1. Select **Devices and Printers** from the Start menu.

2. Find and right-click the Xerox copier. Select **Printing preferences** from the floating menu.
3. Select **Secure Print**... from the Job Type dropdown menu.

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

6. [OPTIONAL] To change your secure print code, repeat steps 1-5, but at step 3, click the … button.