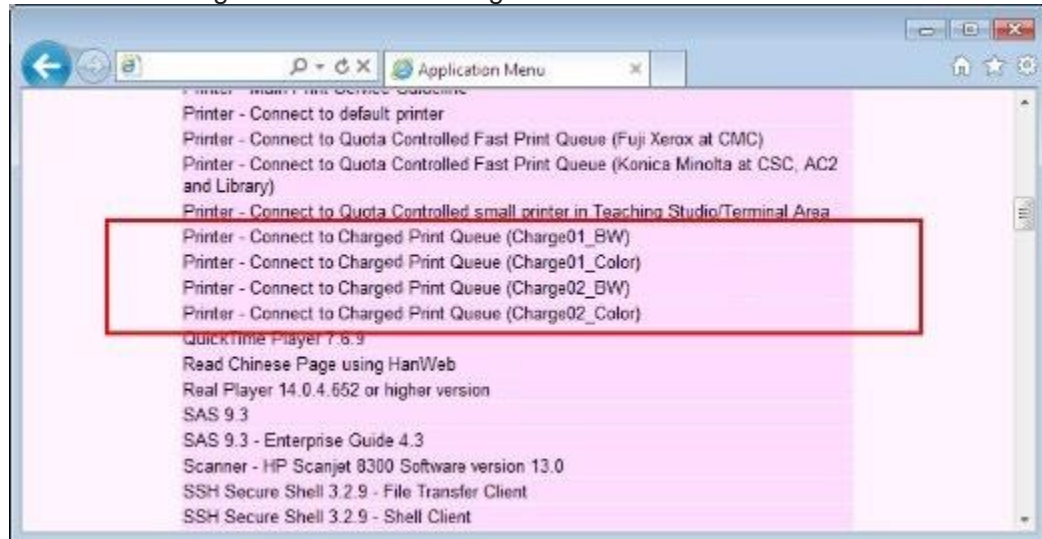
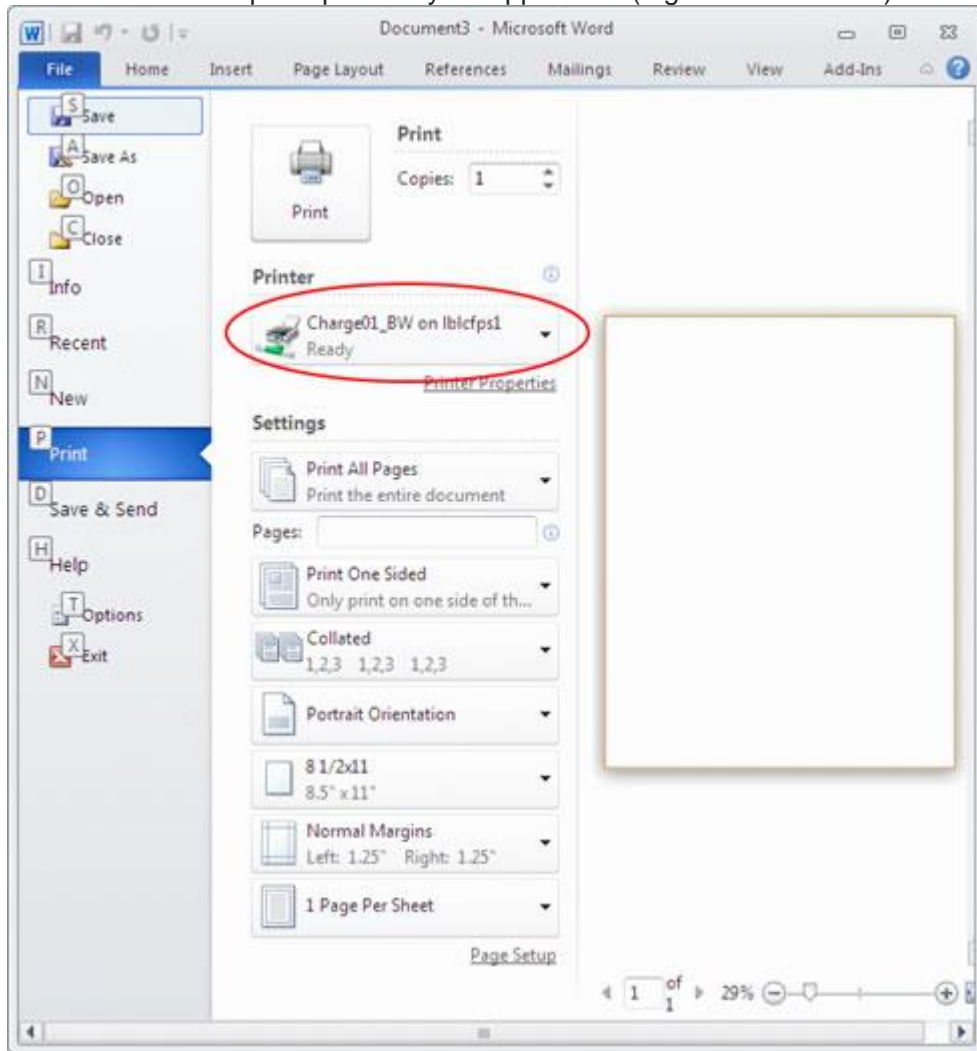


## Steps for printing:

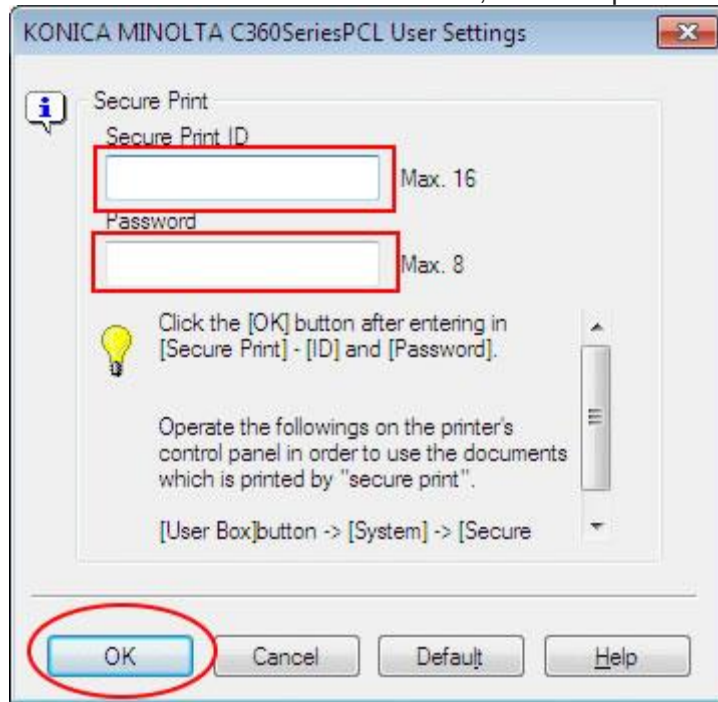
1. Print at workstation
  1. Connect to Charged Print Queue through the Work Desk Menu



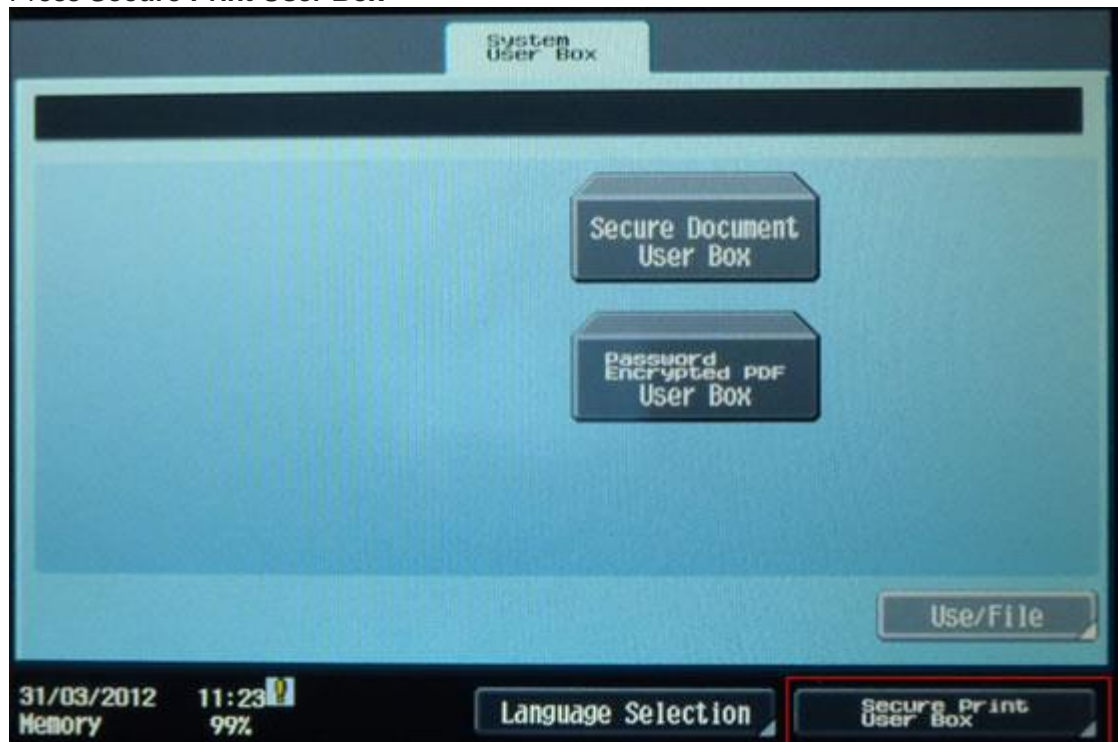
2. Print to the desired print queue in your application (e.g. Microsoft Word)



3. Enter **Secure Print ID** and **Password**, and then press **OK**



2. Release print jobs at the printer
  - i. Go to the printer you printed to
  - ii. Insert Octopus Card
  - iii. Press **Secure Print User Box**



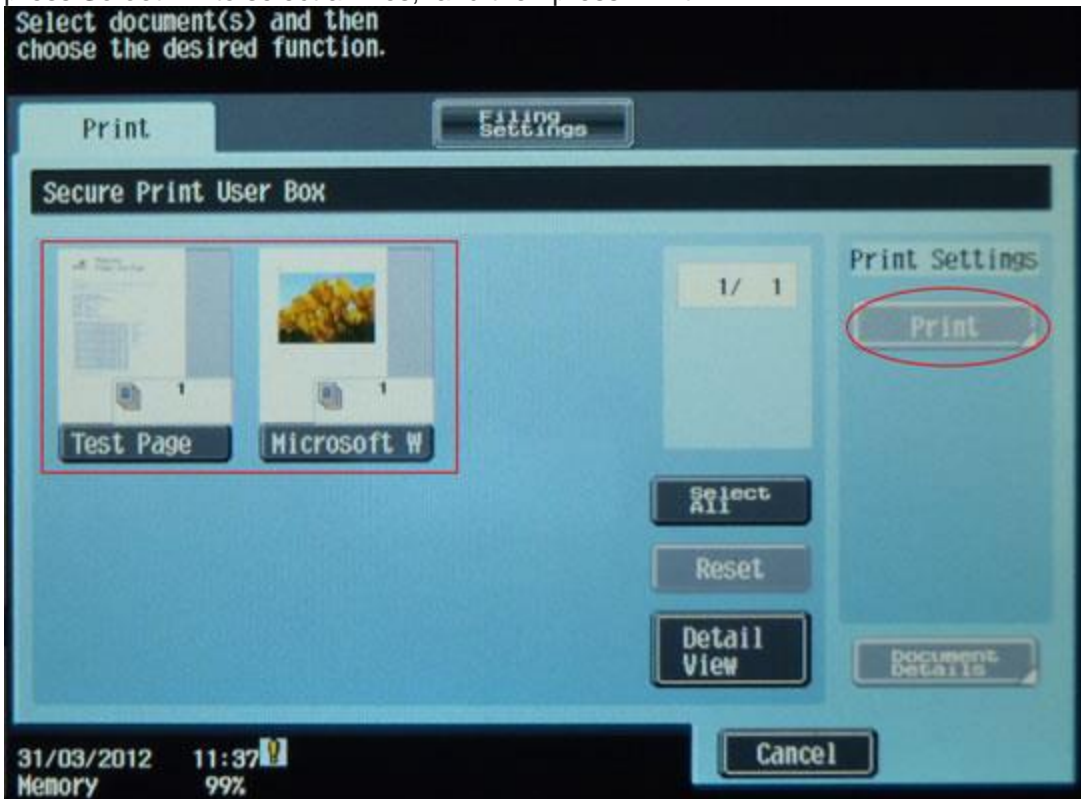
- iv. Input **ID** (=Secure Print ID) and then press **OK**



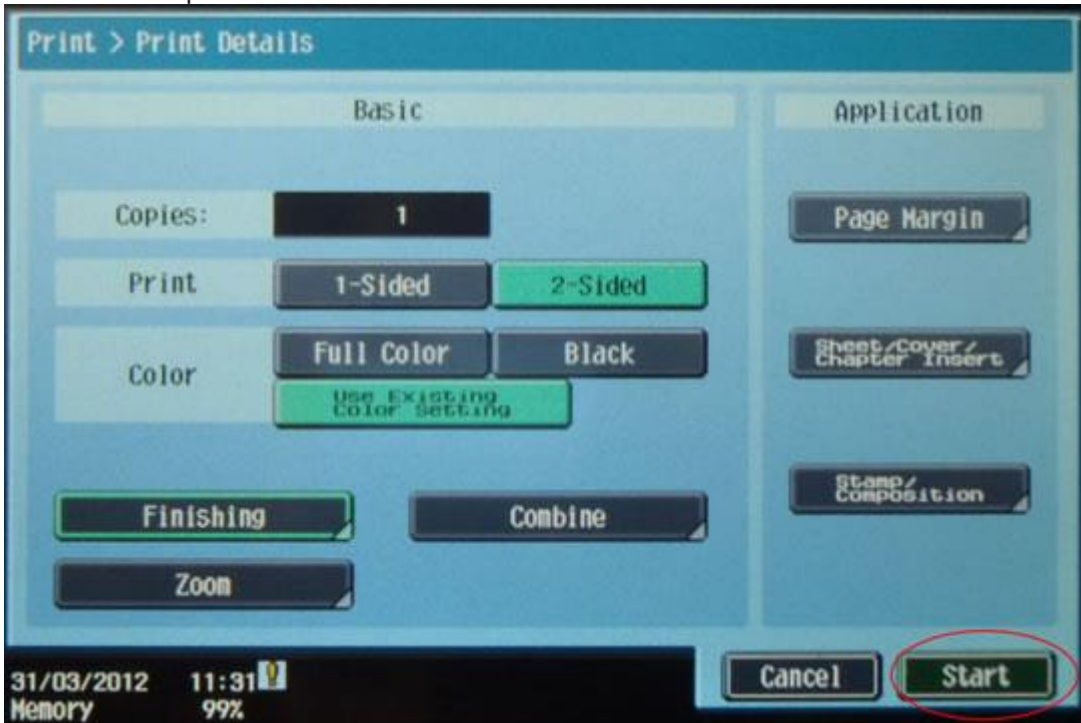
- v. Input Password and then press **OK**



- vi. The file of the Secure Print ID you entered will be shown. Select file to print or press **Select All** to select all files, and then press **Print**



- vii. Press **Start** to print



- viii. Remove Octopus Card