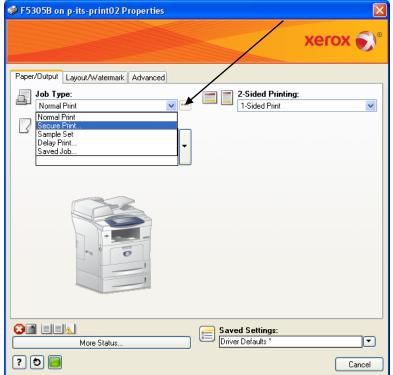
Using Secure Print

On your Computer:

- From your document, select print
- The Print window below appears
- Click on the Properties button at the top right

Print				? 🗙
Printer				
<u>N</u> ame:	🚊 \\p-its-print02\F5305B		*	Properties
Status: Type: Where: Comment:	Idle Xerox Global Print Driver PCL6 128.48.5.53_1			Find Printer Print to file Manual duplex
ranges from th section		Copies Number of copies:	1 🗘	
Print <u>w</u> hat:	Document 😽	Zoom		
P <u>r</u> int:	All pages in range 🛛 👻	Pages per s <u>h</u> eet:	1 page	~
		Scale to paper size:	No Scaling	~
Options			ОК	Cancel

- The Properties window below appears
- Under Job Type, use arrow to select Secure Print



- The Secure Print window appears
- Type a 4-digit passcode. Any 4 numbers you choose. Re-enter your passcode and press OK

Secure Print				
Passcode: (4-10 Digits)				
Confirm Passcode:				
Note: This job will be held at the printer until you enter this passcode to release it.				
? OK Cancel				

Important Note: you'll need to remember your passcode in order to print the document

- Press OK to close the Properties window
- Press OK to close the Print window

Go to the print device, and follow instructions, by model:

Model 3635

- Press the Job Status button
- From Owner field, Select your Network ID user name
- Select your document and then select Release
- Enter your passcode and press enter
- Your document will print

Model 5150

- Press the Job Status button
- From Owner field, Select your Network ID user name
- Select Release
- Enter your passcode and press enter
- Your document will print

Model 7535

- Press the Job Status button
- On the screen, select the Secure Print Jobs tab
- From Owner field, Select your Network ID user name
- Enter your passcode and press enter
- Select your document and then select Release
- Your document will print