

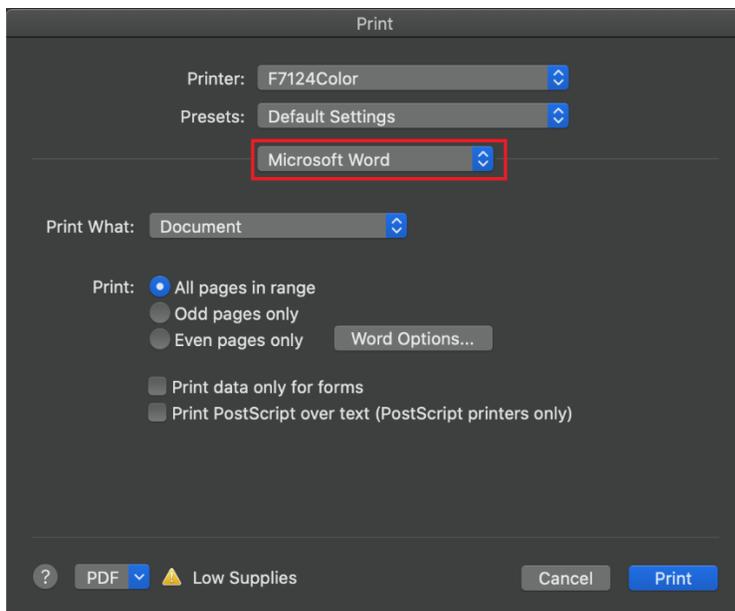
## How to use Secure Print on a Mac

For users who print sensitive documents, we advise them to use secure print. Secure print is available on all of the Xerox Multi-function devices.

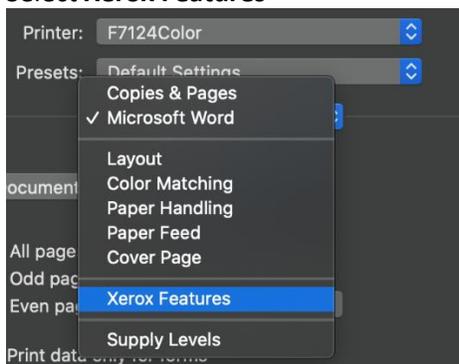
Secure will print will hold the print job at the printer and it will not be printed until “pin code” is entered. Each user chooses their “pin code.”

### How to use Secure Print:

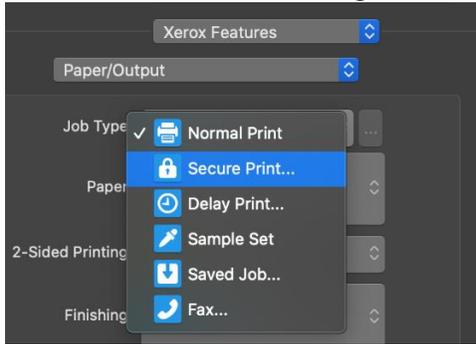
1. From the print dialog box, you can edit the print properties by selecting the red drop down menu. In this case, the screenshot is printing from Microsoft Word. This would be replaced with a different name if you are printing from a different program.



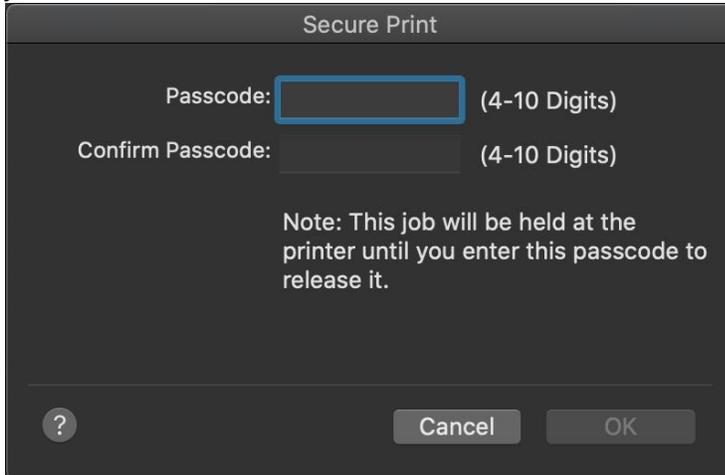
2. Select **Xerox Features**



3. Select **Normal Print** and change it to **Secure Print**.



4. Enter a pin which will be used to release the secure print at the printer. This pin will be saved for future print jobs



5. Print your document. The print job will be held at the printer and can only be released with the pin code you created.
6. At the machine, press the button labelled "Job Status".
7. Press Secure Print Jobs to display all currently waiting Secure Jobs.
8. Select your secure job from the list and enter in your "pin code."
9. Collect your print job.