

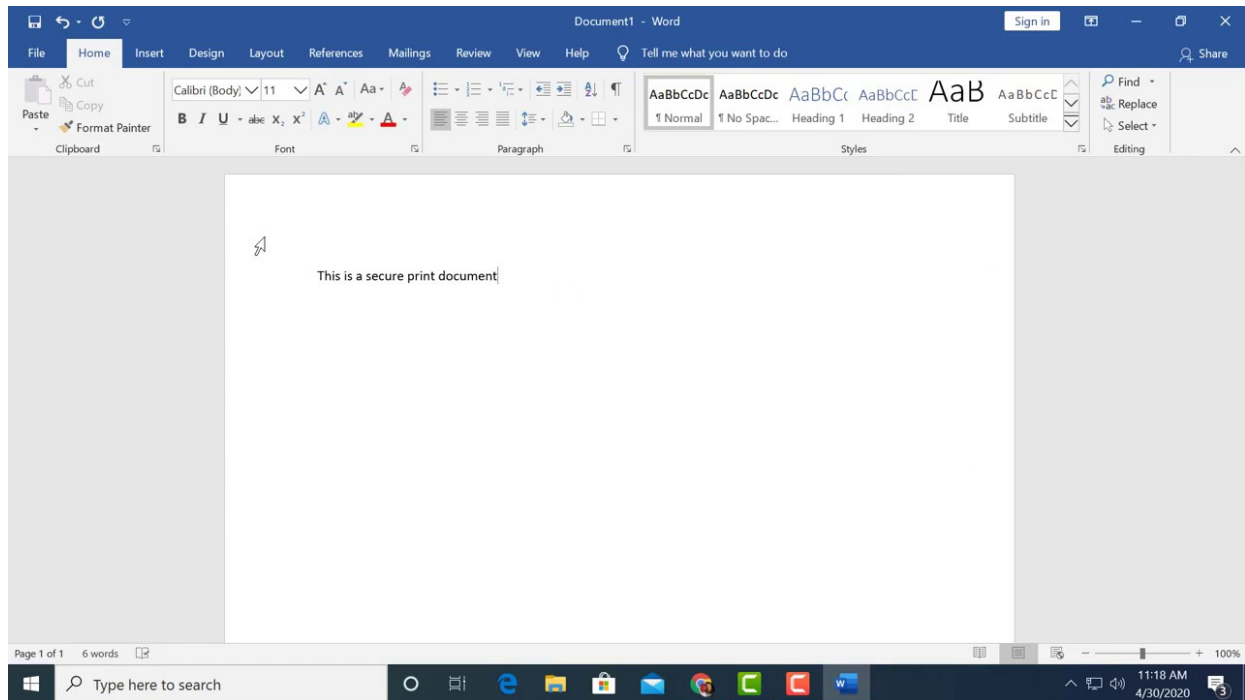
Xerox Secure Print

Step-by-step guide based on the Wolf Creek training video

Before you begin: Sign in with your Wolf Creek Google account when the service offers Google sign-in.

STEP 1 Open printer properties

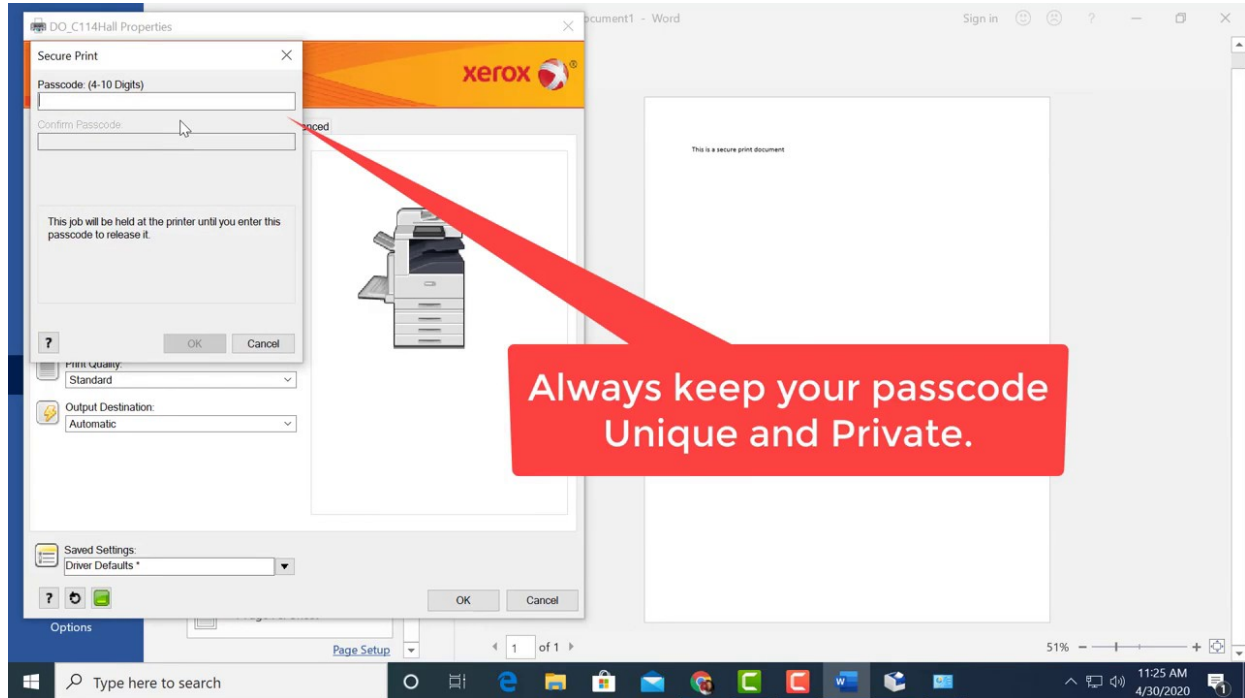
From the print window, choose the Xerox copier and open Printer properties.



Open printer properties.

STEP 2 Choose Secure Print

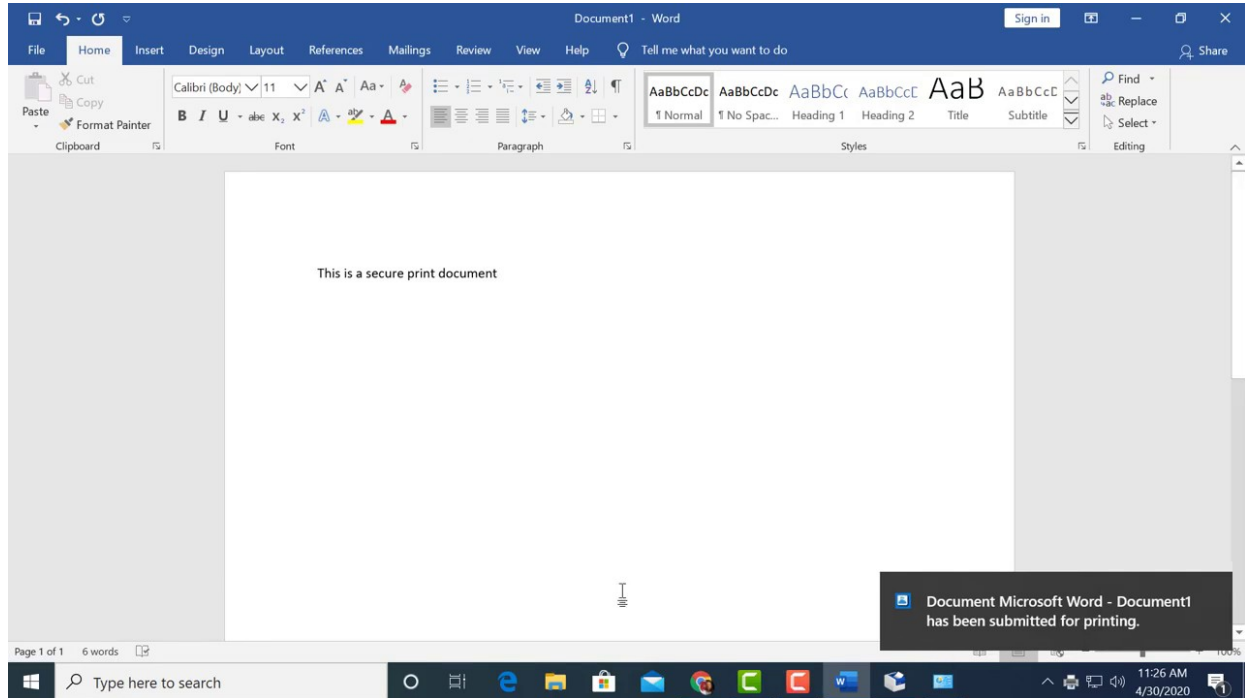
Change the job type to Secure Print.



Choose Secure Print.

STEP 3 Set a passcode

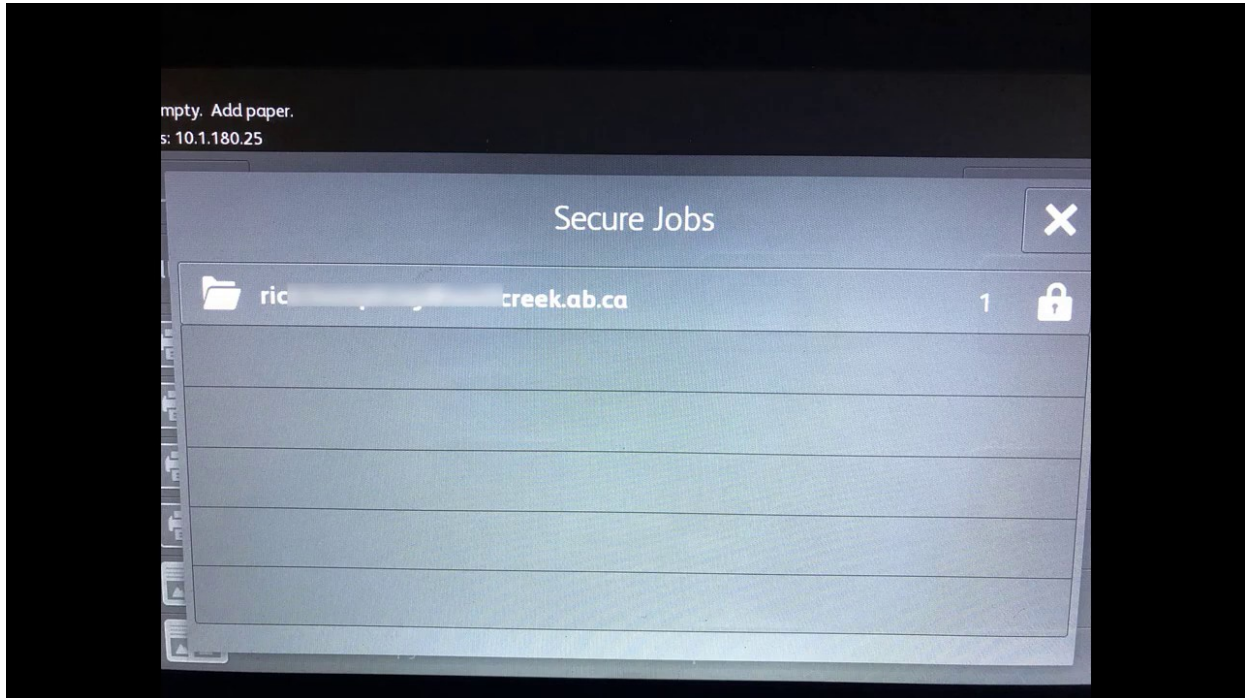
Enter and confirm a numeric passcode, then submit the print job.



Set a passcode.

STEP 4 Release the job

At the copier, select your secure job, enter the passcode, and print it.



Release the job.

Finished

The task is complete. Review the final screen to confirm the expected result.