

Secure Print on Xerox Printers

This is used if you need to print something that you don't want sitting unattended at a "community" printer - for example, progress reports, correspondence with a parent, or discipline write-ups. Any of our Xerox copier/printers are capable of Secure Print.

- 1) Locate the report / document / page you need to print and click Print
- 2) When prompted to select a printer, find the Xerox copier/printer you wish to use
- 3) Click **Properties** (or Preferences, depending on the application) on the Print screen
- 4) Under **Job Type**, change from **Normal Print** to **Secure Print**
- 5) It will ask you to enter a **Passcode**. **ENTER ANY 4 to 10 digit code. Just remember what it is!**
- 6) Click OK, and it will return to the Print screen. Click OK again (or Print) to print the report.

At this point, it will be "printed" - BUT it will NOT come out on the printer!!!

You will need to **GO to the printer** to request the printout. This can be done at any time; it doesn't need to be right away. Just don't forget about it!

While standing at the printer:

- 7) Press the **Job Status** button
- 8) You'll see the job name with your user-id as the owner.
- 9) Press **Release** on the touch-screen
- 10) The copier will ask you for the secure code. **This is the code you entered in step 5.**
- 11) Enter the code using the copier's number buttons, then press **Enter** on the touch-screen.
Please don't call us for the code. Only you know it - please use something you'll remember.
- 12) The report will print on the printer.

The next time you print something from your computer, it will go BACK to NORMAL printing.

You will need to select SECURE PRINT each time you wish to send a secure report.

Your computer will keep the code you used – but you can change it each time you wish.