

If you have an important/confidential document that you want to print out ONLY when you are logged into a copier, please choose **“SecurePrint on Streamline1”** as the printer.

This will place the document in your private printer queue. Then you can log in to any Ricoh copier and choose **Secure print Manager**, then select your document and hit **Print**. (Pictured below)

**FACULTY** – This print option should be available the next time you log in to a computer.

**OFFICE STAFF** – To add this printer, follow this link <\\resources\desktop\print> and double click on “secureprinter.bat”

