Swinburne University of Technology Sarawak Campus Information Technology Services Unit

How to Set Secure Print from your Office Computer

*Note : This is applicable for Fujixerox printer only

- 1. Login to your Office Computer
- 2. Click on 'Windows Start Button'



3. Click on 'Devices and Printers'



4. Right click on your Fujixerox printer that has been assigned to you, and select *'Printing Preference'*



5. Click on 'Preferences'

I	Sharing	Ports	Advanced	Color Management	Security	Configuration	Options	
	Г	Block G	Level1				7	
~							-	
Locatio	n:							
Comm	ent:							
Model:	1	FX Docu	Centre-II 30	05 PCL 6				
Featu	res							
Color: No		Paper availabl	Paper available:					
Double-sided: Yes			A1 (594 x 841	A1 (594 x 841mm)				
Staple: Yes			A2 (420 x 594	A2 (420 x 594mm)				
Speed: 33 ppm Maximum resolution: 1200 dpi			A3 (297 x 420mm) A4 (210 x 297mm) A5 (148 x 210mm)					
			Pr	eferences	Print	Test Page		

6. The following screen will appear. Click on the drop down button and select 'Secure Print'

🖶 B315 Printing Preferences	—
Paper / Output Image Options Layout Watermarks /	Forms Advanced Settings Fax
Job Type:	2 Sided Print:
Secure Print	1 Sided Print
Secure Print	Stapling:
Delayed Print	No Staple Collated
Save to Malibox	Staaling for Mixed City
Paper Select	Staping for Mixed Size
Favorites:	Output Method:
A <change>Printer Defaults</change>	None 🔻
Save Edit	Offset:
	No Offset 👻
	Quantity:
6	1
V V	Default All
	Status Defaults
0	K Cancel Apply Help

7. Click on 'Setup'

Block G Level 1 Printing Preferences	—
Paper / Output Image Options Layout Watemarks / Forms	Advanced Settings Fax
Job Type:	2 Sided Print:
Secure Print	1 Sided Print
Setup	Stapling:
A4, Auto Tray Select	No Staple Collated
	-
Paper Select	Stapling for Mixed Size
Favortee:	Output Method:
A <change>Printer Defaults</change>	None 👻
Save Edit	Offset:
	No Offset 👻
	Quantity:
630	1
V Y	Default All
FUII XEROX	Status Defaults
ОК	Cancel Apply Help

Information Technology Services Unit

 Enter your 'Staff ID number' (number only) for User ID and your numeric passcode for the Secure Print Passcode. Your passcode can be any numbers between 0-9. Maximum is 12 digits. Click 'OK' to continue.

🖶 Block G Level 1 Printing Preferences	23		
Paper / Output Image Options Layout Watermarks / Forms Adva	anced Settings Fax		
Secure Drint 2	ed Print:		
	Sided Print 👻		
User ID:	ing:		
	No Staple Collated		
Enter a 1-12 Digit Secure Print Passcode:			
•••••	Stapling for Mixed Size		
Document Name:	ut Method:		
	None 🔻		
New Document Name:	t:		
	lo Offset 👻		
(1) After sending the print job from the driver, press the [Job	Quantity:		
Status] button on the machine control panel and enter the password to start printing	1		
pacentera to crait printing.			
OK Cancel Defaults Help	Default All		
	Status Defaults		
ОК	Cancel Apply Help		

9. Click '*Apply*' to continue

Block G Level 1 Printing Preferences	
Paper / Output Image Options Layout Watermarks /	Forms Advanced Settings Fax
Job Type:	2 Sided Print:
Secure Print -	1 Sided Print
Paper Summary: A4, Auto Tray Select	Stapling: No Staple Collated
Paper Select	Stapling for Mixed Size
Favorites:	Output Method:
A <change>Printer Defaults</change>	None
Save Edit	Offset:
	No Offset 👻
	Quantity:
RUN XEROX	Default All Status Defaults
0	K Cancel Apply Help