

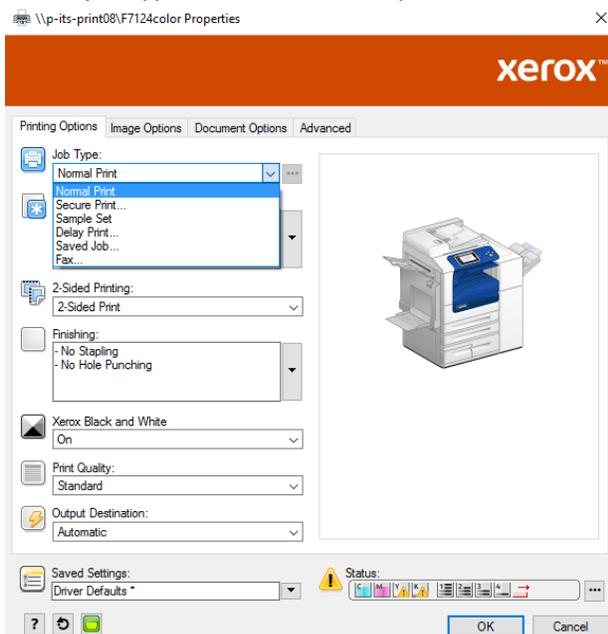
How to use Secure Print

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:

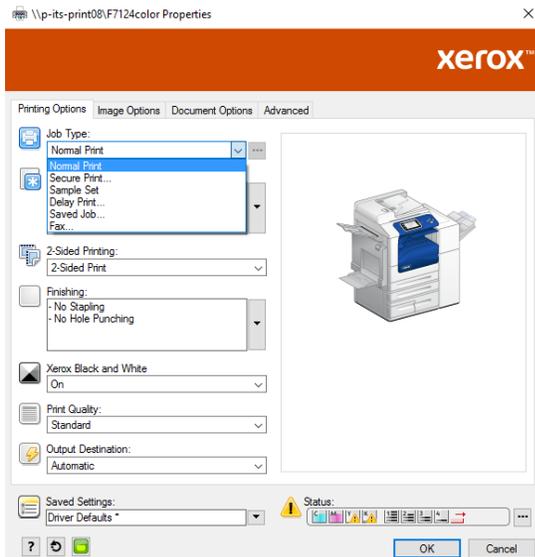
1. From your document, choose print. When the print dialog box pops up, click “properties.”
2. From “job type,” choose “secure print.”



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.”



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.