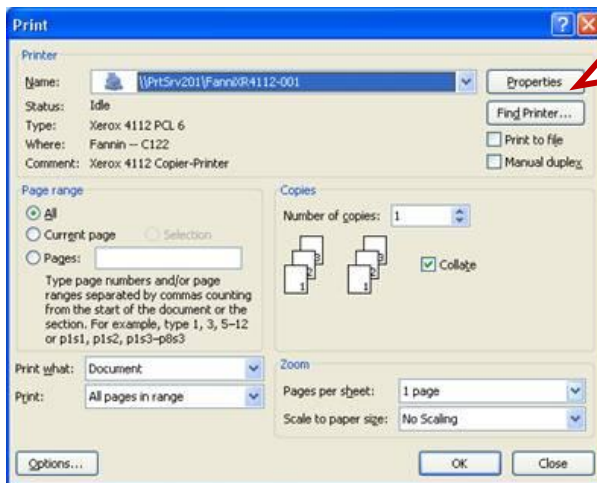# Secure Print- Set as your Default

Set secure print as the default so you don't have to manually click on the drop down arrow and choose secure print as the option each time.
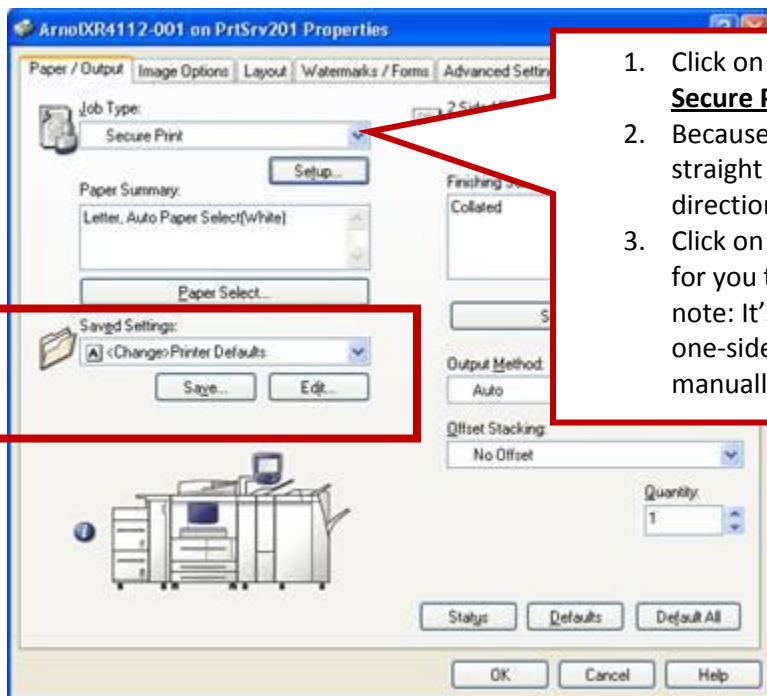
Note: This handout assumes you have already set up secure print. If not, click here for those directions first.

Go to Start>Settings>Printers and Faxes or you can do this as you are printing a document.

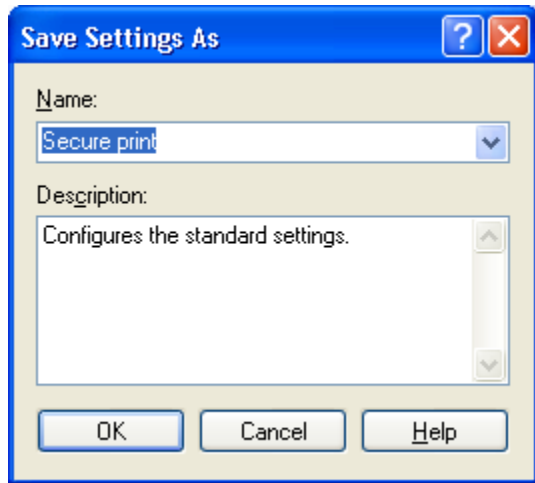1. Click on **Properties**

> 1. Click on **Properties**

> 1. Click on the drop down arrow under **Job Type:** and choose **Secure Print (**which you do every time you print.)
> 2. Because you have already set up Secure Print you can go straight to the next step. No need to click on Set up. See directions below if you don't already have it set up.
> 3. Click on **Save** under Saved Settings. It will bring up a window for you to type a name for this default setting. (Important note: It's also setting all the other features as default such as one-sided or two sided Printing.) You can always change this manually.

Sharon Thornton- Instructional Media

Save Settings As

Name:

Secure print

Description:

Configures the standard settings.

OK   Cancel   Help

4. Name the default **Secure Print**. Click OK.

Now your print jobs should go directly to Secure Print. The window will pop up asking you for your PIN Code.