

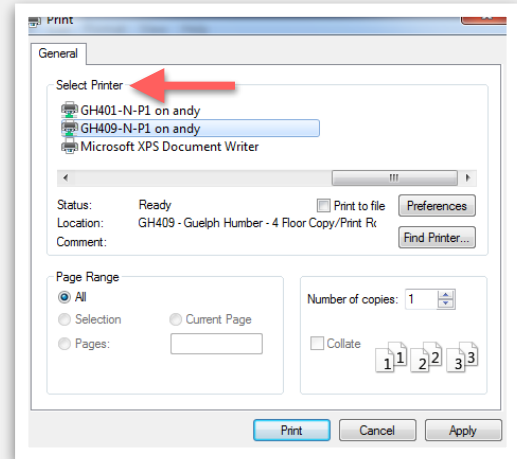
# Xerox Printing: Secure Print & Staple

Windows 7

If you need to print confidential information you can use the **secure printing method**. The job will only be released when you enter your password on the Xerox printer.

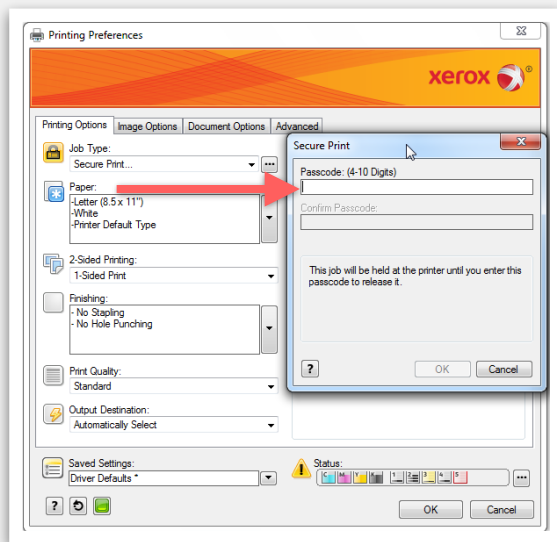
Secure print or advanced features like staples can be accessed through the Xerox features menu on a drop down list (*varies each program*).

- 1st Floor: GH108-N-P1
- 1st Floor: GH109-N-P1
- 2nd Floor: GH209-N-P1
- 3rd Floor: GH309-N-P1
- 4th Floor: GH409-N-P1

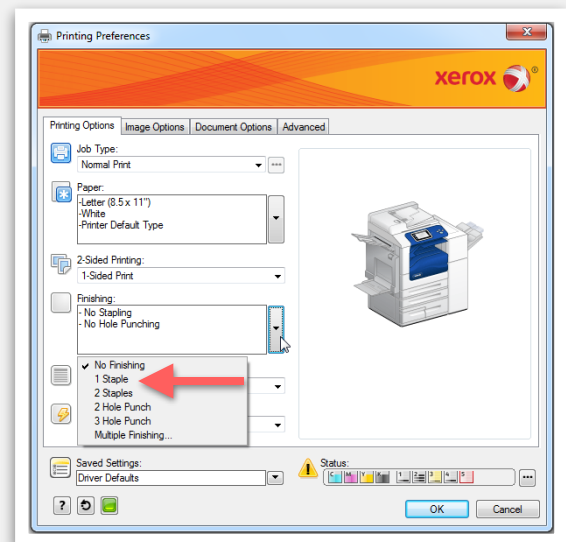


Select the printer you want to use. Then select the **preferences, printer properties** to get to the **Printing Options** menu.

**\*\*The preference location varies from application to application.**



You will be given a number of options and you can select Secure Print here. For secure print you will be prompted to input a password - the password has to be 4-10 characters.



You can also choose staples, single sided or double sided printing and other options on the Xerox features menu. If you have any further questions, please feel free to contact information specialists to help with your printing needs.