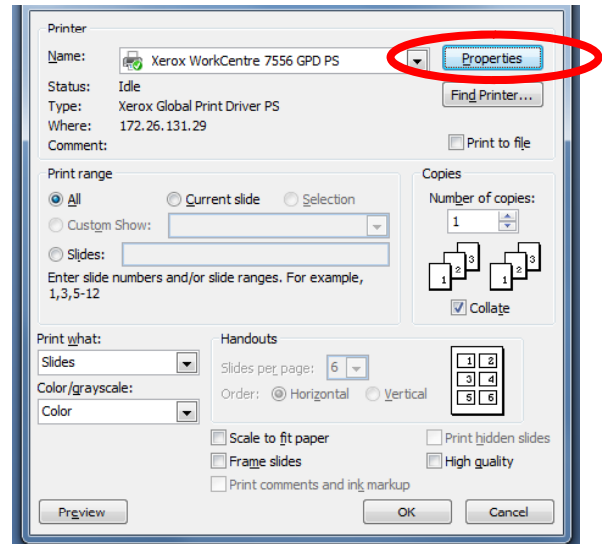


## Xerox WorkCentre Products Secure Printing Instructions

If you are concerned about printing sensitive information to a shared device, you can password-protect all or some of your print jobs such that only you can retrieve them. If you have enabled Secure Print, jobs will print only when you are standing at the printer/copier and provide the required Passcode.

### To use the Secure Print capabilities:

1. Click on the Start button, then open the “Devices and Printers” window. Find the Xerox printer and right-click on it. Or if you are within a document, you can click on “Print” and then click on the “Properties” button to the right of the selected printer.



2. Find the Xerox printer and right-click on it. From the dropdown menu, select “Printing preferences.” On the Job Type pull down menu, select “Secure Print.”
3. Create a Passcode and re-type it in the Confirm Passcode field. Click “OK.”
4. Send your print job to the Xerox printer on which you designated the Secure Print Passcode. When you go to the printer/copier, press the “Job Status” button (to the left of the display panel), then select the “Secure Print” tab on the display panel. Type in the Passcode you created and the printing will begin.
5. If you want to print subsequent print jobs without the Secure Print Passcode, repeat Steps 1 & 2 but select “Normal Print” as the Job Type. Then click “OK.”

