

## How to use Secure Print

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 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 your document, choose print. When the print dialog box pops up, click "properties."
- 2. From "job type," choose "secure print."

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- 3. In the popup box please enter a pin code from 4 10 digits and click "ok." This pin code will save for future print jobs.
- 4. At the MFD Device / Copier, click "job status."
- 5. Find your job and click on it.
- 6. Enter in your pin using the number pad, and click "ok" on the touchpad.
- 7. Click "print" or "print all" if you have multiple job.

## Setting Secure Print as Default for All Print Jobs:

- 1. Click on the **Start** button type "printers and scanners" and hit "enter."
- 2. Click "manage." And then click "printing preferences."
- 3. From "job type," choose "secure print."

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Saved Settings: Driver Defaults *	Status:

- 4. In the popup box please enter a pin code from 4 10 digits and click "ok." This pin code will save for future print jobs.
- 5. Click "ok" and click "ok." From this point forward, your print jobs will print in "secure print" unless you repeat these procedures and choose "normal print."
- 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.