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.

🖶 Printing Preferences	×
	xerox 🔊°
Printing Options Image Options Document Options Ad	vanced
Bob Type: Nomal Print	
Nomal Print Secure Print Sample Set Delay Print Saved Job Fax	
2-Sided Printing: 2-Sided Print	
Finishing: - No Stapling - No Hole Punching - No Folding	
Print Quality: Standard	
Output Destination: Automatically Select	
Saved Settings: Driver Defaults	Status:
	OK Cancel

Secure Print				
Passcode: (4-10 Digits)				
••••				
Confirm Passcode:				
••••				
This job will be held at the printer until you enter this passcode to release it.				
? OK Cancel				

- 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.

Select Services to so Remote Session is a IP Address: 13.226.	an your job. Ictive. 177.78		🔒 Gu 🛜 Re	rest mote User	Log In / Out	Power Sc
Active Jobs	Secure Print Jobs	Completed Jobs				Help
Owner		Jobs			1 AB GHI JK	
US940542		1			4 5 PQRS TU 7 8	
					* O Dial Pause) (#
					Clear	All
	Services Home	Services Job Statu	us Machine Status		Interrupt	Stop

3. Select your Owner ID.

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

Select Services to scan your job. Remote Session is active. No communications with Xerox SMart eSolutions server. Contact System Admini Remote User Remote User Secure Print	Log In / Out Power Saver
Enter your passcode to access the following folder. Name: US940542	ABC DEF 1 2 3 GHI JRL MNO 4 5 6 PQRS TUV WXYZ 7 8 9 * 0 # Dial Pause C
Services Home Services Home Services Home Services Home Services Services Home Services Services Home Services Services Home Services Services Home Services	Clear All Interrupt Stop

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

Select Services to scan your job. Remote Session is active. No communications with Xerox SMart eSolutions server. Contact System Admini	Log In / Out Power Save
Active Jobs Secure Print Completed Jobs US940542 Image: Back Image: Release All Job # Job Name 001 Image: RUIHome.php Image: Delete Image: Delete </th <th>ABC DEF 1 2 3 GHI JKL MNO 4 5 6 PQRS TUV WXYZ 7 8 9 * 0 # Dial Pause C C</th>	ABC DEF 1 2 3 GHI JKL MNO 4 5 6 PQRS TUV WXYZ 7 8 9 * 0 # Dial Pause C C
Services Home Services Job Status Machine Status	Clear All Interrupt Stop

6. Or Select [Release All].

	Select Services to scan your job. Remote Session is active. No communications with Xerox SMart eSo Active Jobs US940542	Iutions server. Contact System Admini Completed Jobs	Log In / Out Power Saver
	Job # Job Name	Job Type Secure Print	1 2 3 GHI JKL MNO 4 5 6 PQRS TLV WXYZ 7 8 9 * 0 # Dial Pause C
ŀ	Services Home	Services Job Status Machine Status	Clear All Interrupt Stop

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