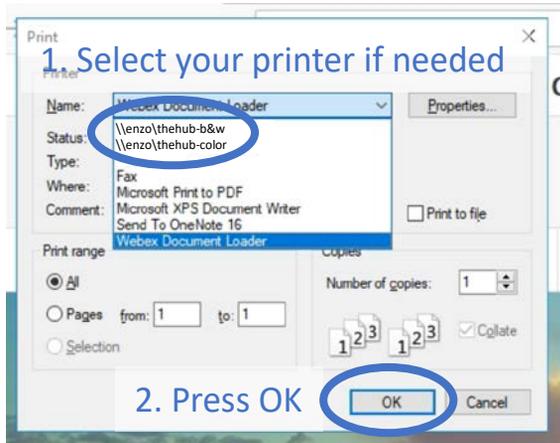# Printing in The Hub

Printing Notes:

- To print in black and white you will select the bw printer (this is the default)

- To print in color you will select the color printer

- When printing you will use a code of your choice each day, this will prevent your items from getting lost and protect HIPAA data

1. Select your printer if needed

2. Press OK

3. Set your passcode and confirm it

4. Press OK

5. Your document will print and you can retrieve it using your code