

How to Reset a Secure Print Password

1. Open a Microsoft Word document.



2. Click 'File' then click 'Print'



3. Ensure that a Xerox machine is selected as the printer.

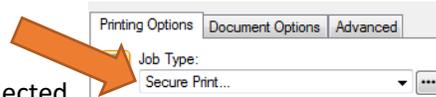


4. Right below the printer box is a link that says 'Printer Properties', click it

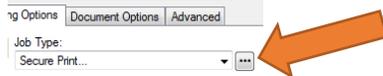
5. (Each type of model may be different) Look for the tab that says 'Printing Options', which should be the first one.

6. Just under the tabs should be a field labeled 'Job Type:' and the type listed should be 'Secure

Print...'. Select 'Secure Print' if it is not already selected.



7. To the right of the drop down box should be a button with 3 dots (...), click that button.



8. A popup window should appear with a title of 'Secure Print'.



9. In the top field, enter your Xerox Copy Code.



10. In the next field, enter your Xerox Copy Code again.



11. Click the 'OK' button to close this window and the popup window will close.



12. Click 'OK' on the Printer Properties window to close it, then continue to print as normal.