Securely and Confidentially Print to CPCS Xerox Printers

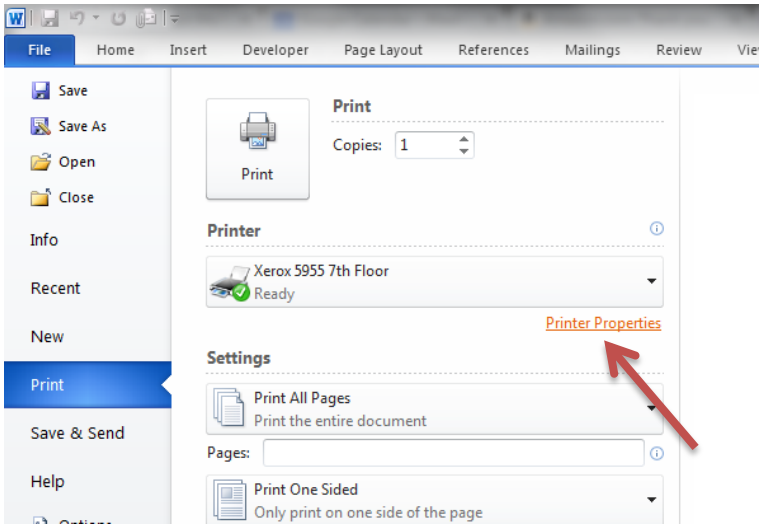
Xerox WorkCentre printers support a feature called **Secure Print** that holds printing of a document until you enter its password at the printer.

This is great if you need to print confidential or sensitive documents to an office printer, because it only prints the document when you are standing at the printer to receive it.

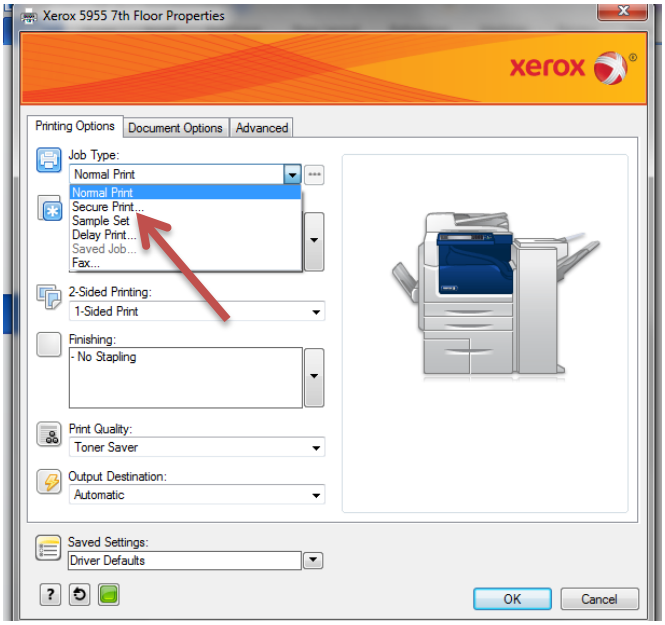
To use Secure Print:

1. Open the print dialog in a program such as Adobe Acrobat or Microsoft Office.

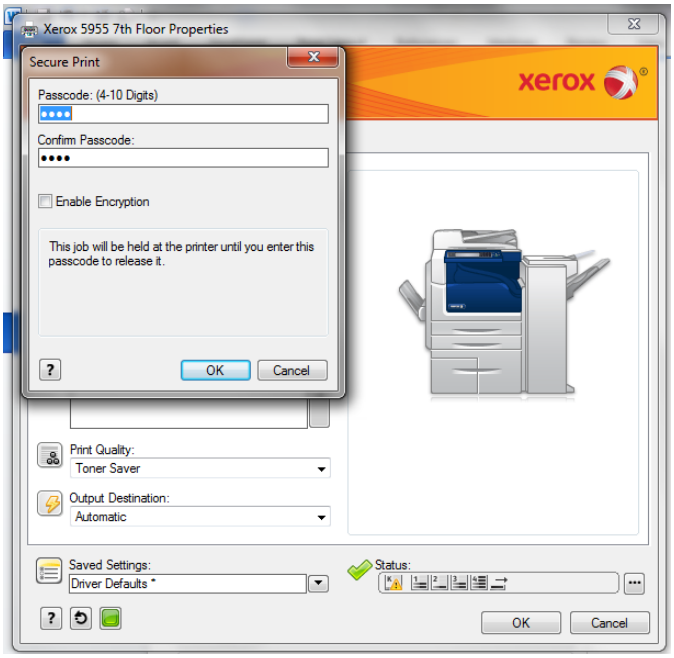
2. Select the Xerox printer and click on the **Printer Properties** button or link.



3. Change the **Job Type** drop-down box from Normal Print to **Secure Print**.

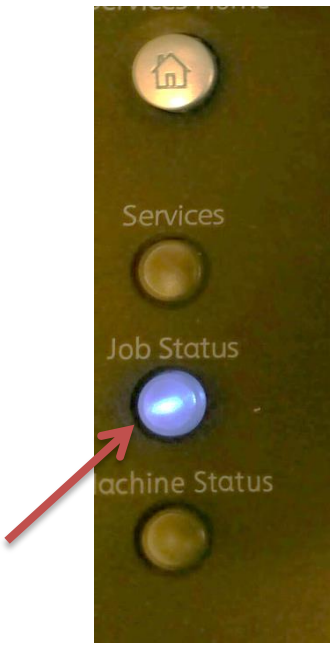


4. Enter a password from 4-10 digits.

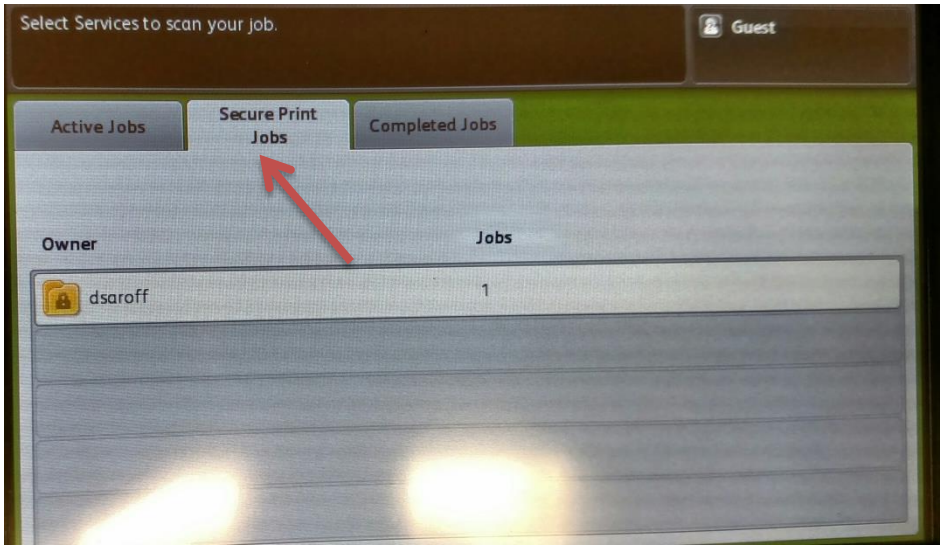


5. Click **OK** and **OK** and then **Print**.

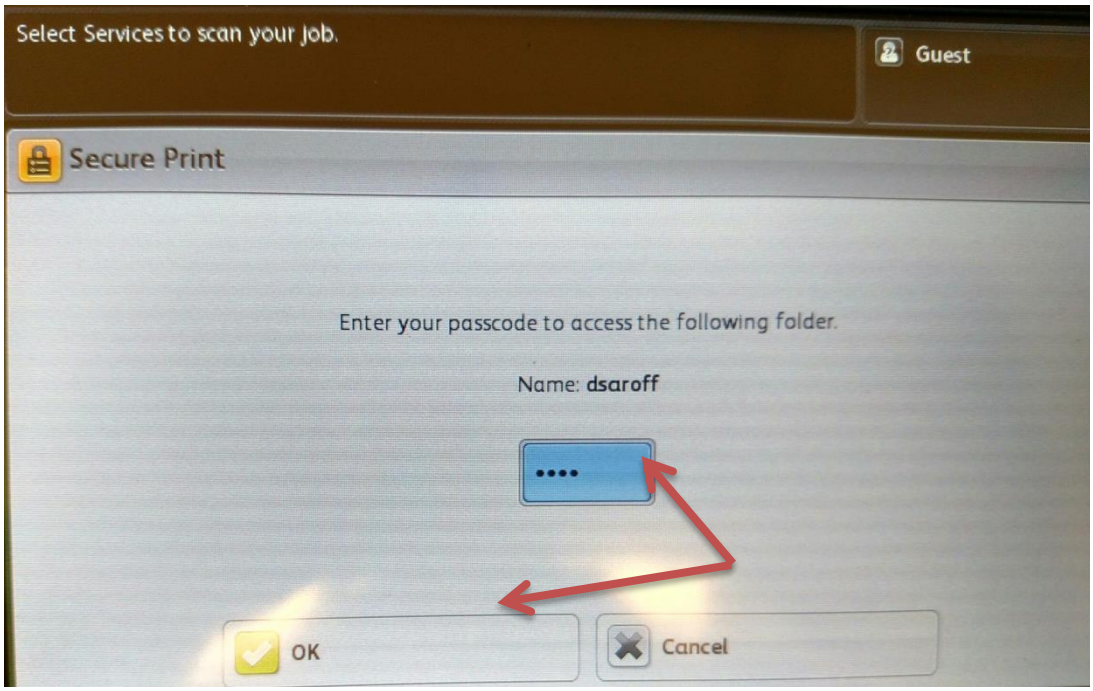
6. Go to the printer and press the **Job Status** button on the control panel.



7. Tap the **Secure Print Jobs** tab and look for your name.

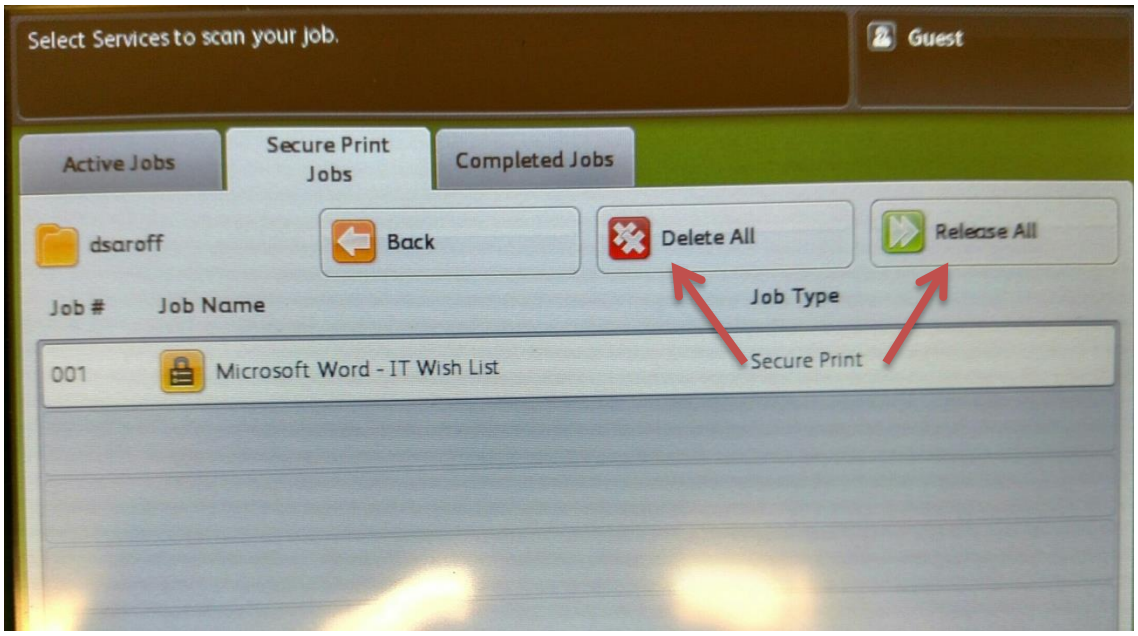


8. Enter your password (any password you like) and hit **OK**.

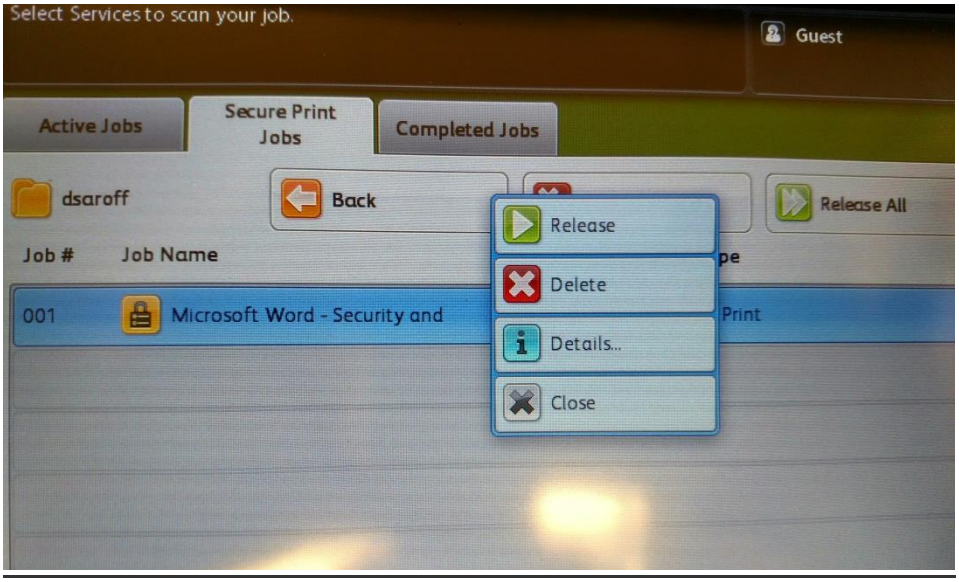


9. You will be taken to your queue, where you will have the choice to either print all (**release all) or delete all** or print one or delete one (if you have more than one document tap it to show popup menu with choices).

   Print or delete all:



Print or delete one:



10. When you are done, press the **Services Home** button on the control panel to exit.

11. **REMEMBER:**

    If you close the application (e.g., Word), printing will automatically revert to “normal”, not “secure”, when you restart the application. If you keep the application open, all printing will be “secure” unless you go back into the printer settings and reset it to normal (see #2 and #3, above).

    If you forget a document in the printer, after 72 hours it will be deleted.