1. Select **Settings** from the Start menu.

![Select Settings from the Start menu](image1)

2. Select **Devices** from the Settings menu.

![Select Devices from the Settings menu](image2)
3. Select **Devices and printers** from the Devices menu.

4. Find and right-click the Xerox copier. Select **Printing Preferences**.
5. Select **Secure Print...** from the Job Type dropdown menu.

6. Enter a passcode twice and click **OK**. You can use your user code if it is private to you.
7. Click **OK**. All future print jobs will have secure print enabled by default.

8. **[OPTIONAL] To change your secure print code, repeat steps 1-7, but at step 5, click the [...] button.