



Title: Xerox – Sending a secure print job

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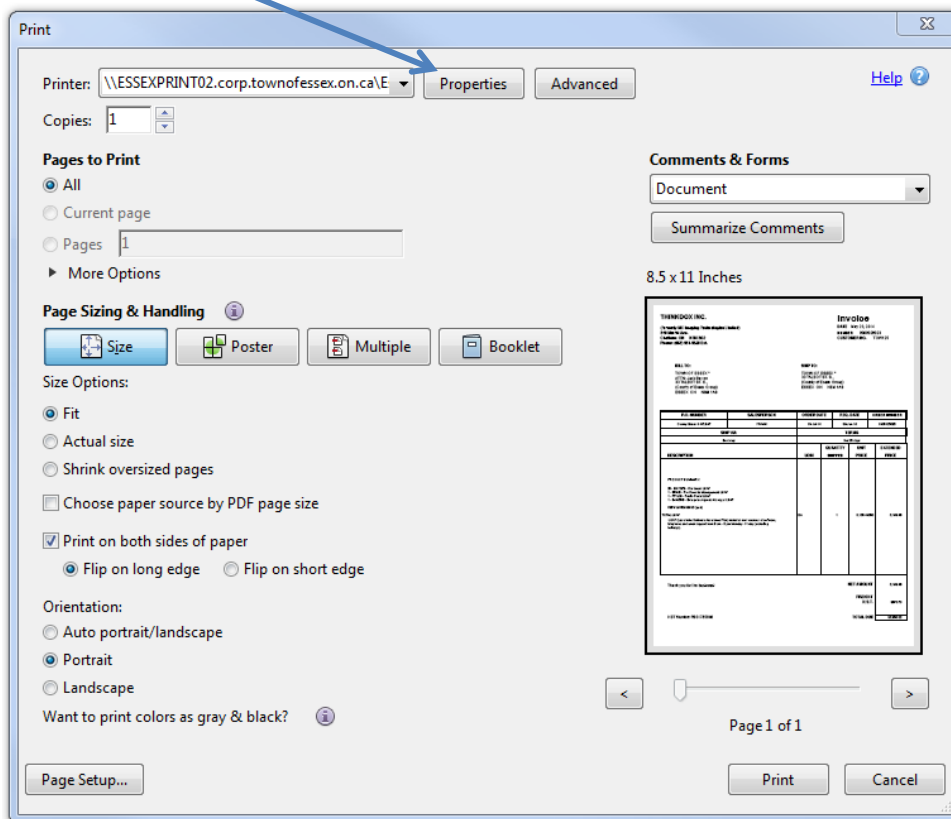
Date:

To send a secure print job to the Xerox – from any document (Word, Adobe, Excel etc)

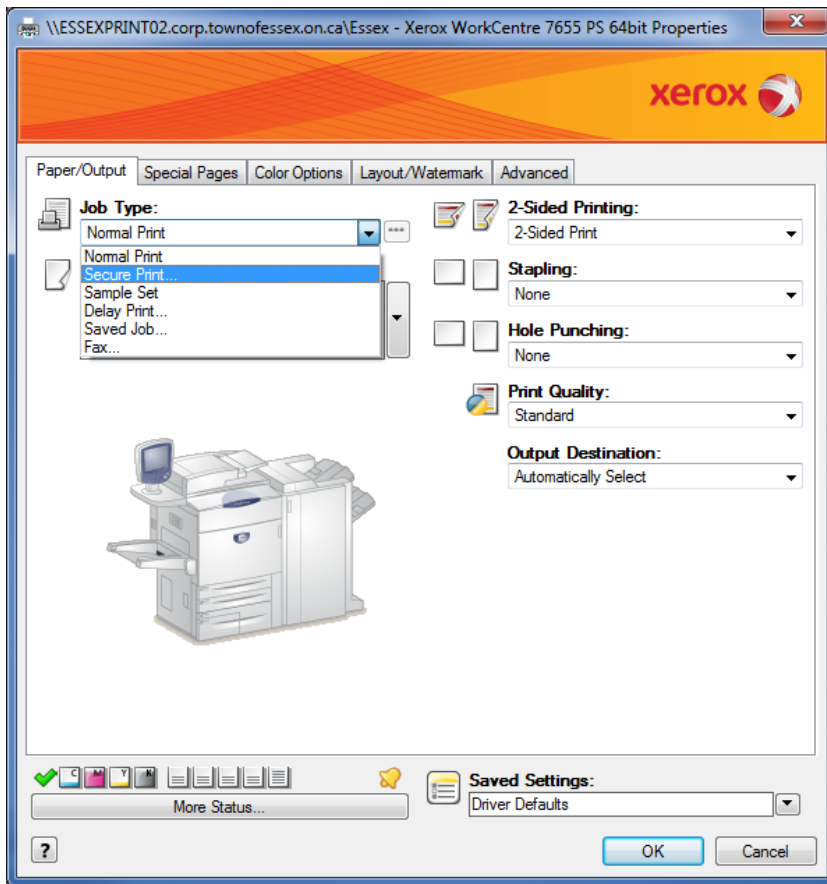
Go to **File > Print**

Select the **Xerox Printer**

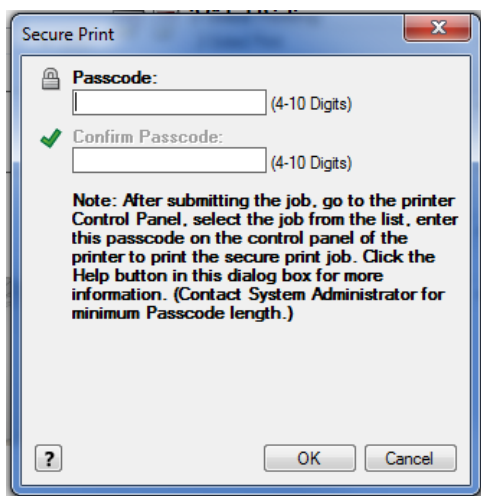
Select **Properties**



The drop down in the Job Type window > Select **Secure Print**



Enter a **Passcode** and click **OK**



At the copier > You will be prompted to enter **the Passcode** to print the job.