

## **Secure Printing to Xerox**

**Client computers and Xerox Printers** 

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What is Secure Printing? Secure Printing allows you to setup a 4-10 digit code that will be required at the printer before your jobs will print. Why is this a good thing? Secure Printing will allow you to print to the Xerox printer without worrying that someone else can pick up your print jobs. In addition you can print multiply jobs to the printer and print them all out at one time.

Please note that Secure Printing only works with the Xerox Printers listed below

BFSCashierWC4150 BFSEastWC4260 BFSNorthWC4260 BFSSouthWC4260 BFSWC5655 BFSWCP265 VPFBudgestWC7345

How do I setup Secure Printing? To setup Secure Printing click on your start (windows) button and select Devices and Printers on the right hand side. On the Devices and Printers window right click on the Xerox Printer and select Printer properties

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BFSEastWC4260 or	n bfsadm2	Printers and Faxes	Printers and Faxes	Xerox Corporation	
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BFSSouthCLJ5550	on bfsadm2	Open in new window	Printers and Faxes		
BFSSouthLJ8150 or	n bfsadm2	See what's printing	Printers and Faxes		
BFSSouthWC4260	on bfsadm2	Set as default printer	Printers and Faxes	Xerox Corporation	
BFSWC5655 on bfs	sadm2	Printing preferences	Printers and Faxes	Xerox Corporation	
BFSWCP265 on bfs	sadm2	Printing preferences	Printers and Faxes	Xerox Corporation	
BFSWestLJ2420 on	bfsadm2		Printers and Faxes		
Microsoft XPS Doc	ument Writ	Create shortcut	Printers and Faxes		
Send To OneNote	2010	Troubleshoot	Printers and Faxes		
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VPFBudgetWC734	5 on bfsadn		Printers and Faxes	Xerox Corporation	
		Properties			

On the printer Properties window under the General tab click on the Preferences... button

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Security	Device	Settings	Configuration Option		Options	
General	Sharing	Ports	Advanced	Co	or Management	
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Double-sid Staple: No	Double-sided: Yes Staple: No		Letter (8.5 x 11"), Plain Legal (8.5 x 14"), Plain			
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OK Cancel Apply						

On the Printing Preferences window under the Paper/Output tab change the Job Type: to Secure Print... in the drop down menu

BFSNorthWC4260 on bfsadm2 Printing Preferences	-	×
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Paper/Output       Layout/Watermark       Advanced         Job Type:       Image: Comparison of the second		•
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The Secure Print window will now open asking for a Passcode. Enter your desired passcode and then confirm it. Click the OK button to set the new passcode. Please note that only 4-10 numbers can be used for this passcode

Secure	e Print					
4	Passcode:					
	•••• (4-10 Digits)					
<b>~</b>	Confirm Passcode:					
	Note: After submitting the job, go to the printer Control Panel, select the job from the list, enter this passcode on the control panel of the printer to print the secure print job. Click the Help button in this dialog box for more information. (Contact System Administrator for minimum Passcode length.)					
?	OK Cancel					

Click the OK button on the Printing Preferences and printer Properties window. At this point Secure Printing is setup and every job that is sent to this printer will require your passcode to print.

When you print a new job to the Xerox printer you will need to push the Job Status button located on the left hand side of the display screen. This will bring up a list of all pending jobs. Your job will be listed with a Status of Held: Secure Print. If you touch the screen on your job it will bring up a menu. Touch the Release button in this menu to bring up the window to enter your passcode. Use the keypad on the right hand side of the screen to enter your passcode then touch the Enter button. At this point your print job will print. How do I remove Secure Printing? To remove Secure Printing follow the steps above. Only on the Printing Preferences window under the Paper/Output tab change the Job Type: to Normal Print... in the drop down menu. Click the OK button on the Printing Preferences window and the printer Properties window. This will remove Secure Printing from this printer.

BFSNorthWC4260 on bfsadm2 Printing Preference	S	<b>— X</b>
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Paper/Output       Layout/Watemark       Advanced         Job Type:       Nomal Print       •         Nomal Print       •       •         Paper:       -       -         -Letter (8.5 x 11")       -       •         -White       -       Printer Default Type       •	2-Sided Printing: 2-Sided Print	•
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