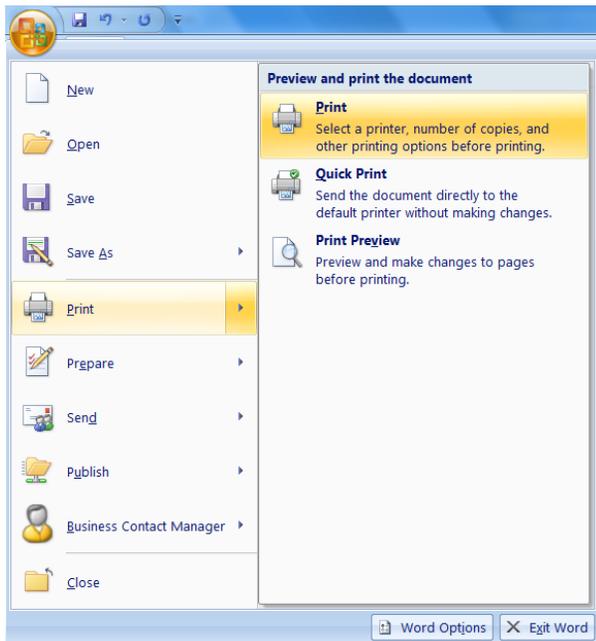
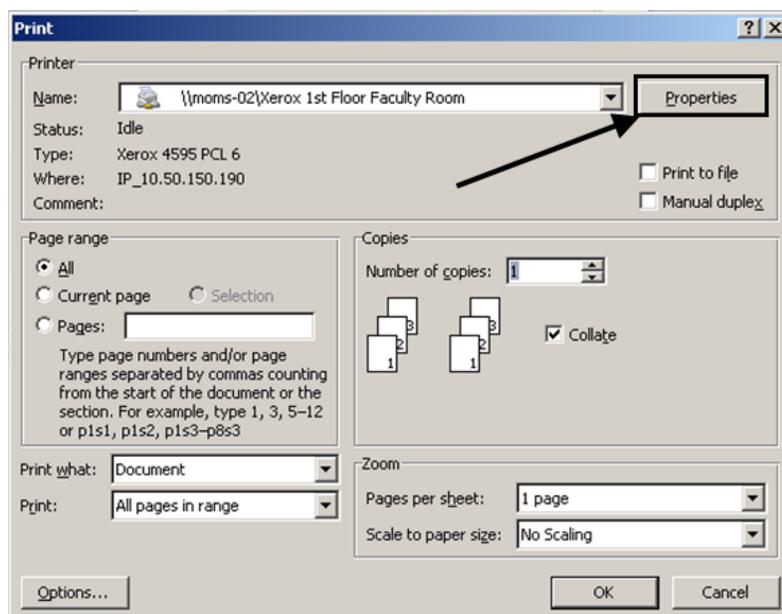


Secure Printing to the Copy Machine

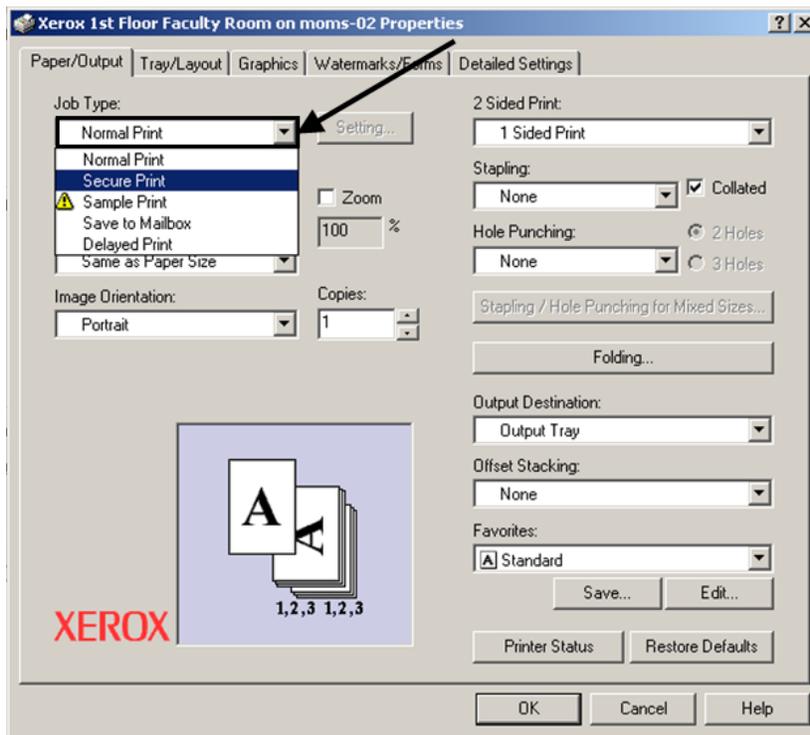
1. To print a document securely from your computer, use the print option for the particular software you are using. For example, using Word 2007:



2. After selecting the copy machine you want to print to (Faculty Rooms on the 1st or 2nd floor), click on the Properties button on the top right hand side.



- Once inside the properties box, use the drop down arrow below “Job Type” field to select “Secure Print”. See below.



- After selecting “Secure Print”, a pop up box will appear asking you for a User ID and Password for the document. For the User ID, type in your first or last name. For the password, type in a 4 digit NUMBER. You will need to remember the four digit number to later print the document from the copier.



5. Click the “OK” button 3 times as you backtrack to the original print screen and print the document.

6. At this point, the document is saved in the specific Xerox Copier’s internal memory and will not print until you are able to retrieve it.

When you are ready to retrieve the document, go to the Xerox copy machine where you printed the document.

1. Click the “Job Status” Button on the Xerox Copier
2. Using the touchpad on the copier:
 - a. Press the “Stored Documents” Tab.
 - b. Press the “Secure Print” button.
 - c. Press the Entry with your User ID to highlight it, and then click the “Document List” button in the lower right hand corner of the touchpad.
 - d. A popup window will appear. Using the numeric keypad on the copier, type the 4 digit numeric password you gave for your document when printing it from your computer.
 - e. Press the “Confirm” button.
 - f. You will see a list of documents that are currently stored under your User ID.
 - g. Select the document you want to print by pressing on it.
 - h. Use the keyboard to indicate the # of copies. One copy is the default.
 - i. Then press the “Print” button (lower right corner on the touch pad).
You will have two options when printing:
 1. Print and Delete – Your document will print and then be deleted from the Xerox copier’s memory.
 2. Print and Save – Your document will print and also be saved in the Xerox copier’s memory.