How to release your secure print document from the Fujixerox printer

1. Go to the Fujixerox Multi-Function Printer that has been assigned to you

2. Press on ‘Job Status’ button

3. Tap on ‘Stored Documents’
4. Tap on ‘Secure Print’

5. Tap on your ‘Staff ID number’ from the secure print lists

6. Tap on ‘Document List’ after you select your Staff ID number
7. Enter your secure print passcode, and tap on ‘Confirm’ to continue

8. Tap on your document that you want to print, and tap on ‘Print’
9. Select on which action that you want to continue

10. You can collect your printed document from the feeder