Solution: Print a Secure Print Job From a Workstation With Microsoft Windows Operating System (OS)

Configure the print driver for secure print:

**NOTE:** The following solution steps may vary depending on the operating system installed on the workstation.

1. Open the application and the document to be printed on the workstation.
2. Click on [File] on the application toolbar, and then select [Print]. The Print window will be displayed.
3. Select the required printer from the Name pull-down menu.
4. Click on the [Properties] button. The Properties window will be displayed.
6. From the Job Type pull-down menu, select [Secure Print]. The Secure Print Setup window will be displayed. **NOTE:** Click on the [Setup] button if the Secure Print Setup window is not automatically displayed.
7. Follow the instructions to enter and confirm a passcode of your choice in the fields provided.
8. Click [OK].
9. Configure any other options for the print job, such as paper type or size.
10. Click [OK] twice to send the job to the printer.

Print a job held in secure print:

1. On the Xerox MFD, press the [Job Status] button on the Control Panel.
2. Select the secure print job in the print queue list on the Touch Screen.
3. Select the [Release] button.
4. Use the numeric keypad on the Control Panel to enter the passcode you created earlier for the job.
5. Select the [Enter] button. The document will print. **NOTE:** If the job does not print, perform a software reset and then try again.

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