

## Secure Printing on the Xerox

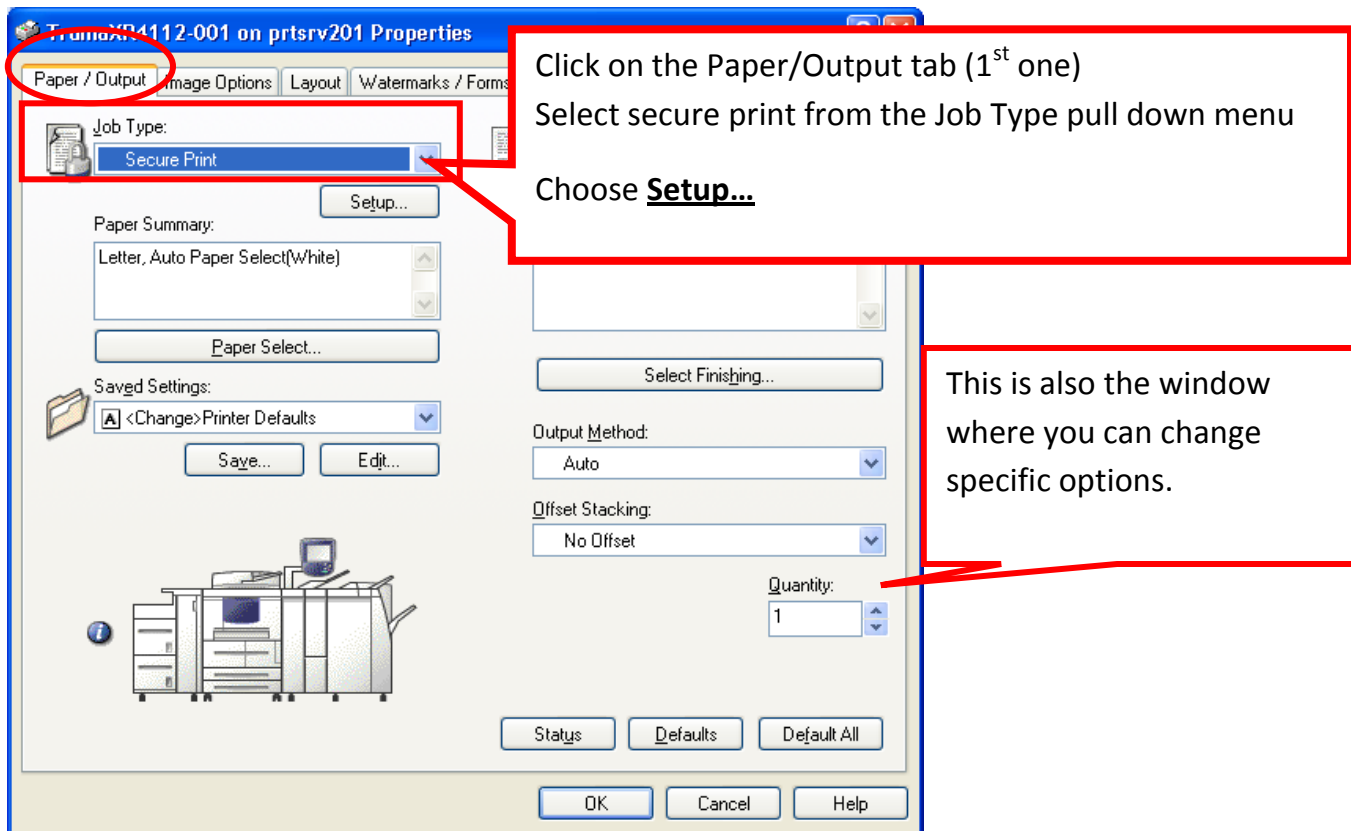
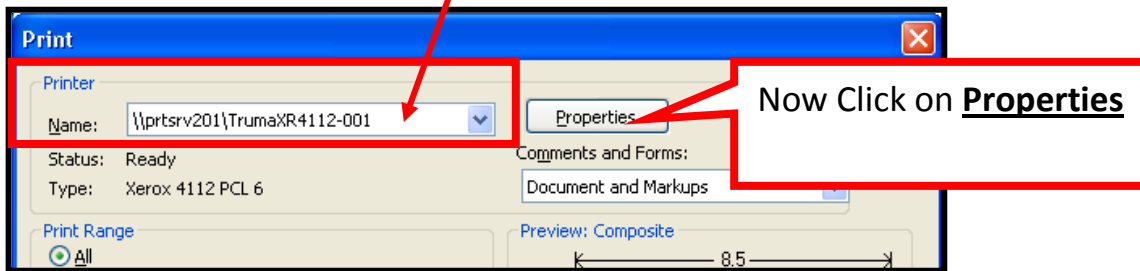
### How to set up and use secure printing

- Why is this important to do?

This will hold your print job until you go down, login and release (print.) This way your copies won't come out while someone else is trying to make copies during their conference.

### Step 1: Setting up to use Secure Printing (One time only)

- Open a document that you need to print and then print it.
- Make sure the Your school's nameXR4112-001 printer is selected



**Enter User ID:** PIN number assigned to you by your secretary

**Secure Print Passcode:** Type in this same PIN number. You could make up another number, but you'd have to remember that number every time you print securely so that's up to you.

Click **OK, OK, OK**

## Step 2: Printing Securely

Since this is an actual print job, this will be your first one. The **Enter User Detail box** will appear (*like it will every time that you do a secure print.*)

Enter your PIN number in the user ID box.

Leave other boxes blank. You won't enter your passcode until you get down to the printer.

Click **OK**.

## Printing out your job

- Go down to the Xerox printer.
- Push the **Job Status** button on the printer.
- Highlight your job in the queue window.
- Press **release**.
- Enter your Passcode.
- Press **confirm**

**Important Note:** You will have to select Secure Print **every time you print** something. They have not found a way to make this a default on the Xerox.

Also, print jobs remain in the print queue for only 24 hours and will be removed if you do not go down and print them.