

Xerox Secure Print

Instructions for ConnectKey

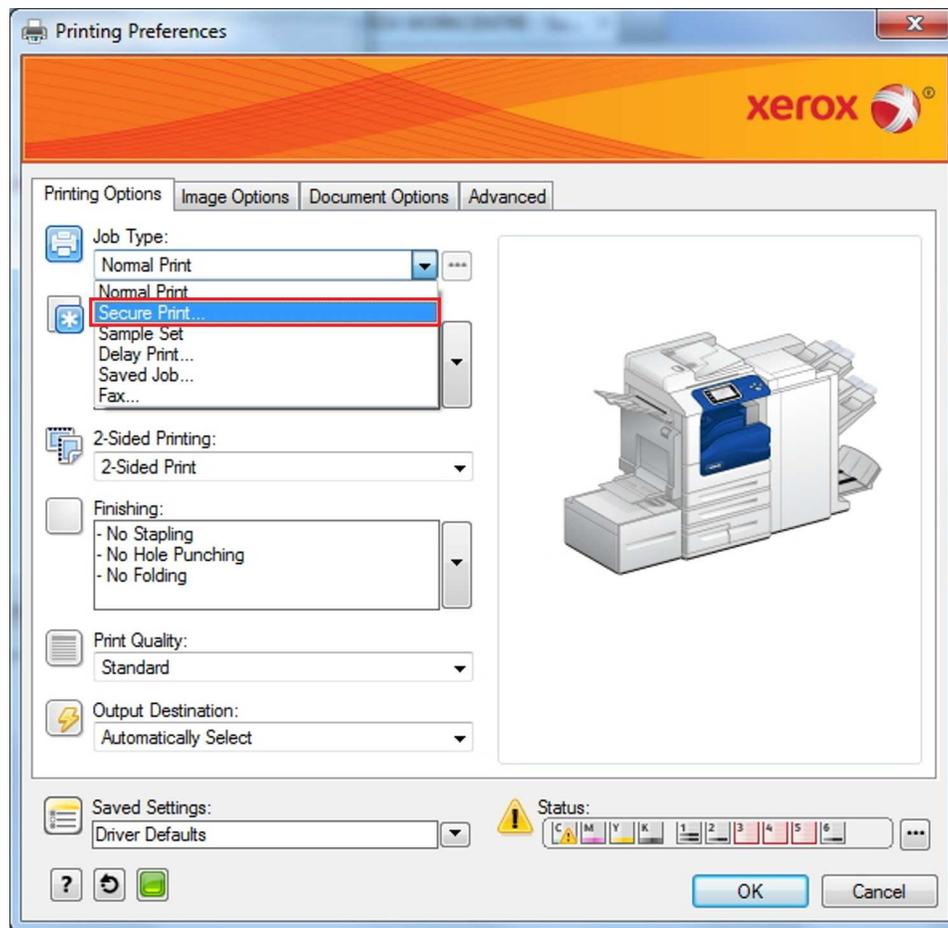


Document Revision History

By	Date	Version Number	Description of changes
Allen Messick	03-27-2014	1.0	initial

To send a Secure Print job to the printer:

1. Open the file to be printed, and then select [**Print**] from the **File** menu. The Print window will be displayed.
2. Select the required printer, and then click on the [**Preferences**] or [**Properties**] button. The Preferences or Properties window will be displayed.
3. Click on the [**Paper / Output**] tab.
4. Select [**Secure Print**] from the **Job Type** pull-down menu. The Secure Print window will be displayed.

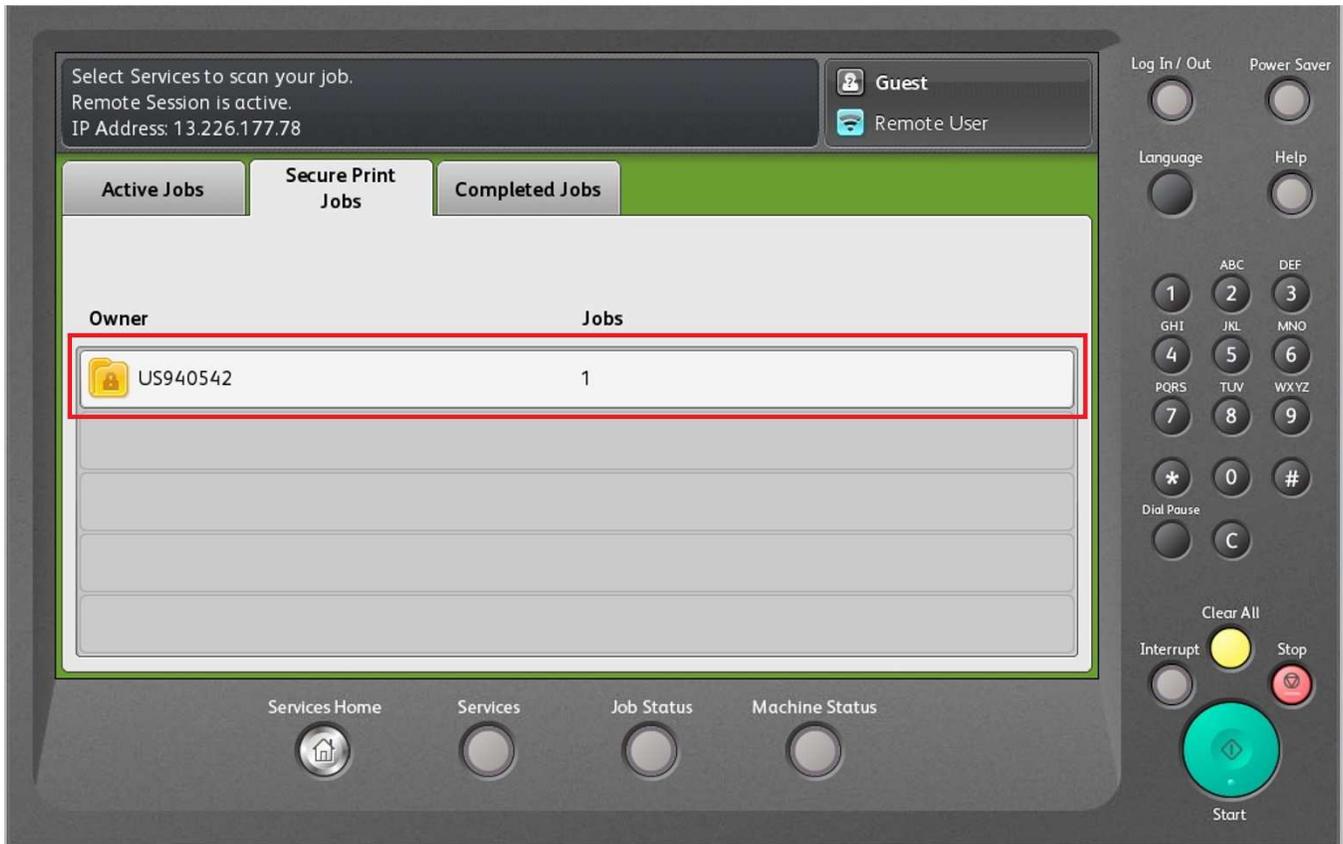




5. Enter a 4 to 10 digit passcode in the **Passcode** field.
6. Enter the passcode again in the **Confirm Passcode** field.
7. Click on [**OK**].
8. Select any other required print settings.
9. Click on the [**OK**] button to return to the Print window.
10. Click on the [**OK**] or [**Print**] button to send the print job to the printer.

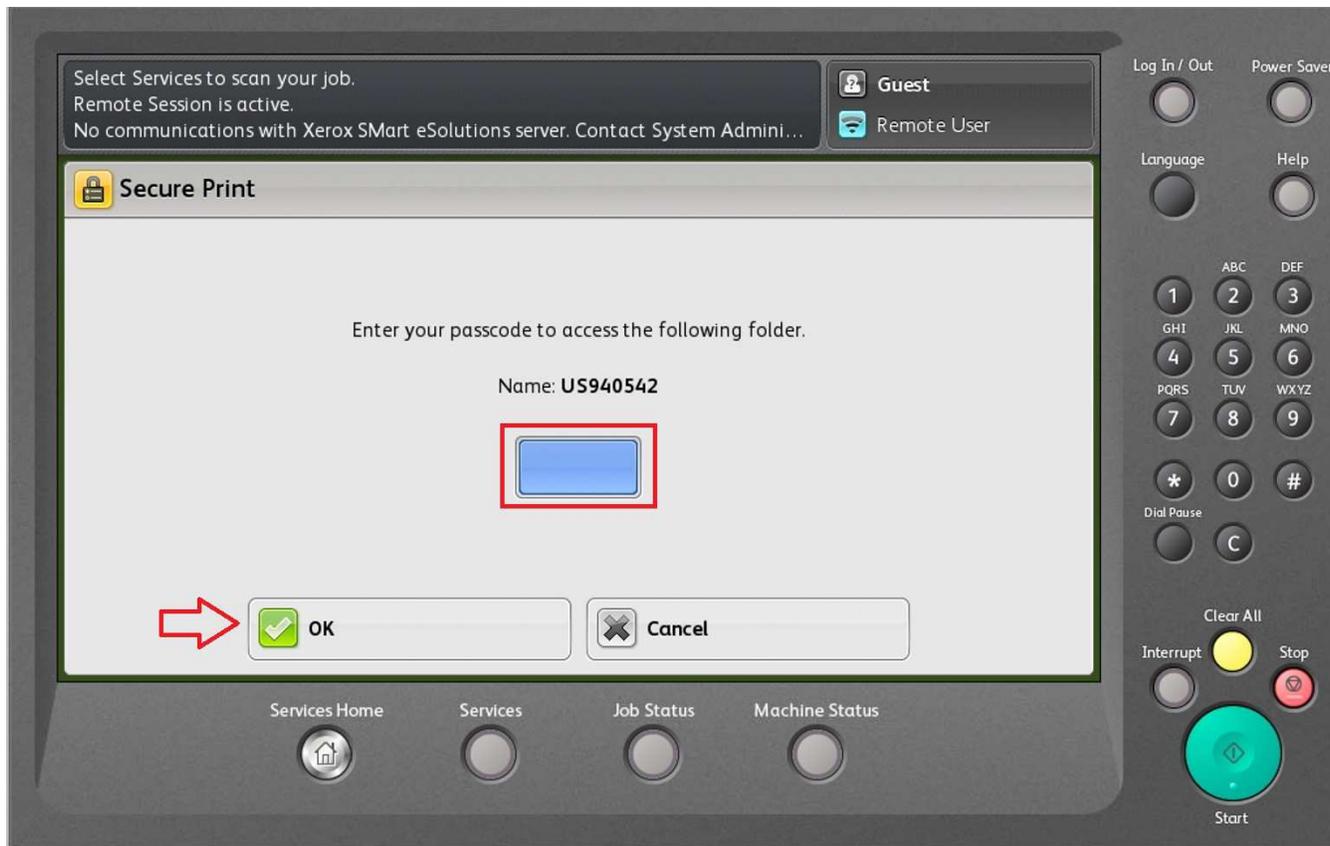
To release a Secure Print job at the Control Panel:

1. Press the [**Job Status**] button on Control Panel.
2. Select the [**Secure Print**] tab on the Touch Screen.

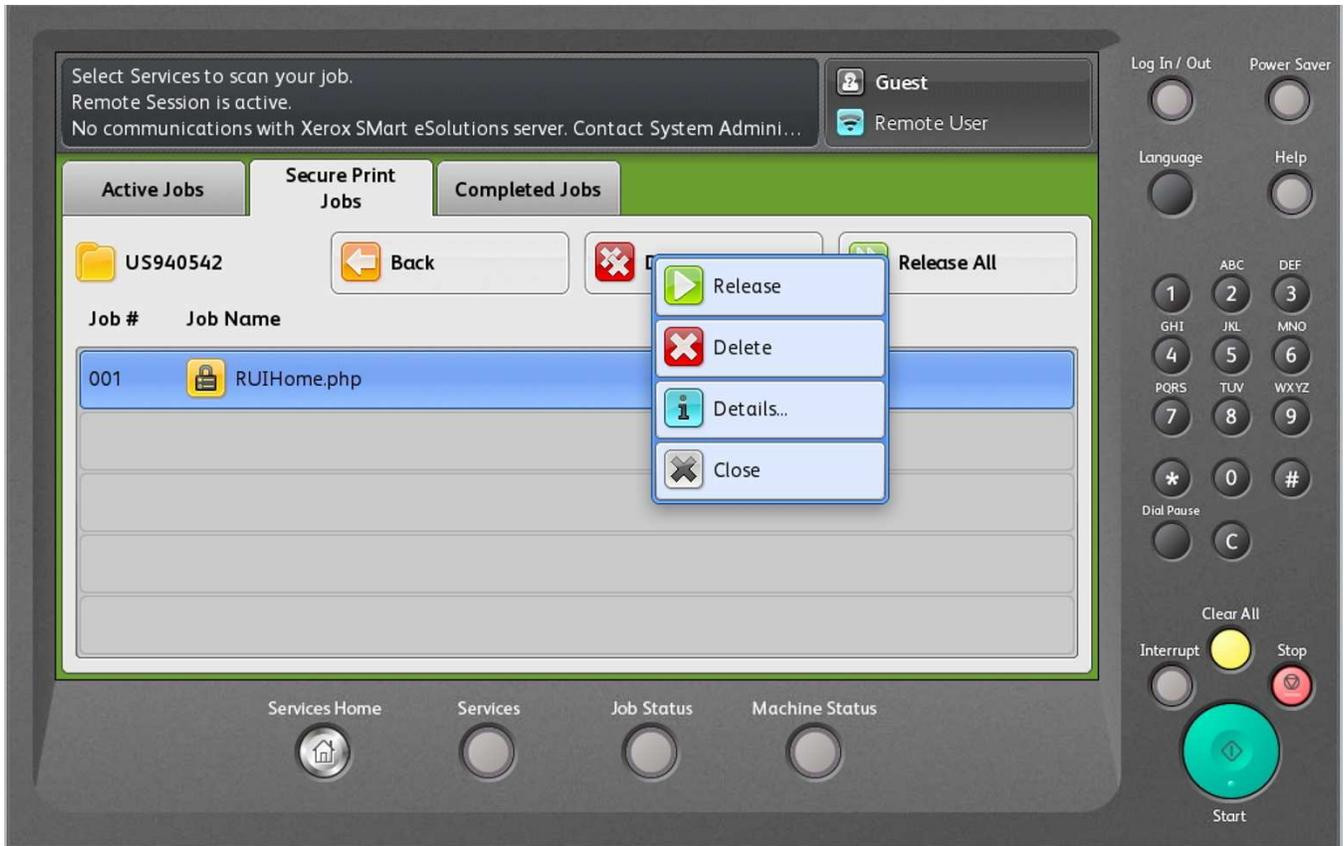


3. Select your Owner ID.

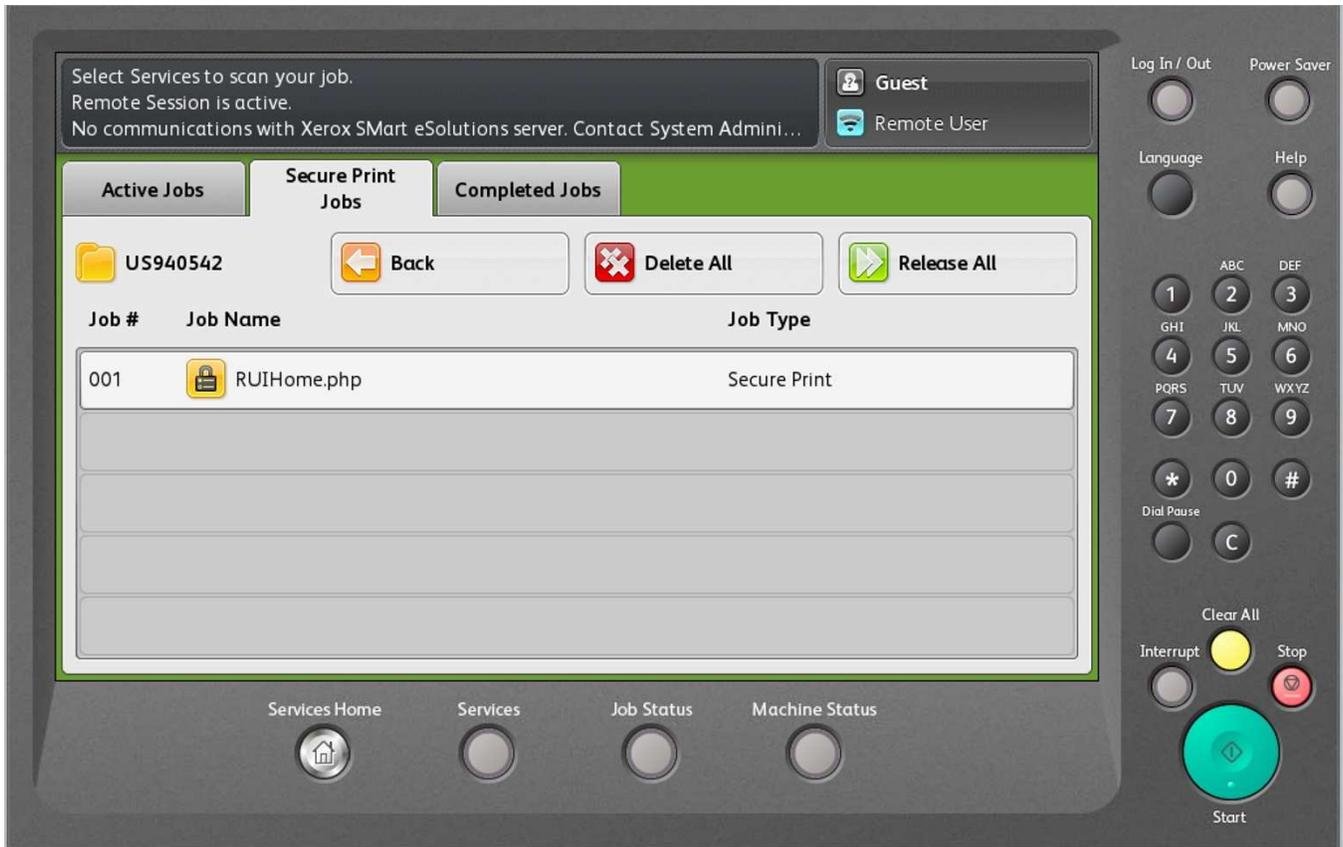
4. Enter the passcode assigned to the print job using the keypad.



5. Select the corresponding print job in the list, and then select **[Release]**.



6. Or Select **[Release All]**.



Note: Print jobs can also be Deleted individually or by using **[Delete All]** all at once.