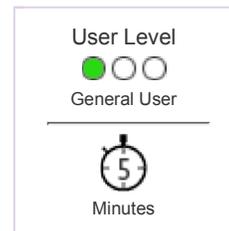





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**Solutions for : How To Send a Secure Print Job**
**Solution : Send a Secure Print Job**

1. On the Printing Options tab, from the **Job Type** list, select [Secure Print].
2. In the Secure Print window, enter a passcode in the **Passcode** field. You are required to enter this passcode when you print the job from the control panel.
3. In the **Confirm Passcode** field, enter the passcode again.



**NOTE:** If you do not supply a passcode, the printer assigns a passcode and displays it in the Passcode Required window. Use this passcode to print the document at the printer, or type your own passcode to use in the Secure Print window.

4. The passcode is associated with your user name. After you set a passcode, it becomes the default passcode for any print job that requires a passcode on all Xerox printers. You can reset the passcode at any time from any window that contains the passcode.
5. Click [OK].
6. Verify that the paper is the correct size, type, and weight. If not, change the paper settings.

**NOTE:** To select the paper for your print job, click on [Paper] and then [Select By Tray].

7. Select an option for 2-sided printing.
8. If your printer has a finisher installed, click the arrow to the right of Finishing and select a stapling option. The image next to Stapling shows the staple position.
9. Select a print-quality mode.
10. Select an output destination.
11. Select another tab or click [OK].
12. To send the job to the printer, in the Print window, select the number of copies to print and click [OK] or [Print].

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