

## Secure Print Release Guide

All jobs sent to the Xerox Multi Functional Devices in Regus are setup with Secure Print.

The job is received at the printer and will not print until you type the Secure Print code used to print.

Use the following set of instructions to release your print job

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Press the 'Job Status' button on the machine control panel



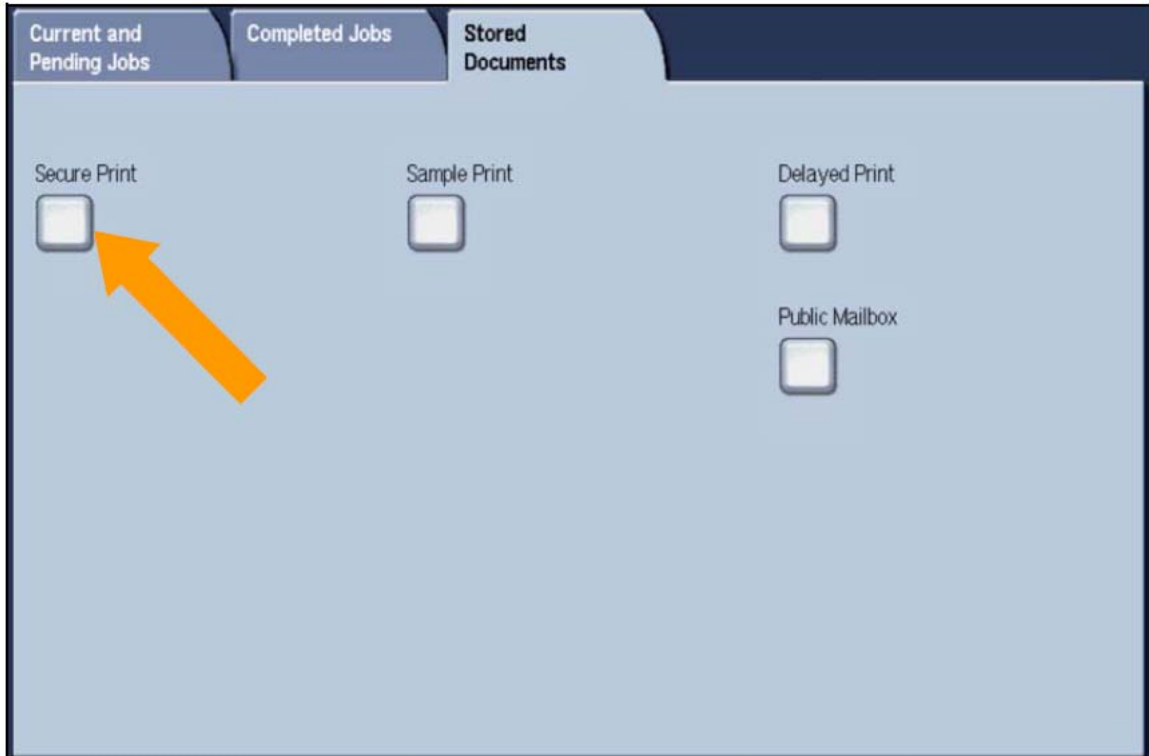
The 'Active Jobs' tab will appear. If you can see your job, highlight it and press [Release] and type your Passcode when requested



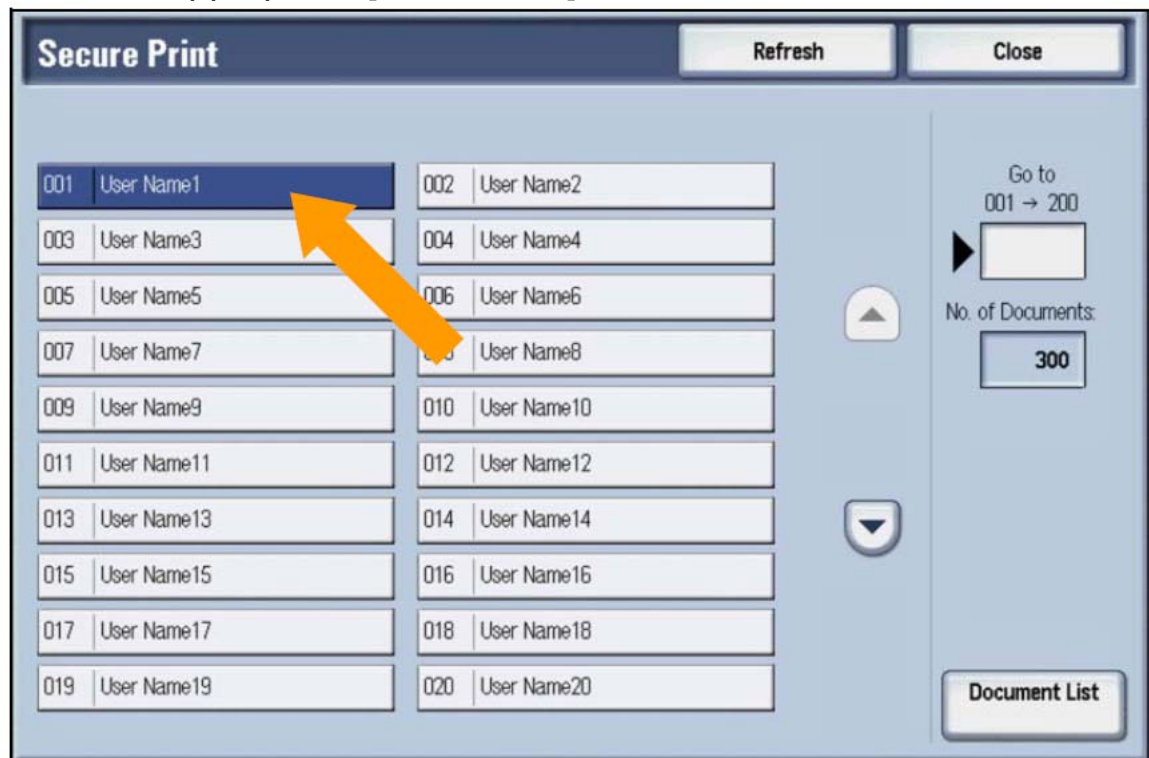
If you cannot see your job or you wish to release multiple jobs at the same time, Press the [Stored Documents] tab



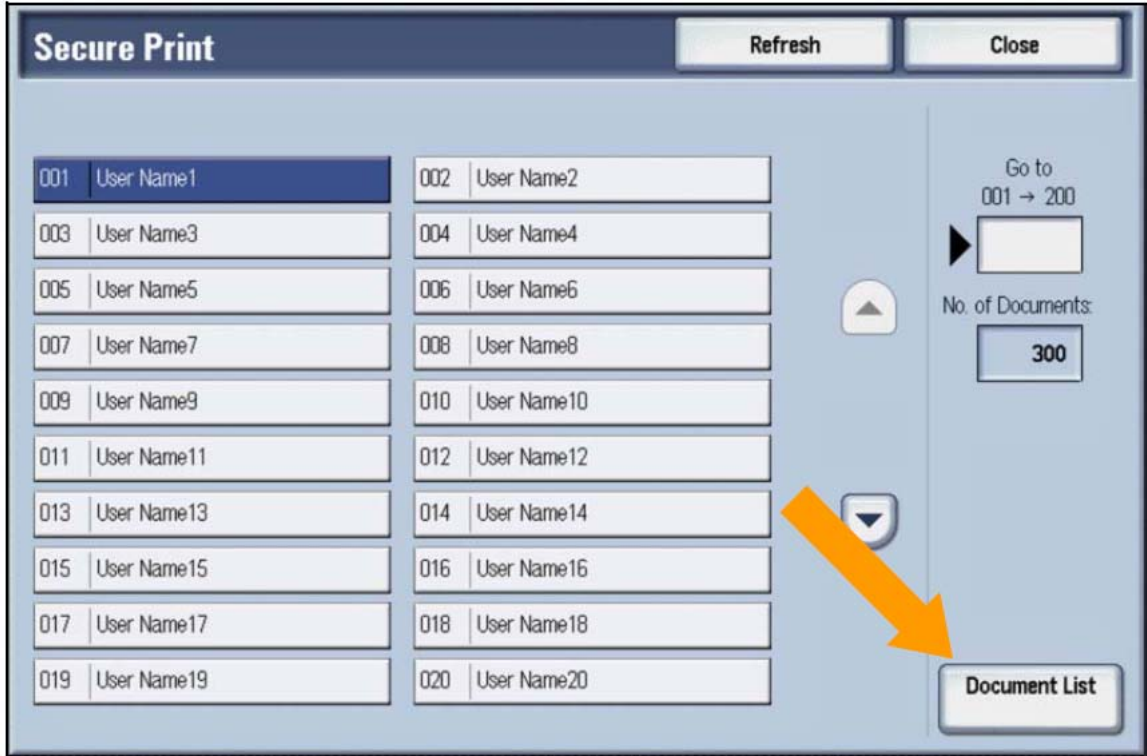
Press the [Secure Print] button



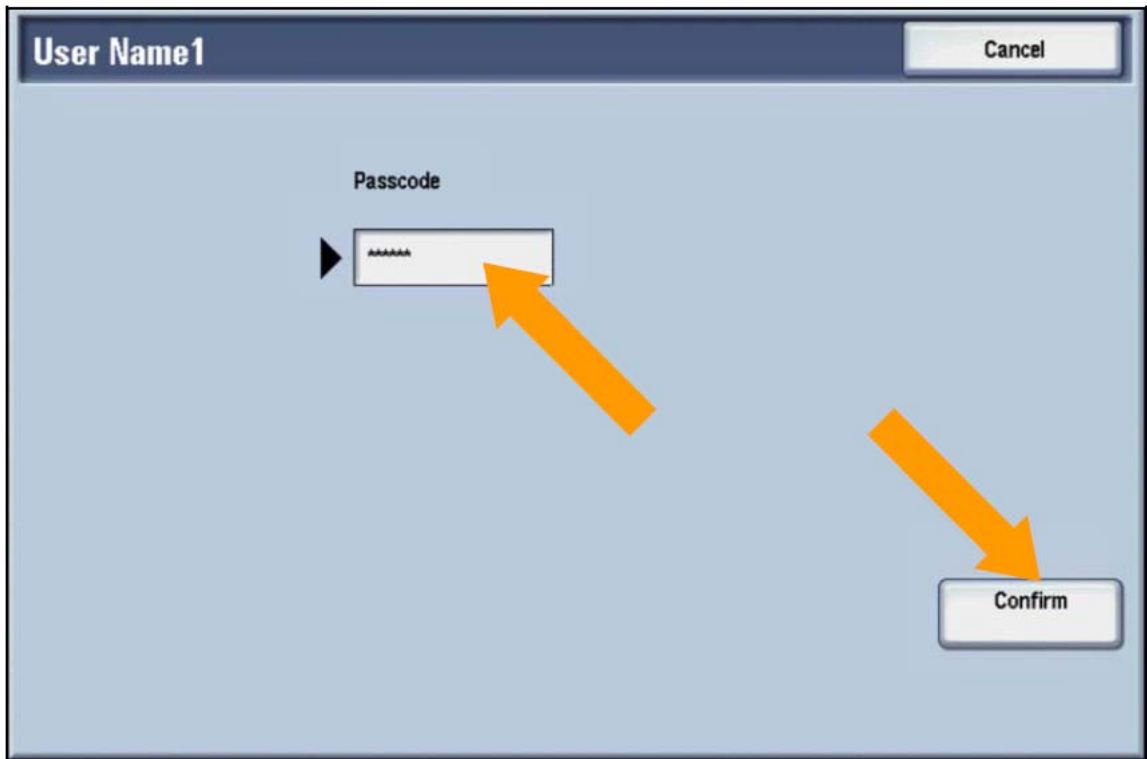
Press the appropriate [User Name]



Press the appropriate [Document List] button



Enter your *Client Ref* number using the keypad to the right of the LCD touch interface and press the [Confirm] button



Select the appropriate documents from the list shown or press the [Select All] button to select all the jobs your wish to print.

**Mailbox 001 - Document List** Refresh Close

No. of Documents: 12

Order	Document Name	Stored Date	Pages
<input checked="" type="checkbox"/>	Doc Name101	2006/8/16 10:31AM	11
<input type="checkbox"/>	Doc Name102	2006/8/16 10:31AM	12
<input type="checkbox"/>	Doc Name103	2006/8/16 10:31AM	13
<input type="checkbox"/>	Doc Name104	2006/8/16 10:31AM	14
<input type="checkbox"/>	Doc Name105	2006/8/16 10:31AM	15
<input type="checkbox"/>	Doc Name106	2006/8/16 10:31AM	16
<input type="checkbox"/>	Doc Name107	2006/8/16 10:31AM	17
<input type="checkbox"/>	Doc Name108	2006/8/16 10:31AM	18
<input type="checkbox"/>	Doc Name109	2006/8/16 10:31AM	19

Select All  
Delete  
Document Details  
Job Flow Settings  
Print  
Batch Print

Press the [Print] button to print the selected documents

**Mailbox 001 - Document List** Refresh Close

No. of Documents: 12

Order	Document Name	Stored Date	Pages
<input checked="" type="checkbox"/>	Doc Name101	2006/8/16 10:31AM	11
<input type="checkbox"/>	Doc Name102	2006/8/16 10:31AM	12
<input type="checkbox"/>	Doc Name103	2006/8/16 10:31AM	13
<input type="checkbox"/>	Doc Name104	2006/8/16 10:31AM	14
<input type="checkbox"/>	Doc Name105	2006/8/16 10:31AM	15
<input type="checkbox"/>	Doc Name106	2006/8/16 10:31AM	16
<input type="checkbox"/>	Doc Name107	2006/8/16 10:31AM	17
<input type="checkbox"/>	Doc Name108	2006/8/16 10:31AM	18
<input type="checkbox"/>	Doc Name109	2006/8/16 10:31AM	19

Select All  
Delete  
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