Secure Print with Xerox

Sending the Print Job

1) In the print dialogue window, select “Printer Properties” or “Properties.”

2) Open the “Job Type” dropdown menu and click “Secure Print…”

3) Type in a short numeric passcode in the “Passcode” and “Confirm Passcode” boxes and click “OK.” Remember this code.

4) Click “OK” and then “Print.”
Retrieving the Print Job at the Printer

1) Press the green energy saver to turn on the control panel.

2) Press the “Job Status” button on the control panel, and then tap the “Secure Jobs” button. Or open the “Secure Print Jobs and More” tab and tap the “Secure Print…” button.

3) Tap your username. Tap the “Job List…” button if available.

4) Type your passcode and tap “Ok.”

5) Select your job (or “Select All” for all jobs) and then tap “Print.”