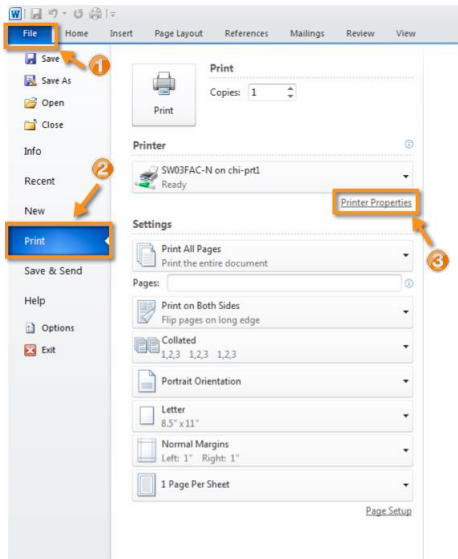


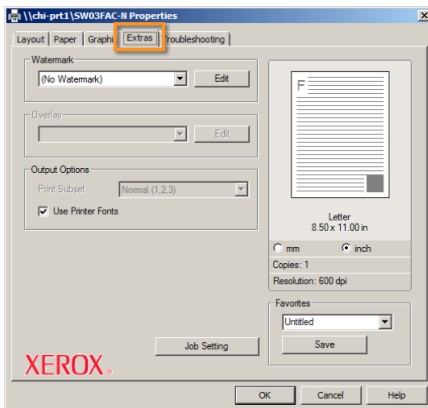
When you print to one of the faculty Xerox printers, it is possible to keep the job from printing until you arrive at the printer to release it. This is called “Secure Printing”; this method helps you keep sensitive information from being seen by others who may also be using the printer.

Process Steps:

1. From within your document, go to the File menu and click “Print”; then click “Printer Properties.”



2. In the new window that appears, click the “Extras” tab.



(Continued on next page)

3. From the new window (“Job Settings”), choose “Secure Print” from the Print Mode drop-down menu. In the “Enter Passcode” box and “Confirm Passcode” box, type in any 4- to 10-digit passcode. (You will use this code to release the print job at the printer, so use a code you will remember or else write it down.) Click “OK” to save the settings. Then Click “Print.”
4. Now you can go release the print job at any time you are ready. The graphic below shows the printer control panel and is labeled with the buttons you will use to release your print job.

5. Click the “Menu” button until the “Secure Print” menu appears on the panel read out.
6. Click “OK”
7. Use the toggle keys to choose “Release” from the “Secure Print” menu.
8. Click “OK”, the name of the print job will display.
9. Use the forward and back toggle keys to choose the numbers of the passcode. There is a blank for each of the four digits. After navigating to the correct number, press “OK” to move to the field for the next number; repeat this process until all the numbers have been entered and click “OK” for a final time to register the passcode.
10. After the passcode has been entered, you will be asked if you want to print the job. Use the toggle keys to choose “yes” or “no” and click “OK” to register your choice.

