## **SECURE PRINT**

When using the Secure Print feature:

- → You can send your job to the printer, and at a time that is convenient for you, go to the printer and release your print job from the device queue. If you decide not to print the job, you can cancel your print job at the printer.
- 1. Click File then Print, and then choose Properties. Choose Secure Print from the drop down menu in the 'Job Type' section.
- 2. Now print the document

0205-WC7345_GREEN_Pre-001-17N1-102-FKA61510	0-13.142.143.21 Printing Preferences 3
	xerox 🔊
Paper/Dutput   Color Options   Layout/Watermark   Advanced	
Job Type:	2-Sided Printing
Paner	Stanley
Leiter (8.5 x 11")	None *
Printer Default Type	Print Quality
	High Speed
	Output Destination:
	Tright Middle Tray
1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1	
	Saved Settings: Driver Defaults *
200	
	UN Cances Apply

5. You will be asked to set a passcode for your job. Complete the sequence of steps.

Secu	re Print 🔀
<b>A</b>	Passcode:
	(1-12 Digits)
- 🗸	Confirm Passcode:
	••• (1-12 Digits)
	Note: After submitting the job, enter this passcode on the control panel of the printer to print the secure print job. Click the Help button in this dialog box for more information.
?	OK Cancel

Write down this code. It will need to be entered on the printer screen in order to release the print job.

- 6. Go to the printer. Choose Job Status.
- 7. Select the job.
- 8. Choose release.