## **Secure Print Instructions**

## How to set up for the first time

If you have never used secure print before, when you print a document you will be asked to create a 4 digit passcode. You will need to input this code to retrieve your printing.



To retrieve your printing from the printer, please click on the middle icon. It will open the secure print jobs window where you select your name and enter your passcode.

Active Jobs	Secure Print Jobs Completed Jobs	Secure Print
Owner	Jobs	Enter your Passcode to access the following folder:
	2	
		OK Cancel

Once you have entered your passcode, it will show all the documents held in your secure print account and you can print all of them or individually select.



Once you have retrieved your printing, please ensure you double tap the AC button twice to log out of your secure printing account.

## Secure Print – How to reset your passcode

Print			
Copies: 1	Res \\accvbsptrs01\THE_RM 1-8_C Properties	٢	
Print 0	xerox 🕤	)®	
Filitei			
THE_RM 1-8_C on accvbsptrs01	Printing Options         Image Options         Document Options         Advanced           Image Options         Job Type:         Image Options         Image Options		
Printer Properties	Secure Print		
Settings	Beper:		
Print All Pages Print the entire document	-A4 (210 x 29/ mm)		
Pages:	2-Sided Printing:		
Print on Both Sides Flip pages on long edge	Finishing:		
Collated 1,2,3 1,2,3 1,2,3 + 2,3			
Same Staples 🗸	Print Quality: Standard		
Portrait Orientation	Output Destination:       Automatic		
☐ A4 21 cm x 29.7 cm	Saved Settings:	2	
Normal Margins		••	
■ 1 Page Per Sheet			
Page Setup			

If you need to reset your passcode, please click on printer properties which will open up the above menu and click on the and enter a new passcode.