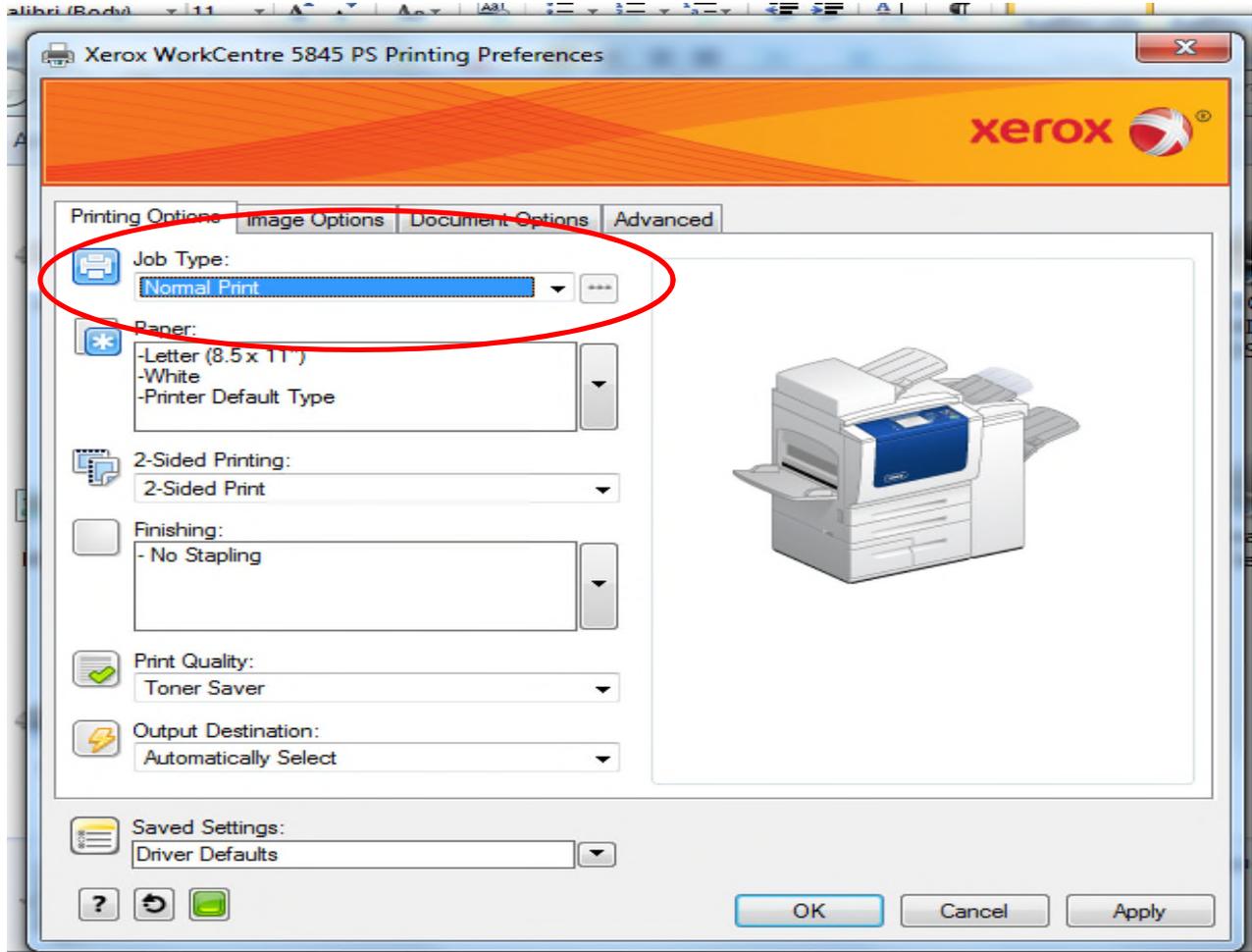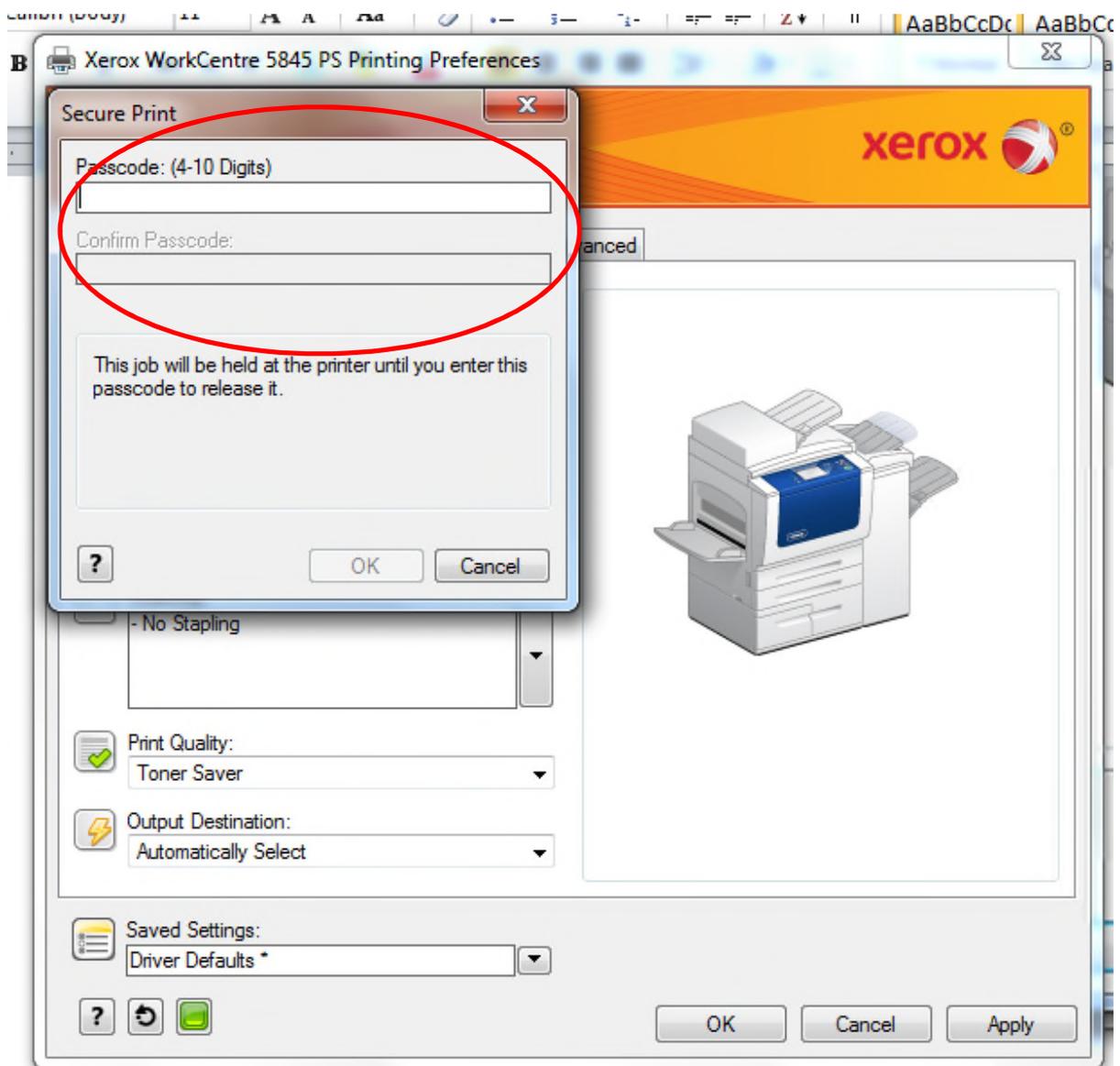# Xerox Secure Print

To send a Secure Print to the machine, follow the steps below.

Select Printer Properties. The screen below should pop-up.
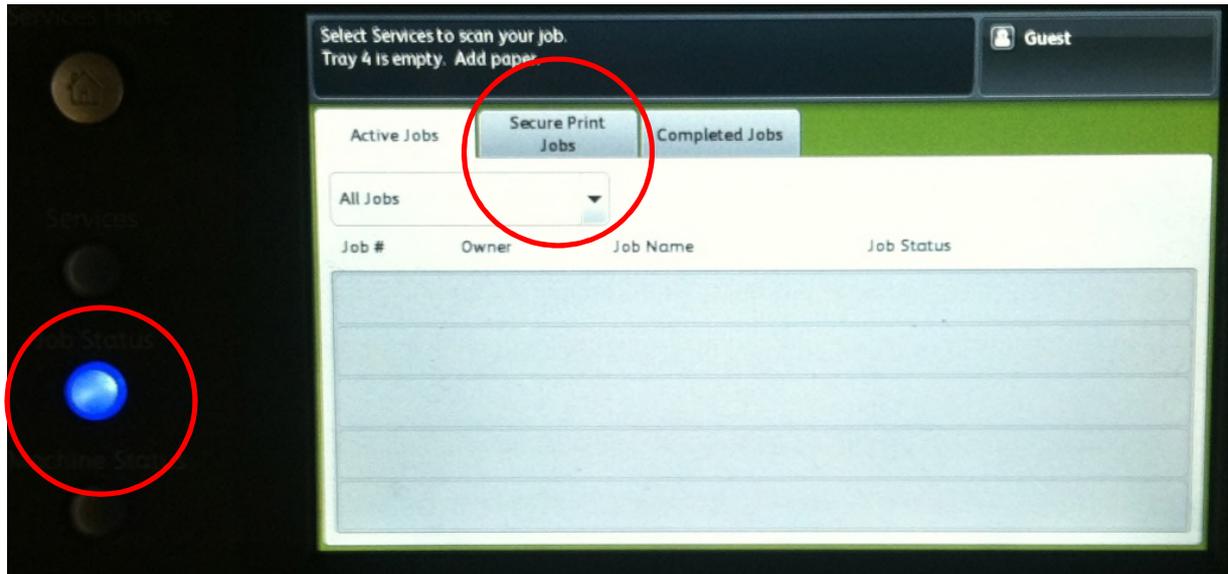

Change the Normal Print drop down to Secure Print. The first time you select this, you will receive the pop-up below. After that you may need to select the …'s to change this information.
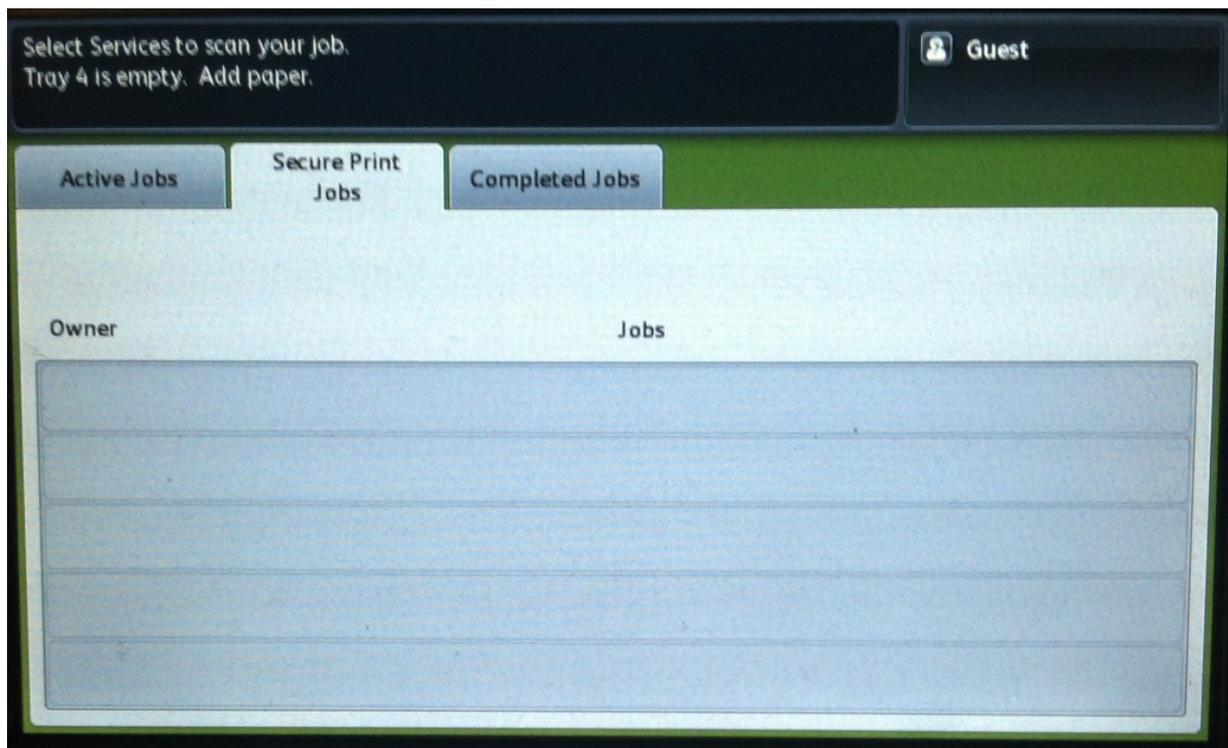
Type the passcode of your choice (I recommend a 4 digit number). Select OK. Select OK again. Select Print.

To retrieve the secure print from the machine, follow the steps below.

Select the Job Status button on the left side of the panel. Select the Secure Print Jobs Tab.

Highlight your Job, it will ask for your passcode, and then it will show the list of documents you sent. At this point you will be able to release all or you are able to highlight them and release individually.