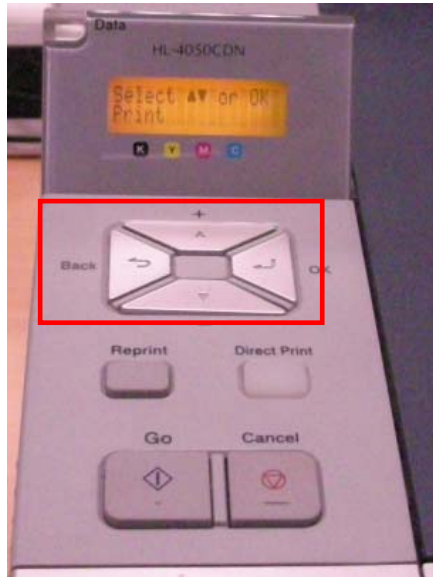
**Step 11:** Select your document, using the up and down arrow keys, then press the 'OK' button.



**Step 12:** Enter your 4 digit PIN, which you previously set in the printer driver in step 5. To do this, use the up and down arrow keys to select the 1<sup>st</sup> digit of your PIN then press OK, then select the 2<sup>nd</sup> digit of your PIN the press OK. Repeat this until you have entered all 4 digits.



**Step 13:** Using the up and down arrow keys, select whether to print or delete your document from the printer's memory. Once selected, press the 'OK' button.



**Step 14:** That's it!