

ASSEMBLY ROW: SECURE PRINTING INSTRUCTIONS

Learn how to use Secure Printing, the recommended print option for security and reducing the number of “orphaned” print jobs. These instructions are for corporate-owned Windows devices that are equipped with the Applications menu.

WHAT IS SECURE PRINTING?

Secure Printing allows you to print items at any multi-function device (MFD) printer with a simple scan of your ID badge. No printer mapping or setup is required!

HOW DOES SECURE PRINTING WORK?

Use the **SECUREPRINT** printer whenever you need to print. It should automatically appear as an option.

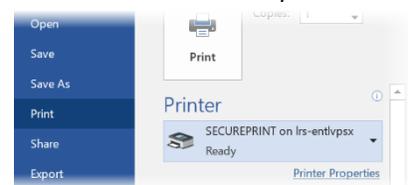
SEND



Your items will be sent to the Secure Printing queue. They'll be available to print for **7 days**.

Don't see SECUREPRINT? Review article [KB0027513](#) or contact the Digital Service Desk to have it added.

Select the SECUREPRINT printer:



Head to any MFD printer.

TAP YOUR BADGE



Tap your ID badge on the **Badge Reader**.

On the display screen, tap **Secure Delivery**.

- If prompted to enroll, enter your user name and password to continue.

Tap your badge, then tap Secure Delivery:



Items you've sent to SECUREPRINT will appear on the display screen.

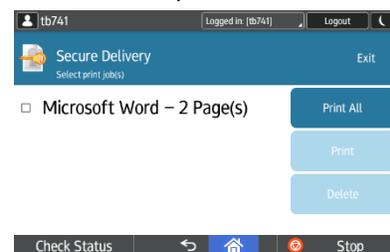
PRINT



Print one item or print all. You can also delete items you no longer wish to print.

When finished, be sure to sign out. Tap your **Badge** or tap **Exit > Logout** on the MFD display.

Select items to print:



CONTACT US



For assistance, please contact the **Digital Service Desk at 857-282-Help (4357)** or open a ticket on the **Digital Service Hub** at www.massgeneralbrigham.org/isservicehub