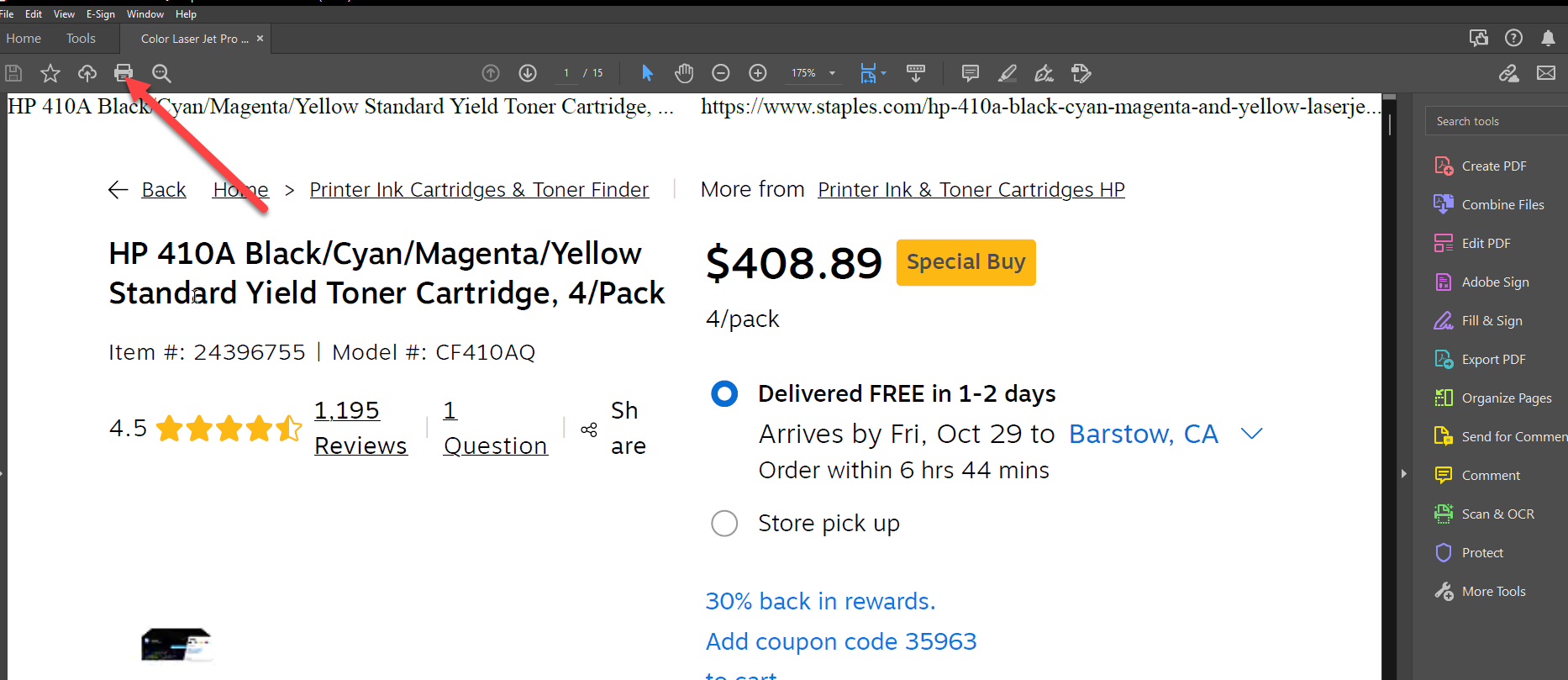
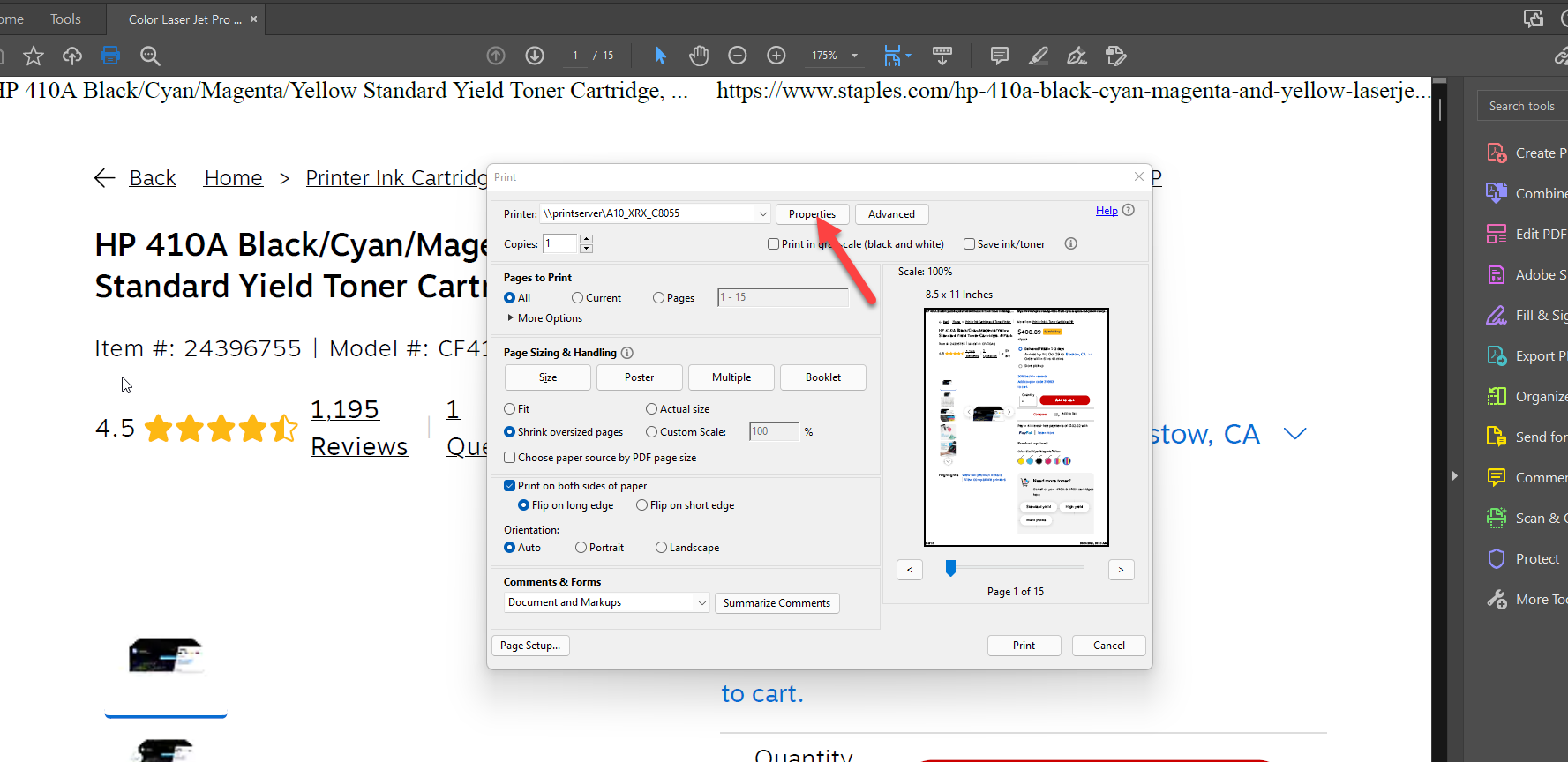
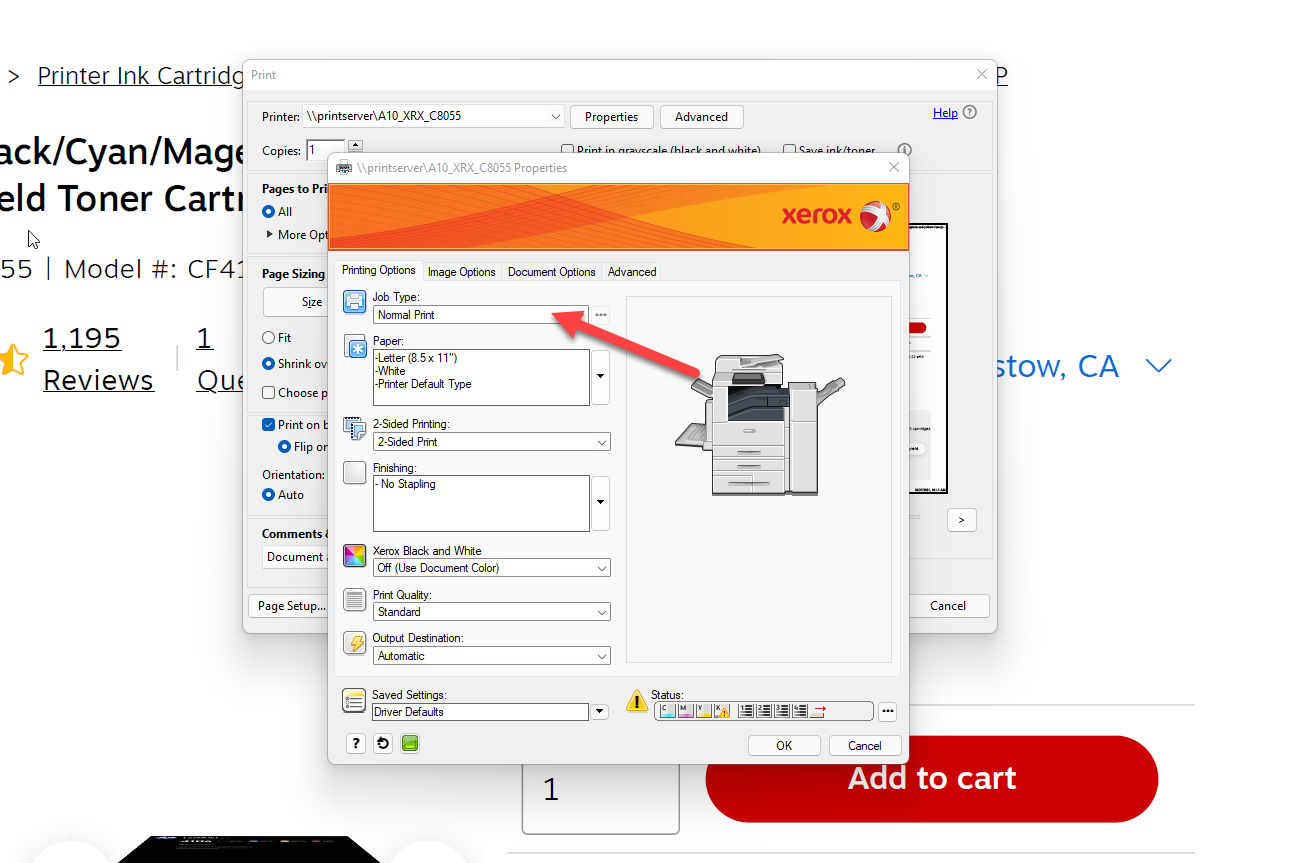
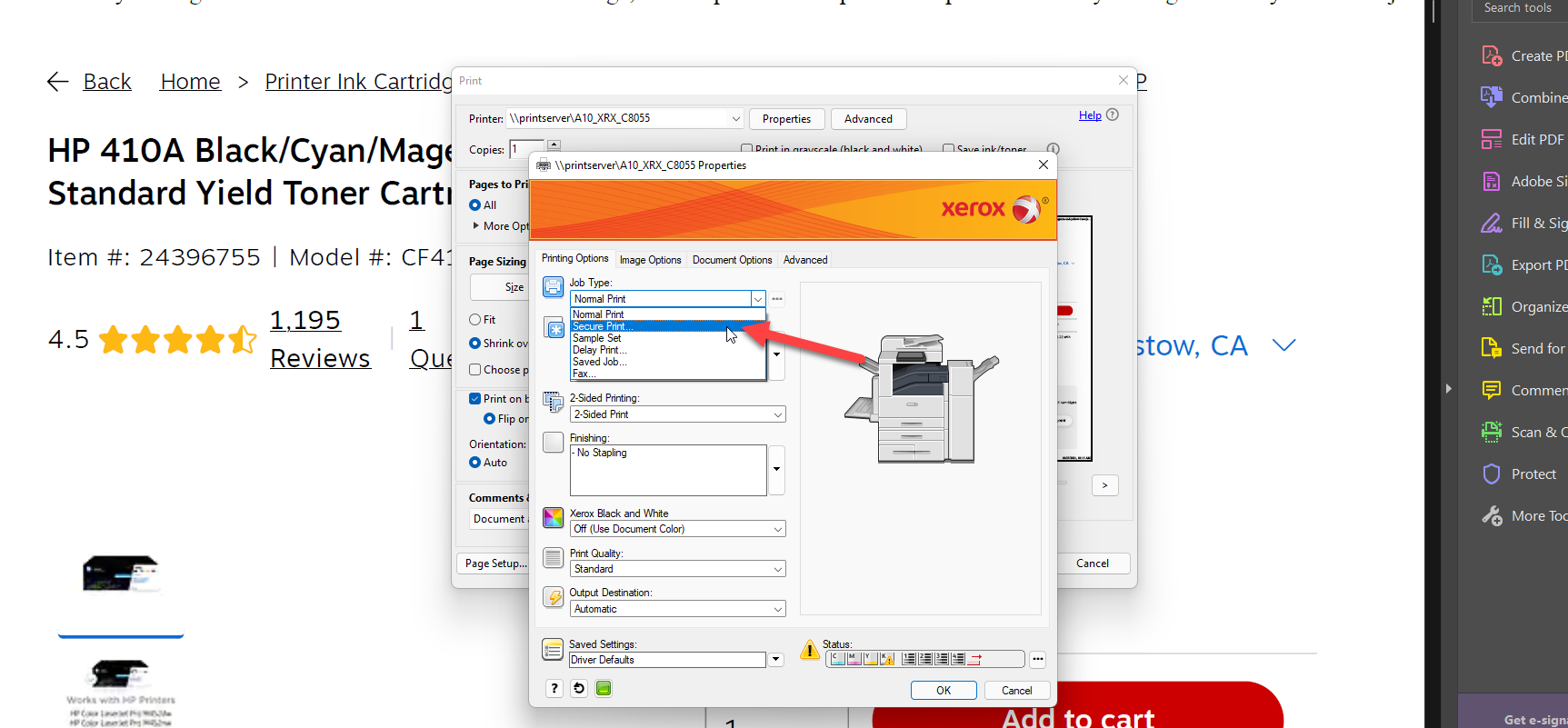
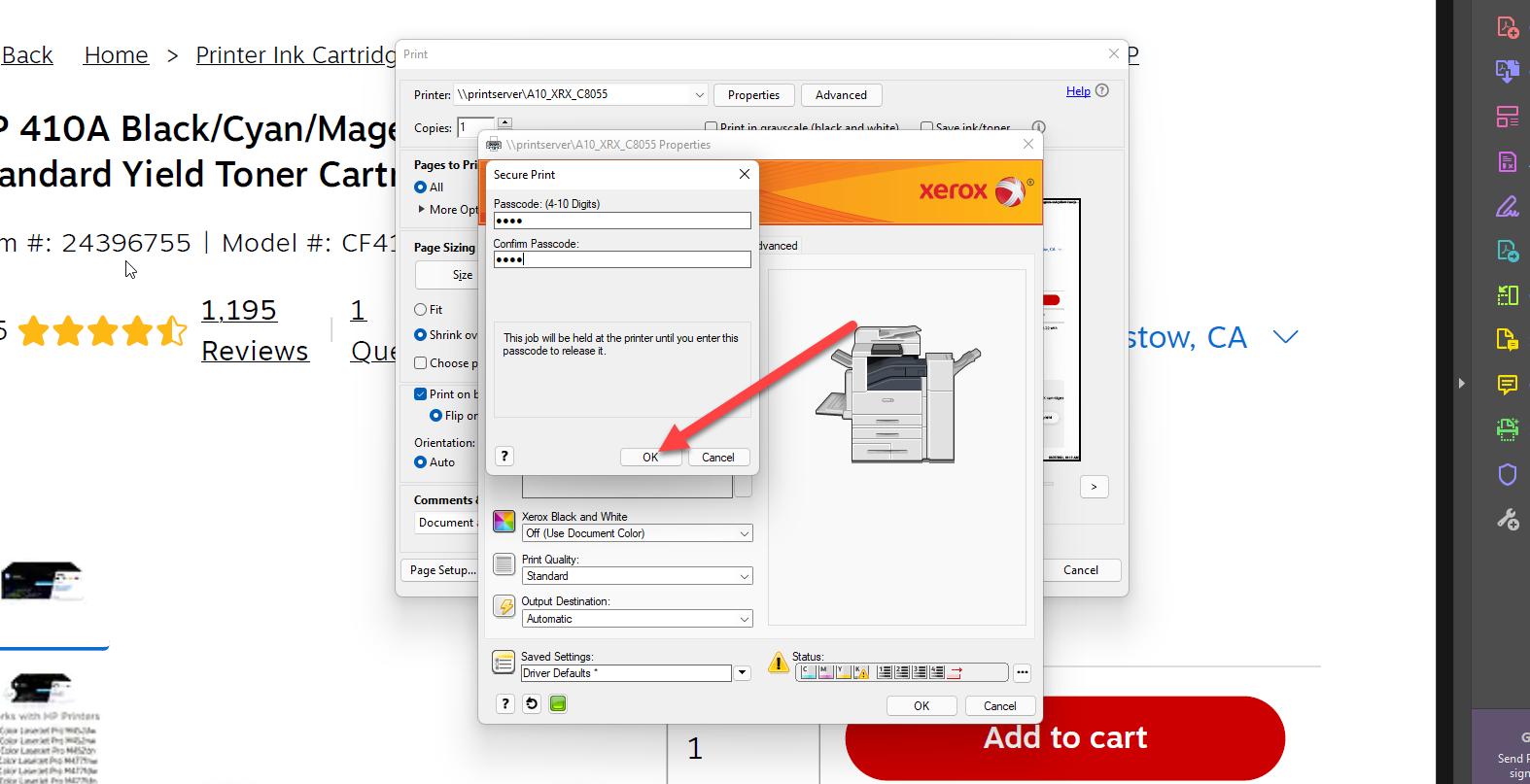
Once you are ready to print and have selected the print button.

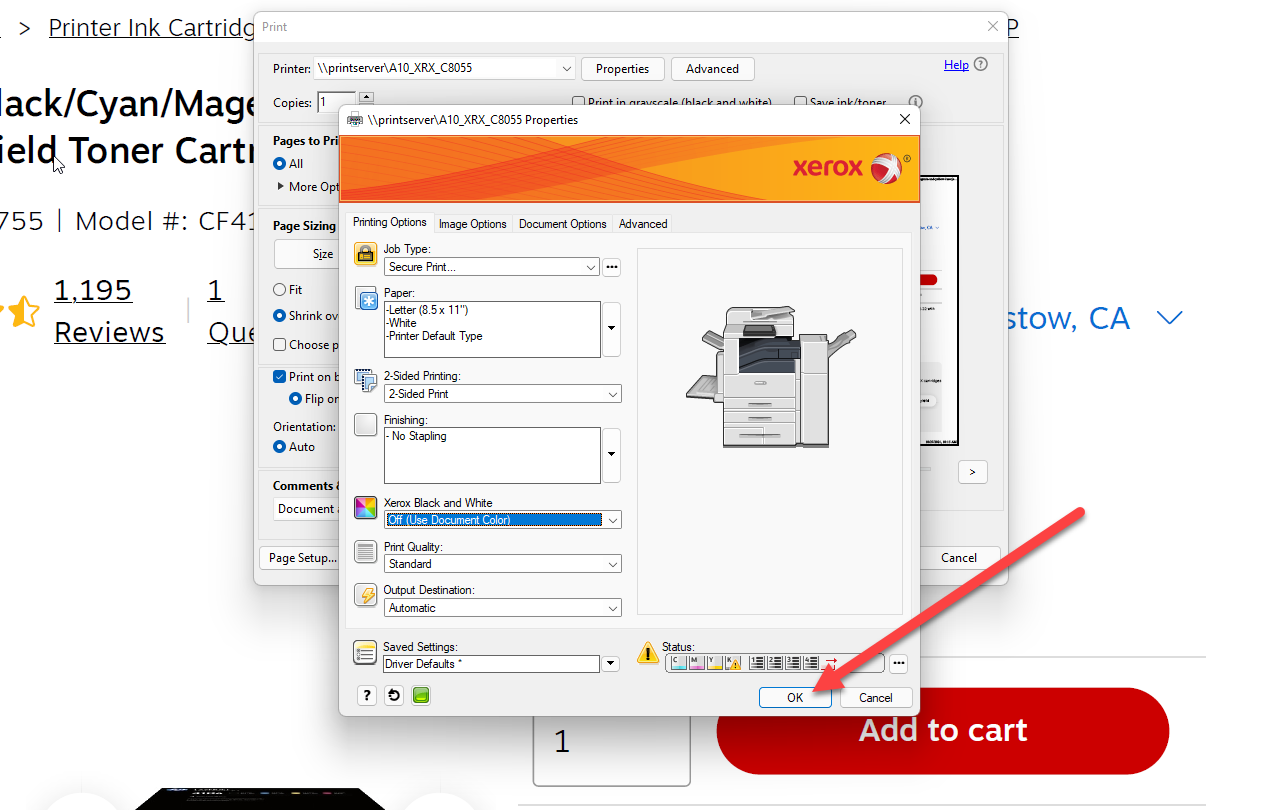


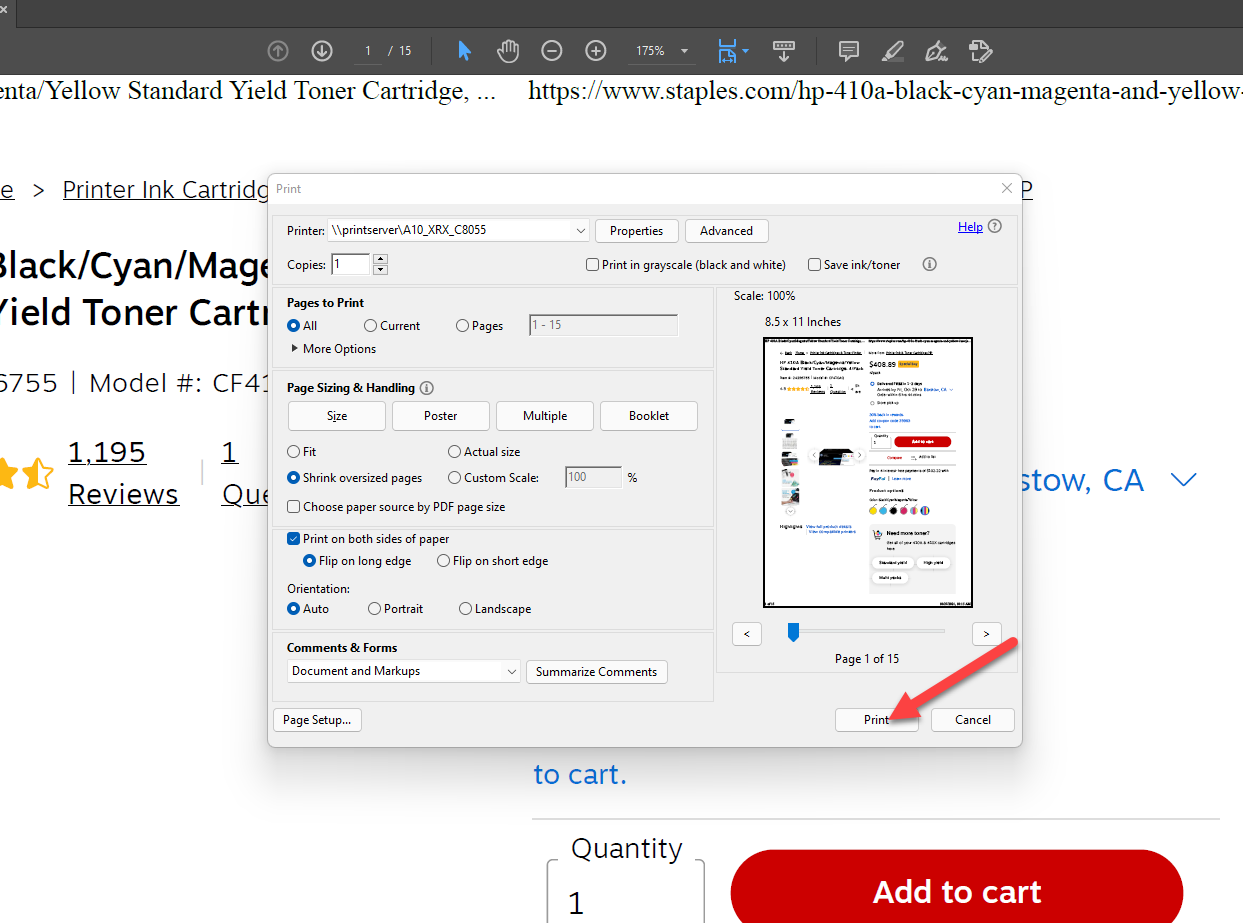
You should see this page, please click **PROPERTIES** 

After this next screen will appear, please select the Job Type drop down. 

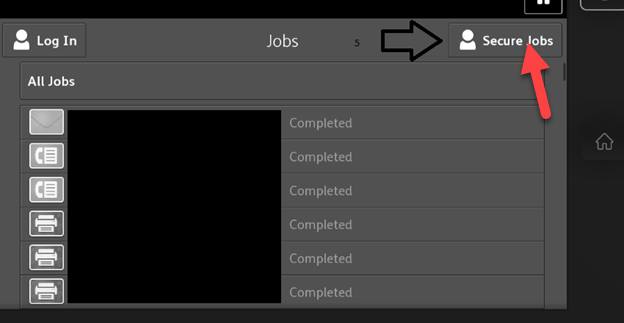
Select Secure print

Once Clicked you will be asked to enter a 4 digit code. Remember this code because you will need it to receive you print from the Xerox. 

After you code has been entered, click **OK**

Don’t forget to set the print how you want it (double Sided or other options) and click Print

Walk to the Printer you just sent your secure print to and select **JOBS.** 

At the top right of the JOBS app you should see **SECURE JOBS**

Select your Job, you will be asked to enter the Passcode you made earlier. Your Confidential Print will Begin after. 