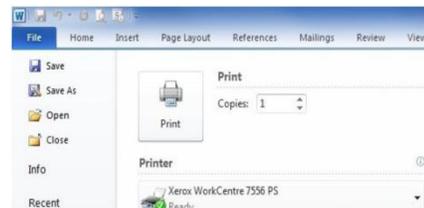


How to Print via Secure Print

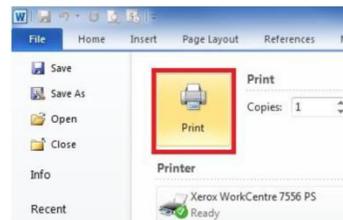
All of the Workroom Xerox Machines are being set to Secure Print. What this means is that when you try to print something, it will ask you for your Xerox copy code. If you do not enter your code correctly it will not send your document to the copier. If you enter your code correctly it will send the document to the copier, but the copier will not print your document automatically. The job will be stored on the copier. When you want to print the document you sent to the copier, you will enter you code for the job you want and then the copier will print your document. The process should be the same regardless of the type of document you want to print. The detailed directions are listed below:

On the computer...

1. Start the printing process the same as you have in the past. Select the Xerox machine that is setup for the Workroom at your campus.



2. Click on Print.



3. A pop-up window will appear.

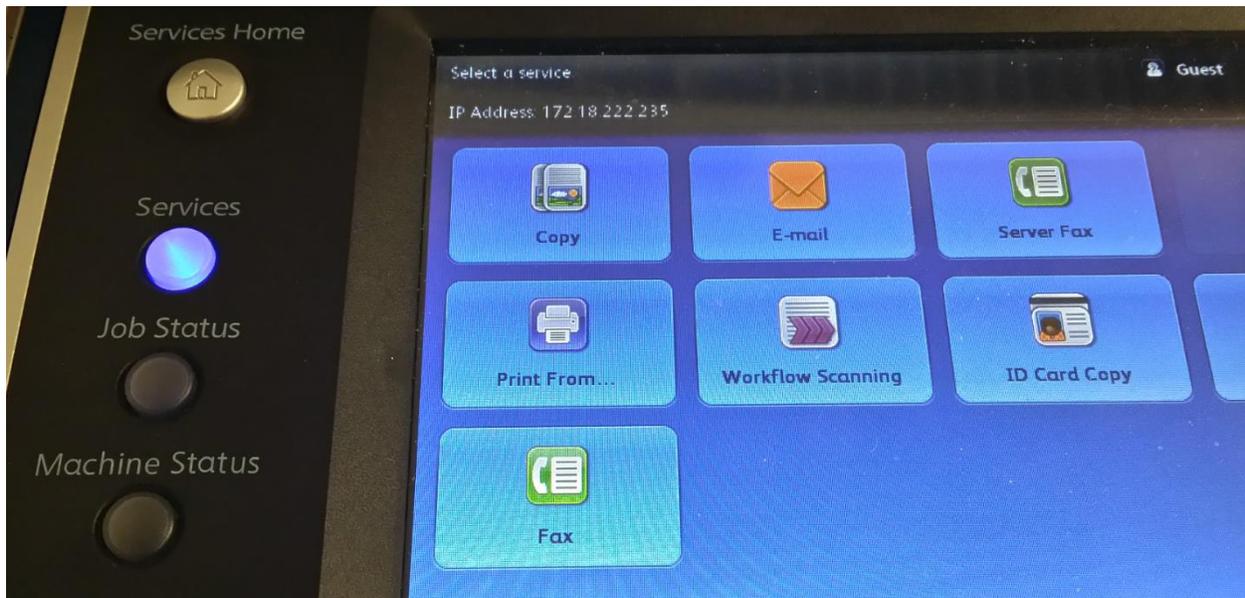


4. The only box that you need to fill out here is the User ID. The User ID is your Xerox copier code. You do not have to fill out any other field except the User ID. Click 'OK'.

5. After you click 'OK', another pop-up window will appear asking for a passcode. Once again, use your User ID on both the Passcode and Confirm Passcode fields, and click 'OK'.



On the copier (Different models will vary)...



1. Press the 'Job Status' button.
2. Select the Secure Print Job that you sent to the copier in the print queue list.
3. Select the 'Release' button.
4. Use the numeric keypad on the control panel or the touch screen to enter your passcode (User ID) and hit enter.
5. **Some models will have you select the 'Release Job' button after entering your User ID others will not.
6. Provided you entered the correct User ID in all of the appropriate places, your document should now start printing.