

Releasing a Saved Job

1. At the printer control panel, press the **Home** button.
2. Touch **Jobs**.
3. To view Saved Jobs, touch **Saved Jobs**.
4. To print a Saved Job, touch the job name, enter the quantity, then touch **OK**.
5. To delete the document after printing, for that job, touch the **Trash** icon, then at the prompt, touch **Delete**.
6. To return to the Home screen, press the **Home** button.

Secure Print

Use Secure Print to print sensitive or confidential information. After you send the job, it is held at the printer until you enter your passcode at the printer control panel.

To print a Secure Print job, refer to [Printing a Secure Print Job](#).

Printing a Secure Print Job

1. In your software application, access the print settings. For most software applications, press **CTRL +P** for Windows or **CMD+P** for Macintosh.
2. Select your printer, then open the print driver.
 - For Windows, click **Printer Properties**. Depending on your application, the title of the button varies.
 - For Macintosh, in the Print window, click **Preview**, then select **Xerox Features**.
3. For Job Type, select **Secure Print**.
4. Type the passcode, confirm the passcode, then click **OK**.
5. Select any other required printing options.
 - For Windows, click **OK**, then click **Print**.
 - For Macintosh, click **Print**.

Releasing a Secure Print job

1. At the printer control panel, press the **Home** button.
2. Touch **Jobs**.
3. To view Secure Print jobs, touch **Personal & Secure Jobs**.
4. Touch your folder.
5. Enter the passcode number, then touch **OK**.
6. Select an option:
 - To print a Secure Print job, touch the job.
 - To print all the jobs in the folder, touch **Print All**.
 - To delete a Secure Print job, touch the **Trash** icon. At the prompt, touch **Delete**.
 - To delete all the jobs in the folder, touch **Delete All**.



Note: After a Secure Print job is printed, it is deleted automatically.

7. To return to the Home screen, press the **Home** button.