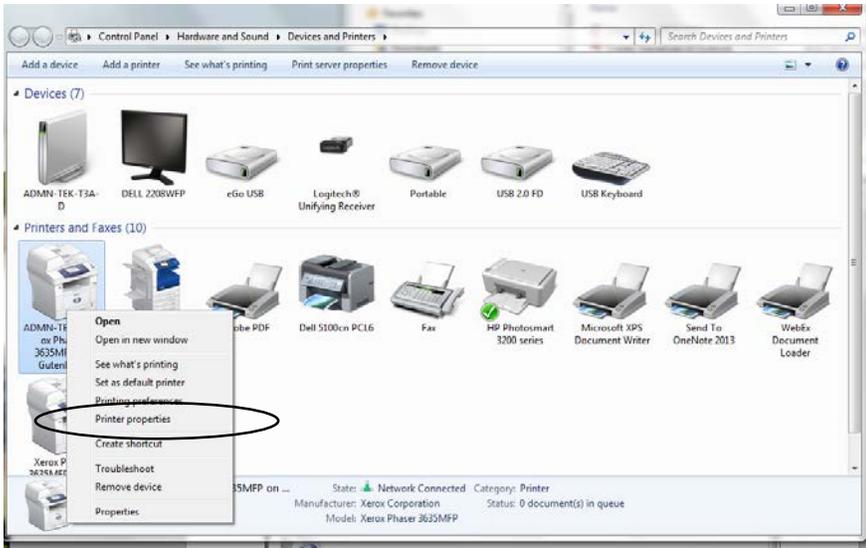


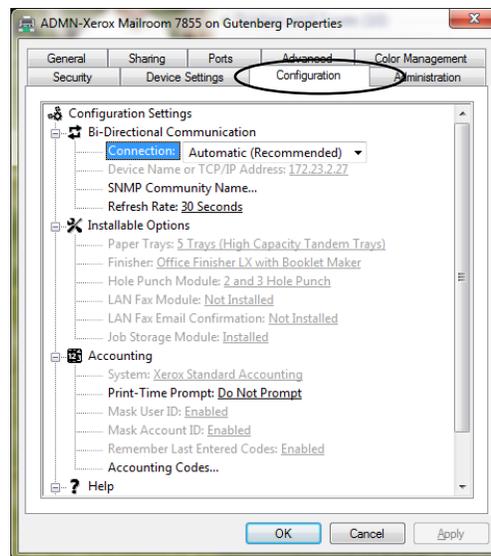
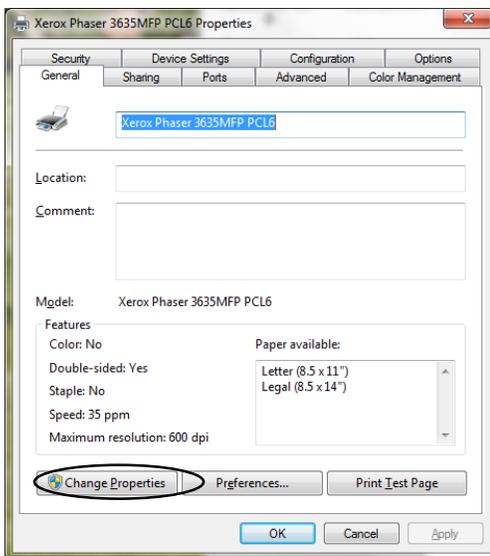
Sometimes it is necessary to check the secure printing settings on the Xerox Printers.

## Change settings on Xerox printers

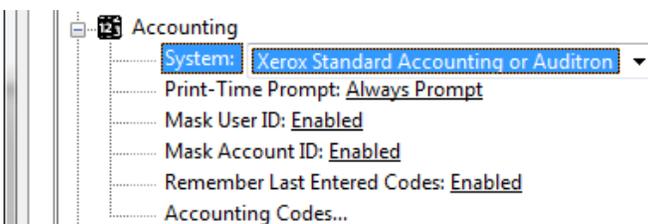
Go to the Devices and Printers menu from your control panel or your start menu. Right click on one of the Xerox printers in the list that will need to be set up to have secure printing. Click on the Printer properties in the menu.



Sometimes you will need to give the user permission to make changes. If you see this screen you will need to click on the Change Properties button to gain access. Then you can go to the configuration tab to make the next changes. If you don't see this on the first screen you will just proceed to the Configuration Tab.

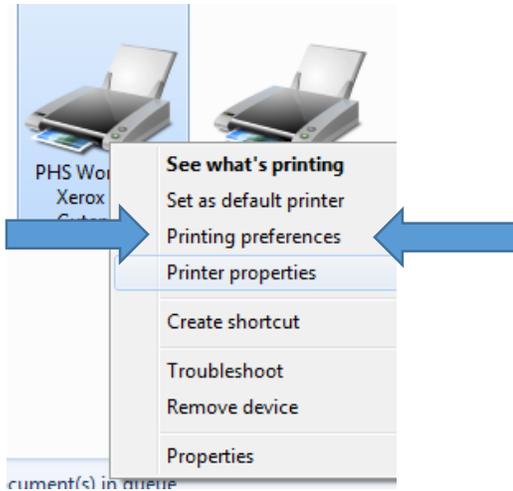


Under the Accounting Settings you will need to make sure that it is set to say "Xerox Standard Accounting" and to always prompt as in this screen shot. Also the other settings should remain as Disabled.

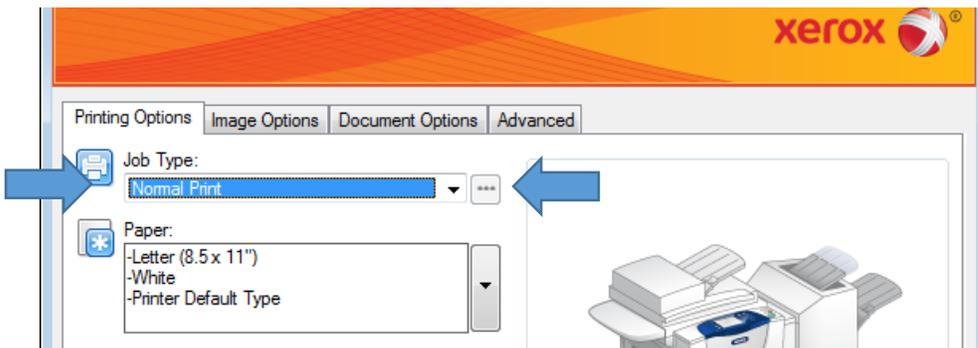


## Change the Preferences if above settings do not complete the task.

1. Go to your printers in the control panel or click on the blue circle in the task bar where you will find the option to go to your devices and printers.
2. Once there you will right click on the Xerox printers that are listed for the Workroom area. In the menu click on **Printing preferences**



3. In the next window change the Job Type to **Secure Print** by clicking on the arrow and choosing that option in the list.



4. Once you do that the next box will pop up and you will need to put your last 4 digits of your Social in both fields to confirm and then click ok in this box and the one after it.
5. Be sure and do this process for both Xerox machines if you have access to two.

