Don't Just Click Print and Forget About it

➢ A document left unattended in the printer is open to unauthorized sharing. When you're making copies of sensitive or sensitive-enhanced information, keep your eyes on it.

- Always use a printer that's near your workstation so all materials remain within your view while printing.
- When printing using a PRIME printer, use a password code.
- Print a cover sheet marked "restricted information" to indicate to others that the hard copy materials are not for their viewing

Keeping physical copies of USPS information resources secure strengthens our reputation for trust and protects employee and customer information.

And that's smart business.