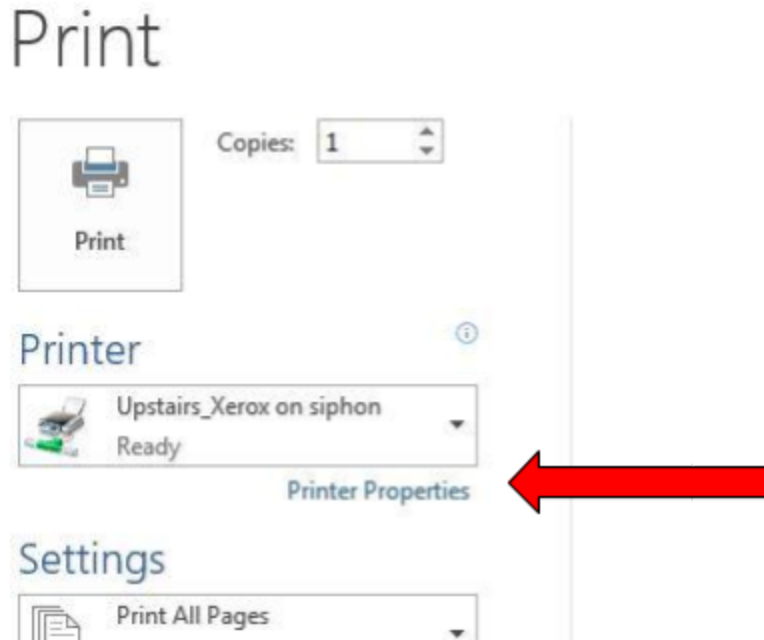


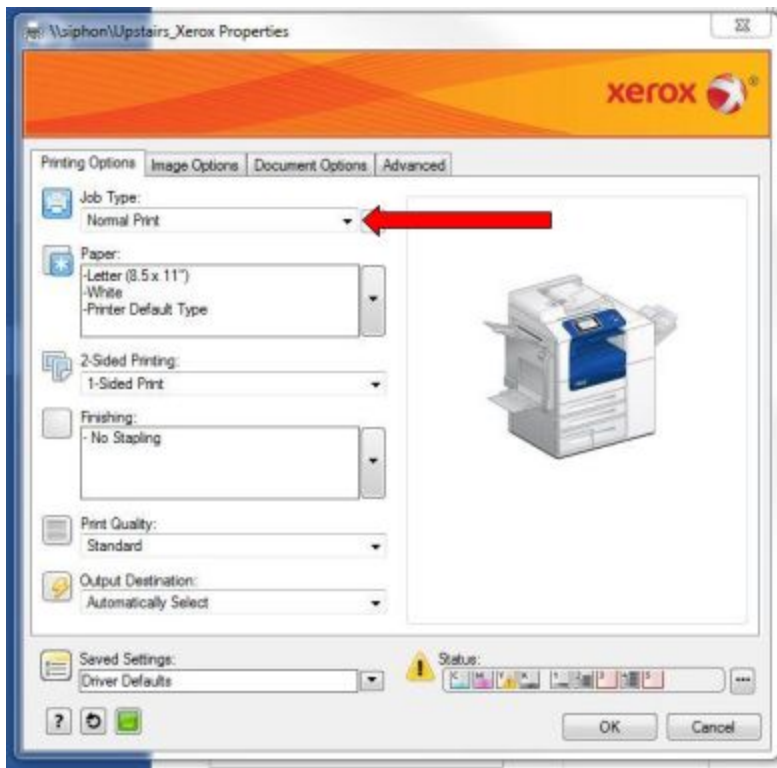
Secure Print

Secure Print allows you to send your documents to the main Xerox printer/scanners (3rd and 2nd floor), but it will hold them in a queue and won't print until you release them from the printer with a Passcode you designate. This is very useful for sensitive info for your eyes only.

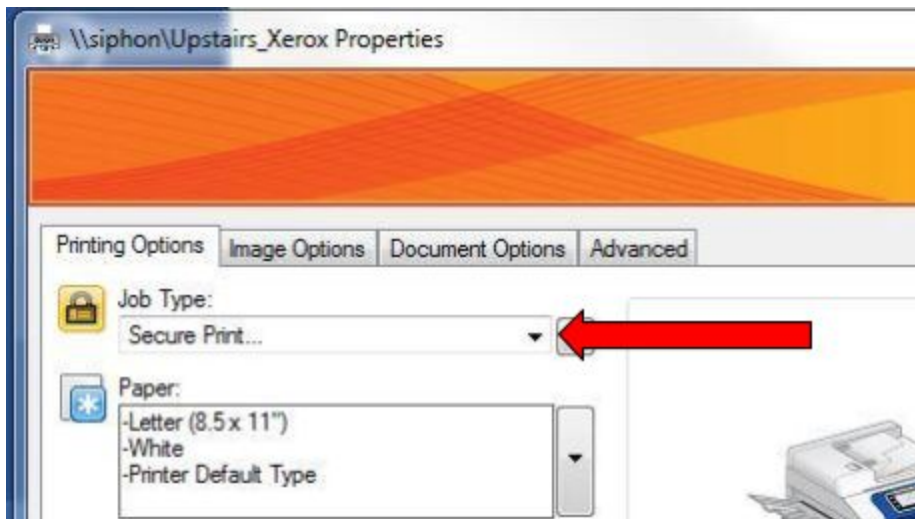
1. When you go to print, click the **Printer Properties**.



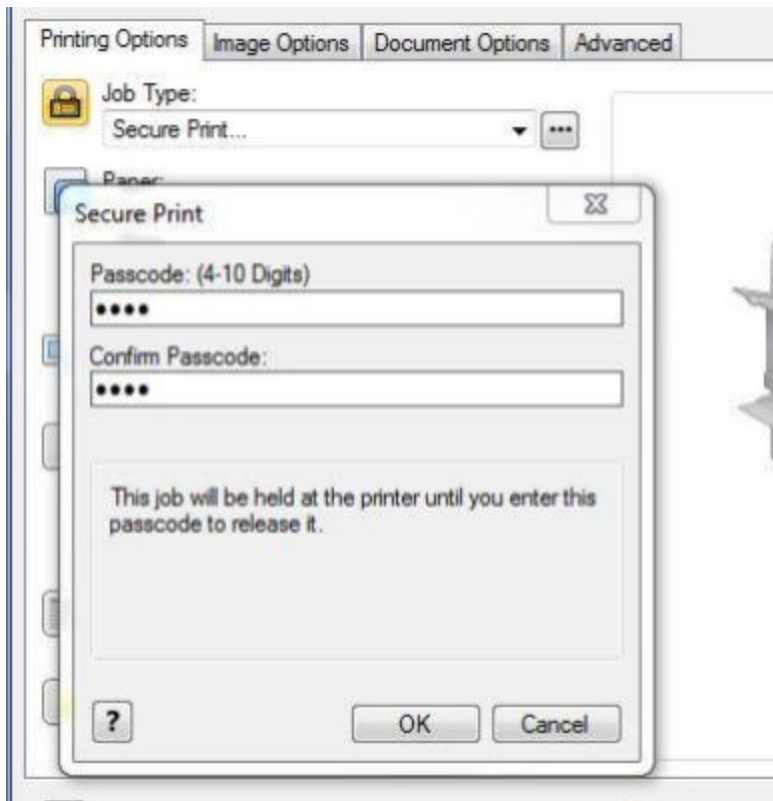
2. A new print window will pop up.



3. Change **Job Type** to "Secure Print" via the drop down.



4. When you select Secure Print a Secure Print window will pop up.

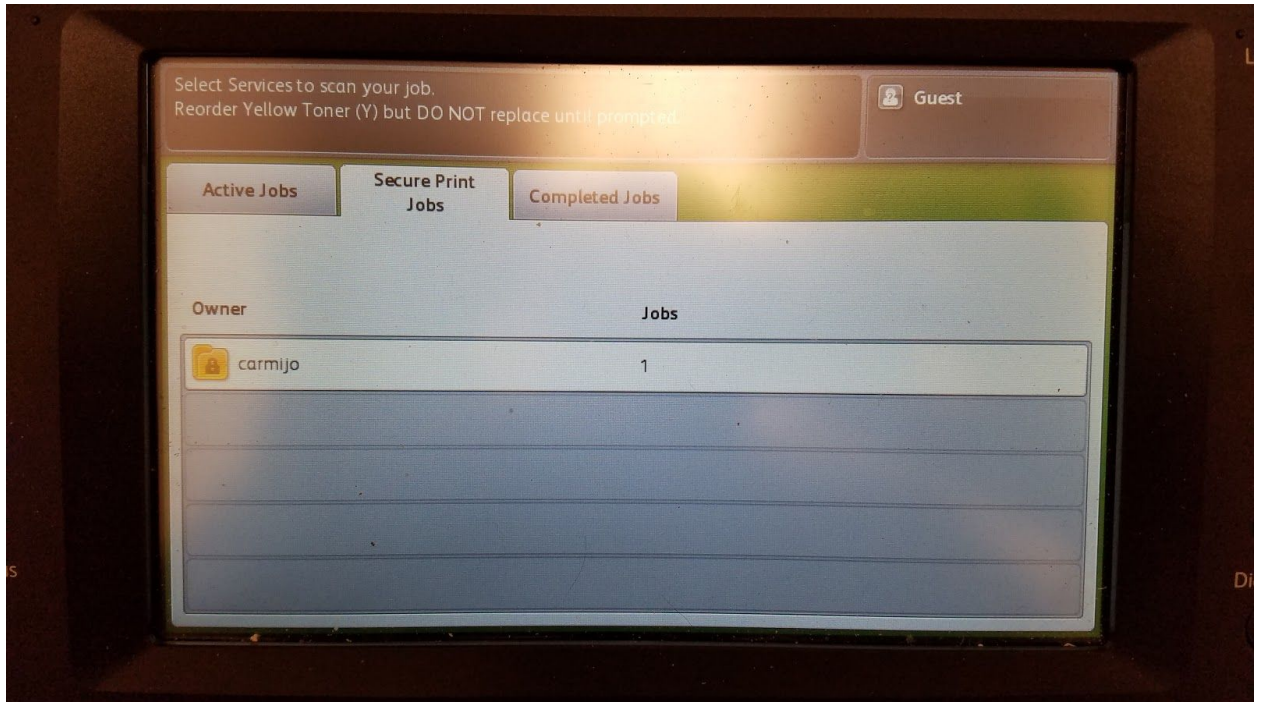


5. Type in a Passcode of your choosing and click "Ok".
6. Click "Ok" the print window,.
7. Click the "Print" button as you would normally do.
8. Your Print Job has been sent to the printer and you will need to unlock the job to print.

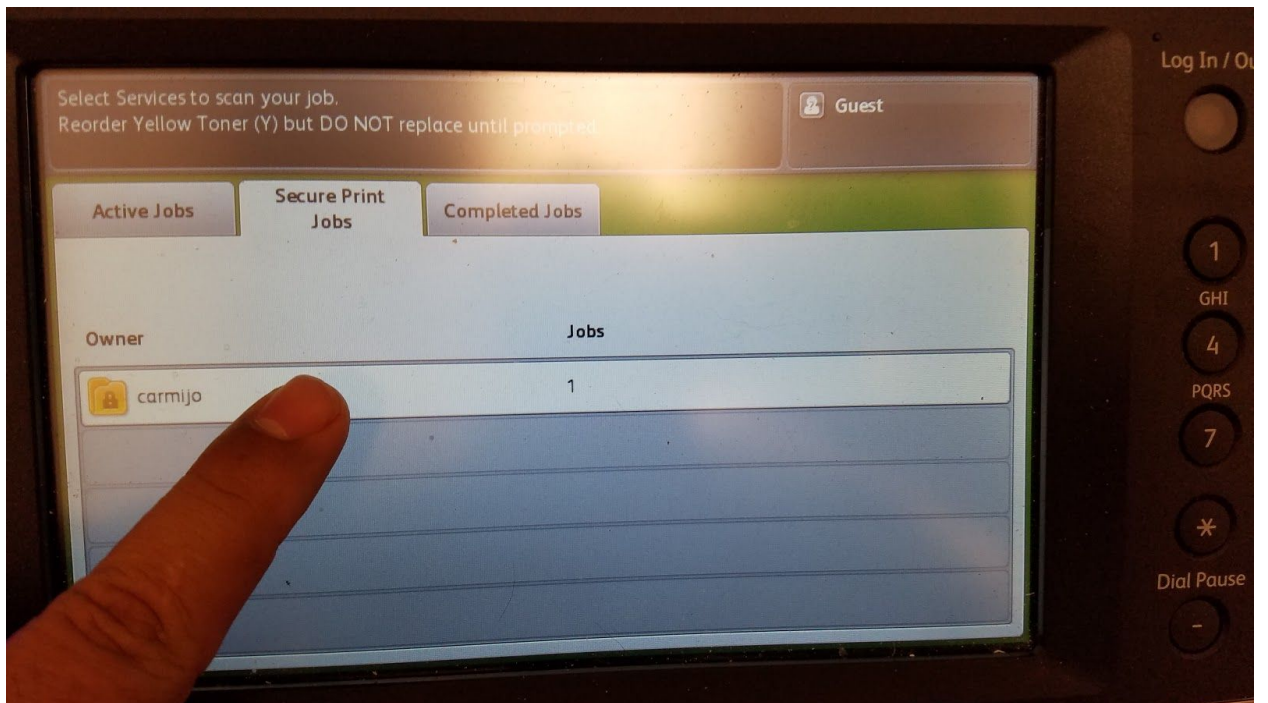
9. When at the printer click the **Job Status** button



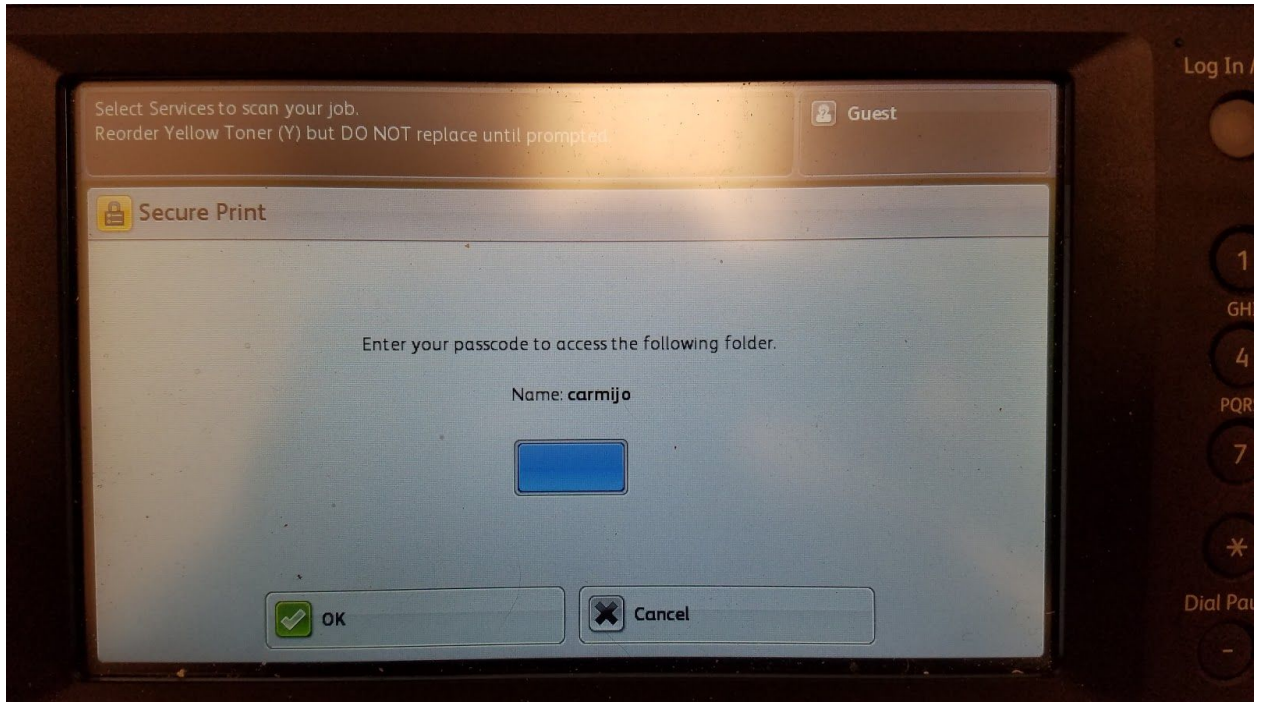
10. The window will switch to the **Job Status**, three tabs will appear, select **Secure Print** tab



11. From the list select your user name and click it

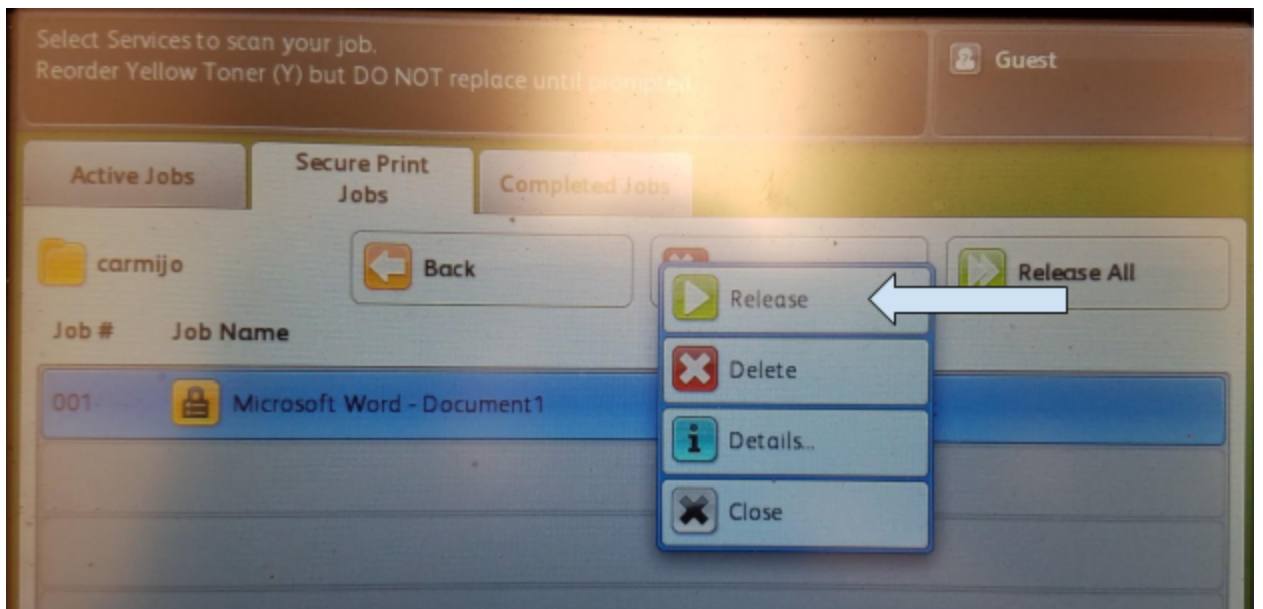


12. Enter your Passcode with the numeric keypad to the right.



13. A list of all your locked prints will appear. Click the doc you want to print. You can click **Release All** button; this will print all your locked documents or you can select the one doc you want to print.

14. When selecting the one document click the **Release** button.



15. Your document will start to print.

