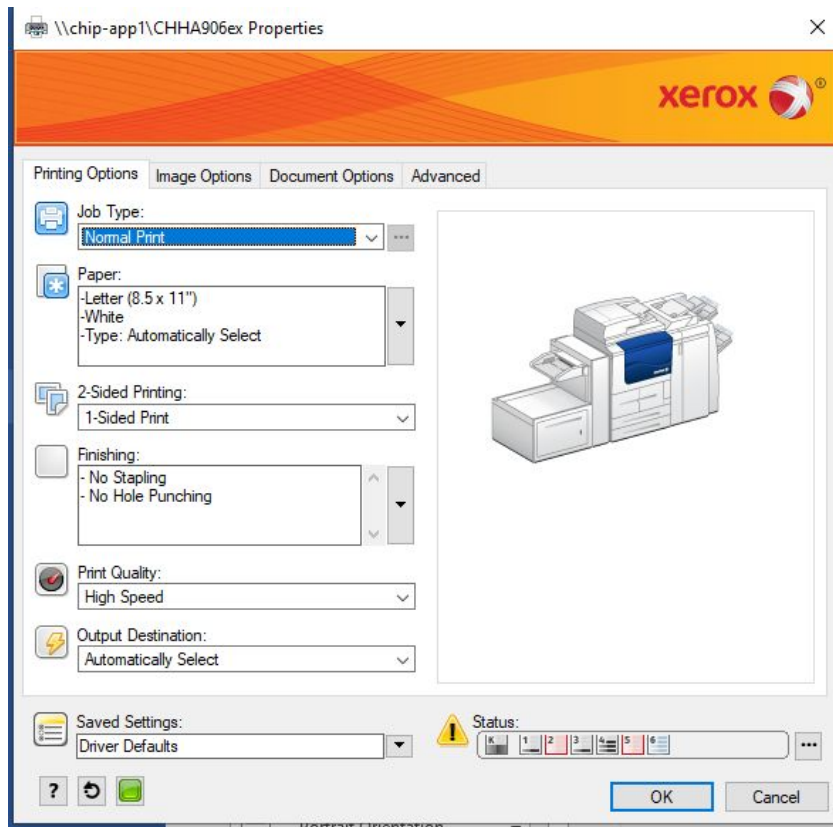## How to do a hold or secure print

1. Open Microsoft Word or any document that you want to hold
2. Go to file and choose print but you are not going to print
3. When the print window opens find the option printer properties or preferences
4. Click on printer properties or preferences and this will open the Xerox options.



5. Change the Job type to secure print and this will open a window to allow you to put in a pin number. It only will take numbers. (example below)
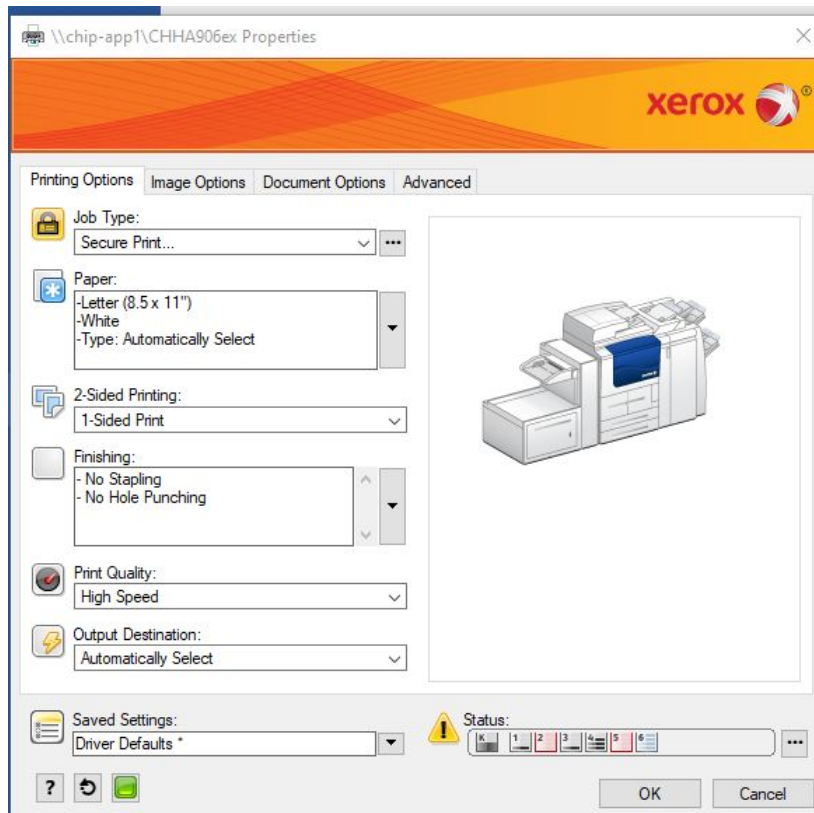
6. Click OK to close the pin number page and then click OK again to close the Xerox window.
7. You can then cancel the print window so you should now be ready for secure print.
8. Anytime that you want to do secure print all you need to do is print as normal but you will need to change the job type by clicking on printer properties and changing the type on the Xerox Window. But you will not need to put in your pin again as it is already saved.

## On the copy machine

1. Press on Job status
2. Find your name
3. Press on your name on the screen
4. Press release
5. Enter your pin number that you entered on the computer and press enter in the top right corner
6. Your held job/secure print will now print