

Brammer security badges now have another purpose.

We've all done it. We send a document to the printer, get distracted, and forget we printed something. Now our Brammer badges will help organize us and keep our printed work documents more secure.

When we send a document to the Confidential Printing printer, our security badges will be used to activate our print jobs. Here's how it works:

1. Send your file(s) to the Confidential Printing printer.
2. Swipe your badge over the scanner located on any Brammer HP Printer. The scanner identifies your print job by reading your security badge number.
3. Allow a few seconds for the printer to react, then your document(s) will be printed.

Please note:

- Whether you send one or more than one document to the printer, you only have to scan your badge once to print any or all of them.
- If you do not scan your badge within 24 hours of sending your document(s) to print, your document(s) will be removed from the print queue and will have to be re-sent to the printer.

If you have any questions about or need help with the new printing process, please email the **BB-Helpdesk**.

