

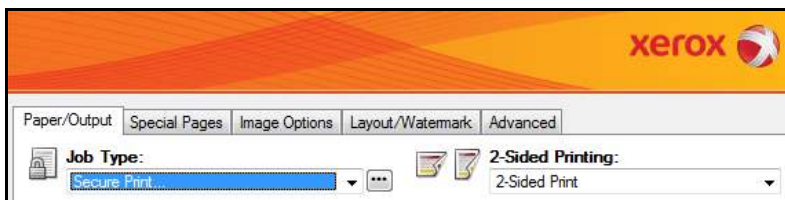
Circuit Training



Secure Printing to a Xerox Printer

The **Xerox Secure Print** function allows users to release their print jobs securely. From within various business applications (Office, Adobe, AutoCAD, etc.) you can send print jobs to a Xerox machine and the WorkCentre's memory will store it until you go to the printer and release your job.

1. Under the **File** menu choose **Print**
2. In the drop down box select the Xerox printer you would like to print to. Next click the **Printer Properties** and select the **Paper/Outlet** tab.
3. Under **Job Type** select **Secure Print**



4. You'll be prompted to type in a numeric code - choose something you will remember. Click **OK** then the **Print** button.
5. Go to the Xerox machine you selected and hit the **Job Status** button. Locate your print job and high-light it, select **Release**, and enter the numeric code you assigned and your job will print.

Please contact the Help Desk @ helpdesk@ntpc.com for more information on this topic or any other questions you may have.