Xerox Secure Printing
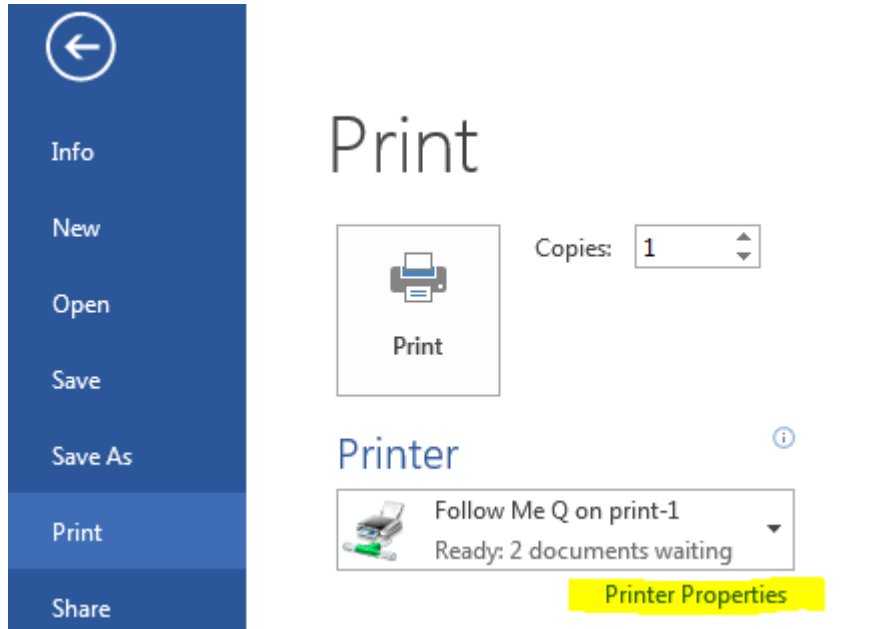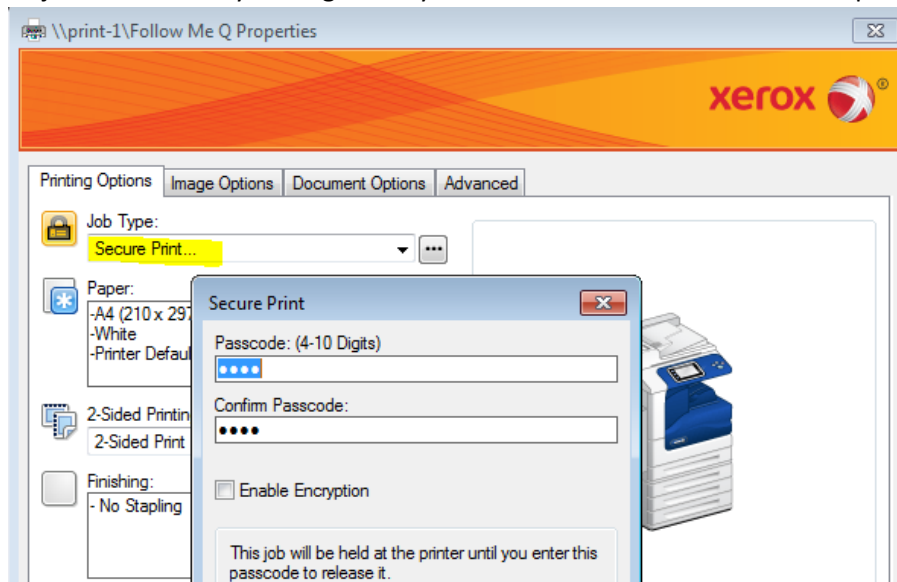
1. Submitting a secure print job

   a. From e.g. MS Word, click Printer Properties (as you would to select Colour print)

    b. From "Job Type:" select 'Secure Print' and enter your unique Passcode. These settings will be remembered for the duration of the application run, or can be set for all jobs for a user by setting directly in the Devices and Printers control panel

    c. Submit your print job as normal

    d. It will be held in the Follow Me Q

2. Releasing a secure print job at an MFD

   a. Authenticate and release your print job(s) from the PaperCut Held Print Jobs screen
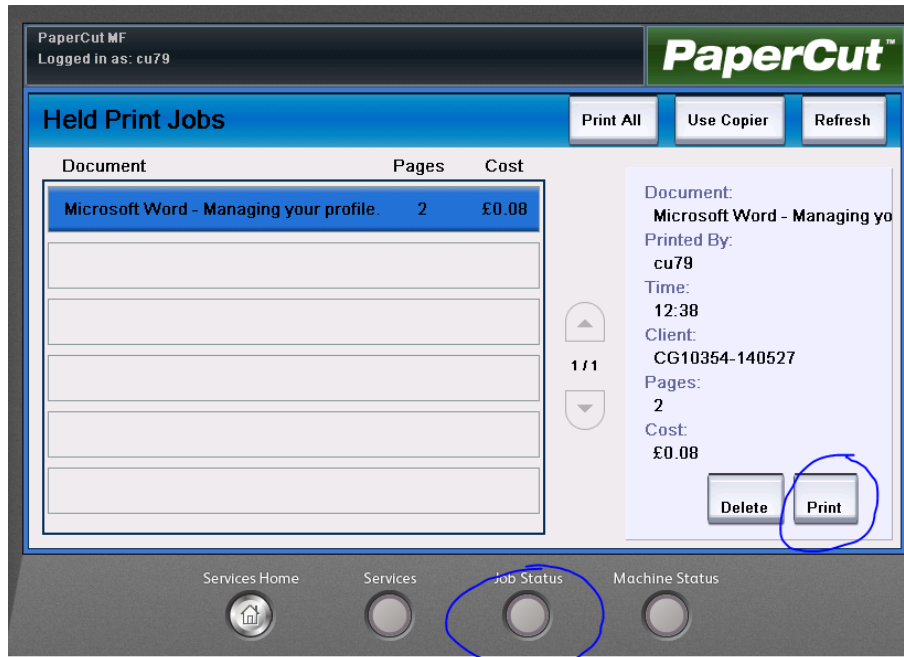
   b. Nothing will appear to happen. However, any secure jobs will be moved into your 'My Secure Jobs' internal MFD queue – press the 'Job Status' / 'I' button to view

   c. On the 'My Secure Jobs' list screen, press 'Release All', or select individual jobs and press 'Release
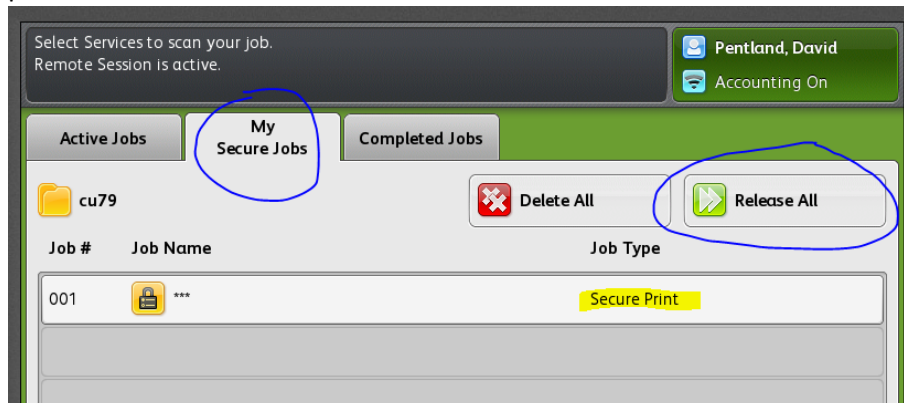
      i. If you are still authenticated to the MFD, the job(s) will attempt to print **without** requiring the Passcode to be entered.

      ii. If you are not authenticated to the MFD, the job(s) will prompt for the Passcode before attempted to be printed

   d. In both cases above, if the job requires any missing resources, it will still then be moved into the internal Active Jobs queue and held until either resources become available or <u>any</u> user specifies to use alternative resources (if available), both **without** needing the Passcode again

   e. Jobs will only be held in either of these internal Job queues for as long as the MFDs Held Jobs Timeout value