Business and Financial Services Documentation

Colorado State University

Secure Printing to Xerox
Client computers and Xerox Printers

5/17/2011

What is Secure Printing? Secure Printing allows you to setup a 4-10 digit code that will be required at the printer before your jobs will print. Why is this a good thing? Secure Printing will allow you to print to the Xerox printer without worrying that someone else can pick up your print jobs. In addition you can print multiply jobs to the printer and print them all out at one time.

Please note that Secure Printing only works with the Xerox Printers listed below

BFSCashierWC4150
BFSEastWC4260
BFSNorthWC4260
BFSSouthWC4260
BFSWC5655
BFSWCP265
VPFBudgestWC7345

How do I setup Secure Printing? To setup Secure Printing click on your start (windows) button and select Devices and Printers on the right hand side. On the Devices and Printers window right click on the Xerox Printer and select Printer properties
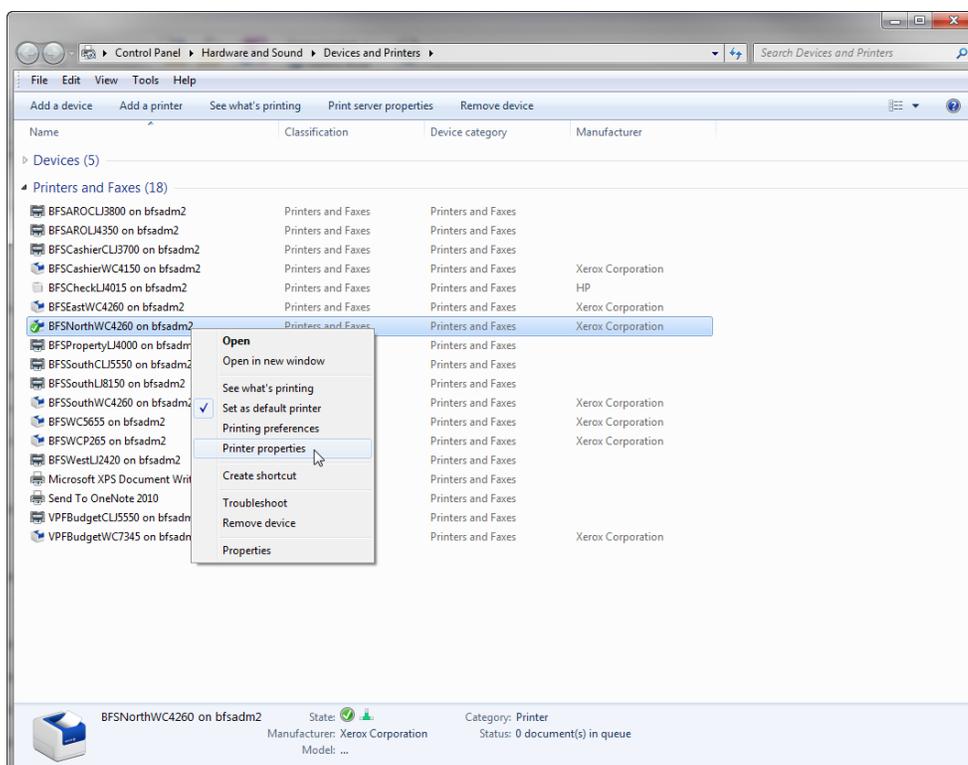
On the printer Properties window under the General tab click on the Preferences… button
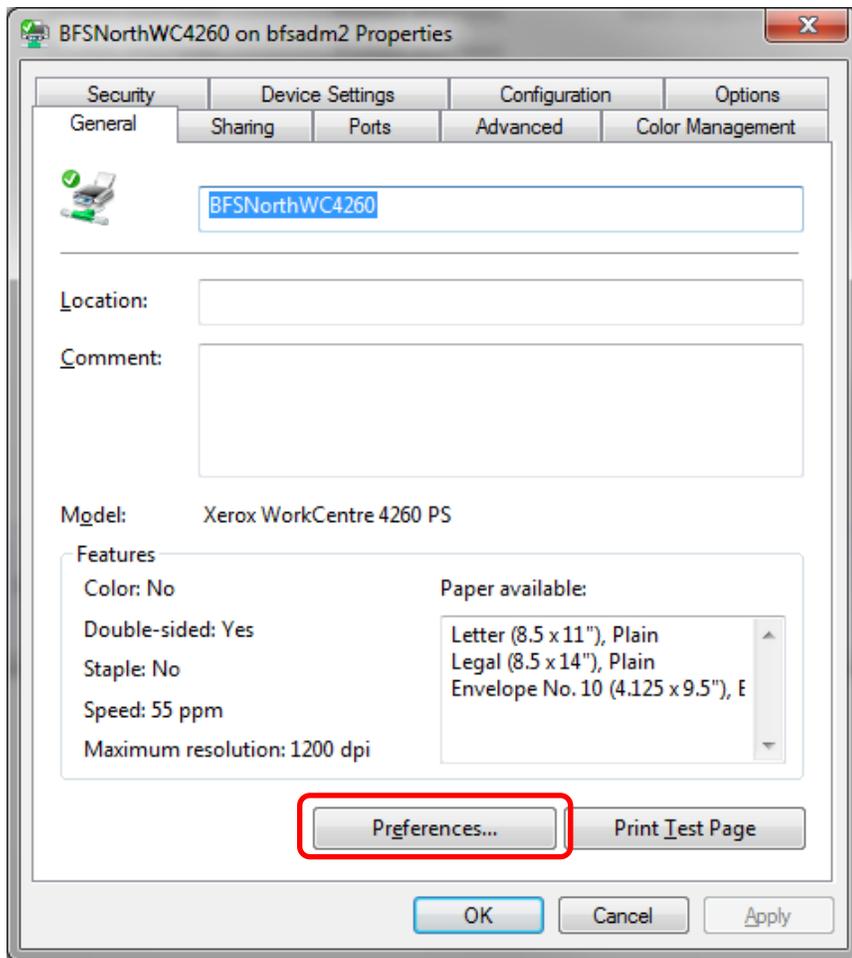
On the Printing Preferences window under the Paper/Output tab change the Job Type: to Secure Print... in the drop down menu
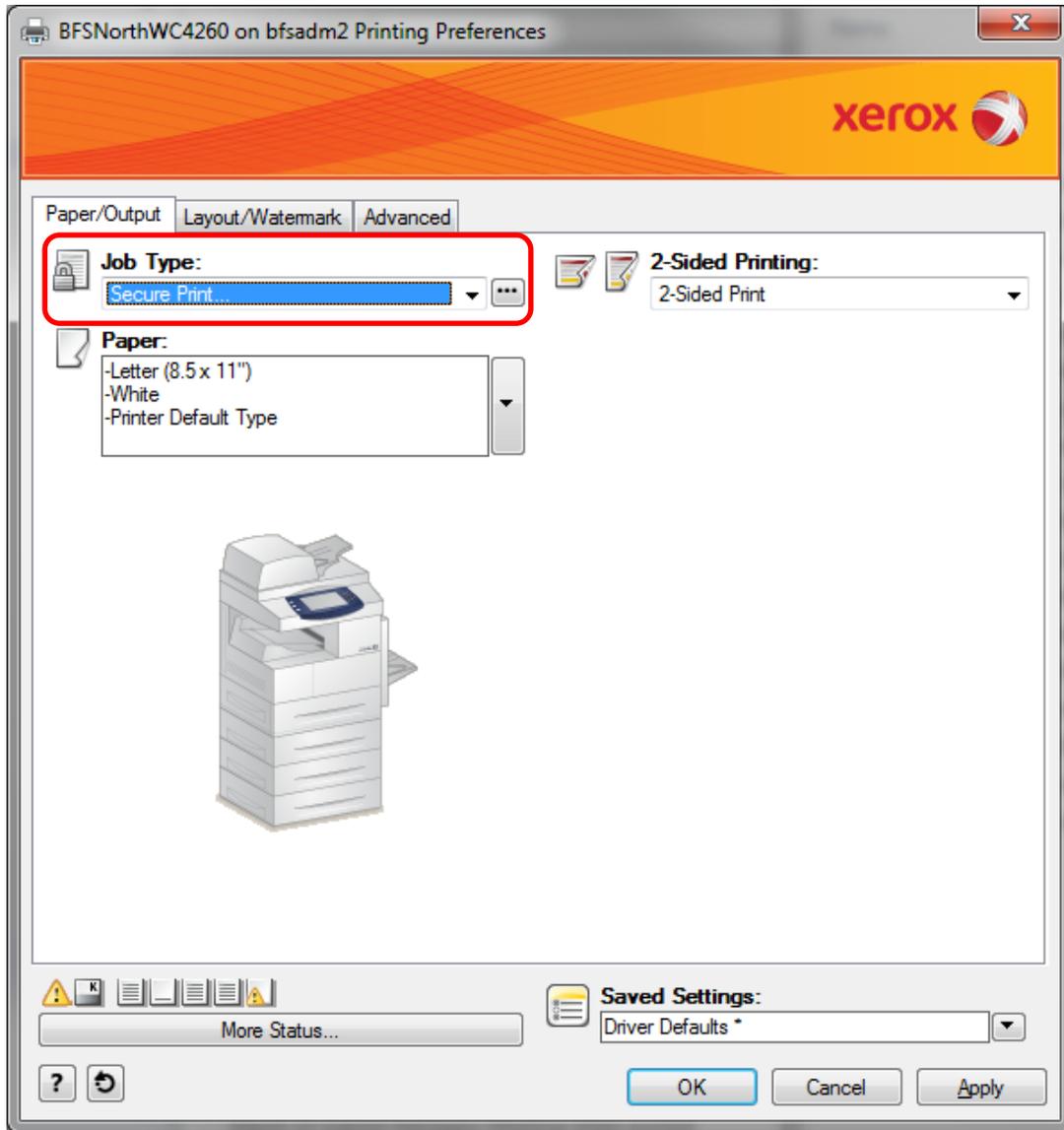
The Secure Print window will now open asking for a Passcode. Enter your desired passcode and then confirm it. Click the OK button to set the new passcode. Please note that only 4-10 numbers can be used for this passcode
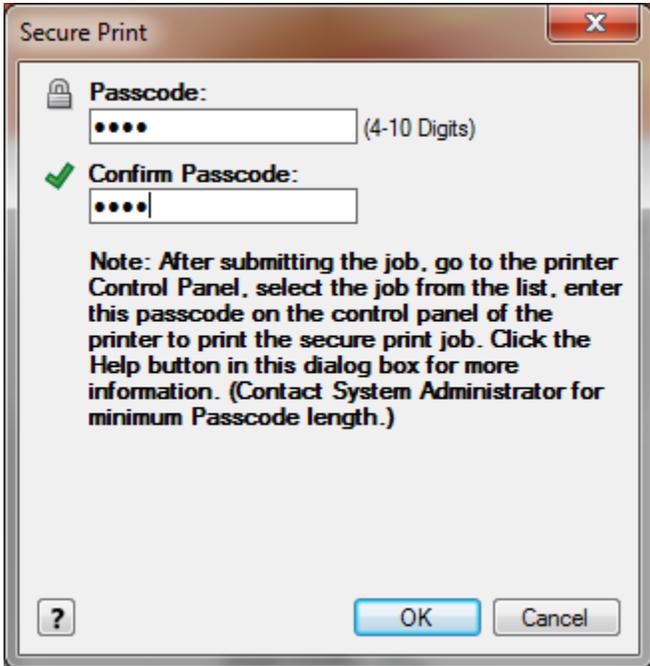
Click the OK button on the Printing Preferences and printer Properties window. At this point Secure Printing is setup and every job that is sent to this printer will require your passcode to print.

When you print a new job to the Xerox printer you will need to push the Job Status button located on the left hand side of the display screen. This will bring up a list of all pending jobs. Your job will be listed with a Status of Held: Secure Print. If you touch the screen on your job it will bring up a menu. Touch the Release button in this menu to bring up the window to enter your passcode. Use the keypad on the right hand side of the screen to enter your passcode then touch the Enter button. At this point your print job will print.

How do I remove Secure Printing? To remove Secure Printing follow the steps above. Only on the Printing Preferences window under the Paper/Output tab change the Job Type: to Normal Print… in the drop down menu. Click the OK button on the Printing Preferences window and the printer Properties window. This will remove Secure Printing from this printer.