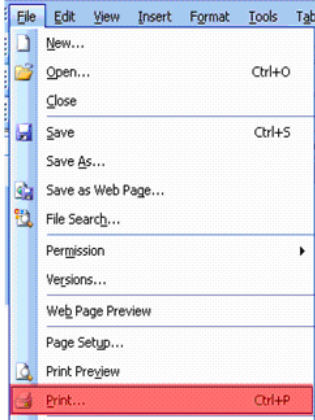
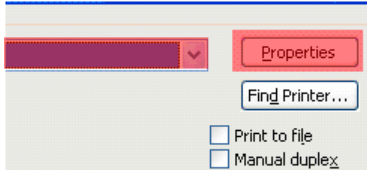


Secure printing to the Xerox 7345

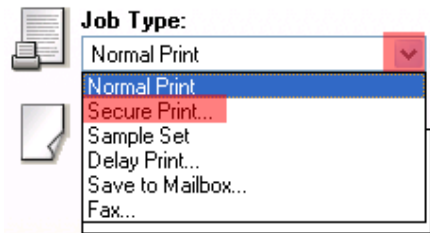
1. From the application you are working in, Click “File”, and then “Print”.



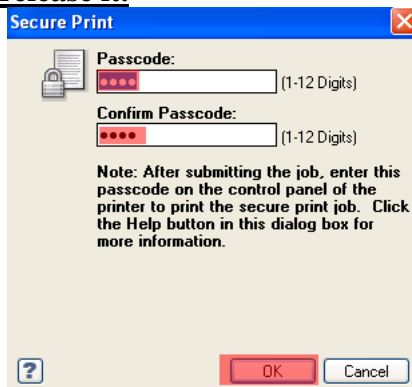
2. Select the copier from the dropdown list, and click “Properties”



3. Click the drop down arrow, and click “Secure Print”



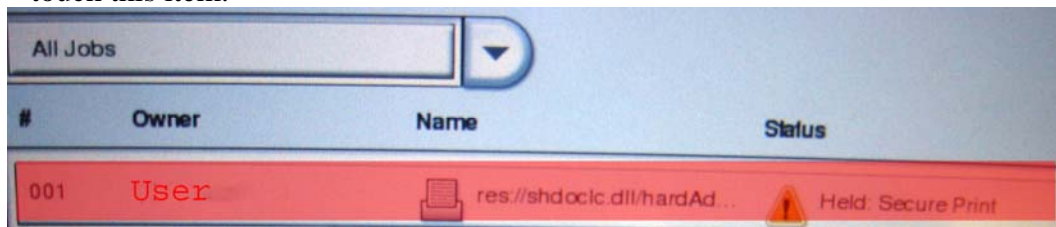
4. You will then be asked for a passcode for the secured print, enter your copy code, or make us a 1-12 digit passcode. When finished click “OK”, then “OK” then “OK” again to start printing. **Your print job will be kept at the copier until you release it.**



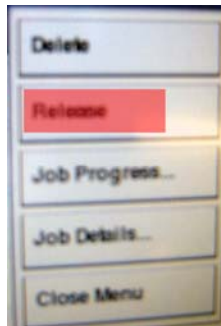
5. The copier may be in energy save mode, as denoted by the blinking green indicator light. Simply press any button or the touchpad to wake the device.
6. Press the “Job Status” button.



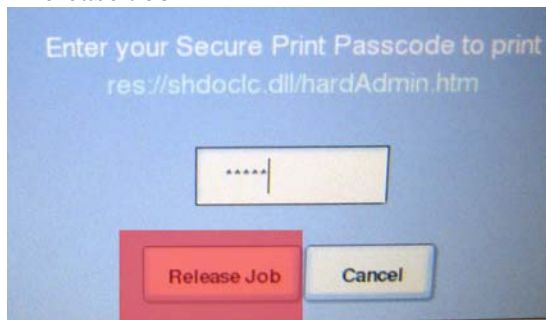
7. You will then see a list of jobs; one will have your user name, and document title – touch this item.



8. Press “Release”



9. You will then be asked to enter the password you chose earlier, then press “Release Job”



10. When finished, press “Clear all” twice, and then “Confirm and log out.”

