# Printing to the Xerox Copy Machine
In Secure Print Mode

*All print jobs to the Xerox Copy Machines should be sent through "Secure Print" as to not interrupt someone who is at the copy machine (i.e. they could be using different color paper or not finished with a copy/print job.)

1. Go to **Print Menu** and select the Xerox Printer by using the drop down arrow. **Elementary** Xerox Copiers are named as follows: **school nameXRX (i.e.** NOK-XRX-4595)**. Secondary** Xerox Copiers are named as follows: **XRXRoomName or Number, i.e.** Seq-XRXFaculty-4595)**.**
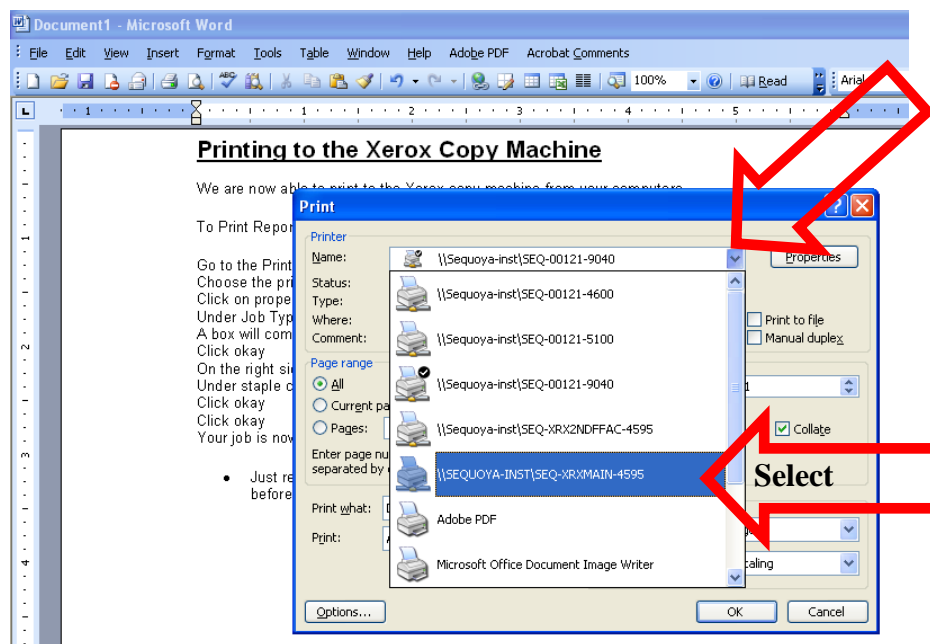

2. Click on **Properties** to set-up the secure print..
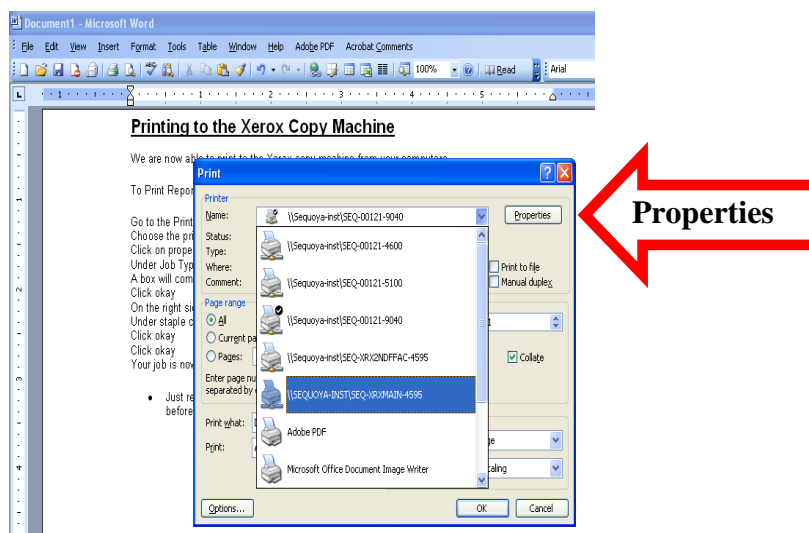
3. After you select "**Properties**" you will choose "**Job Type**" under Paper/Output tab and then use the drop down arrow to select "**Secure Print**."
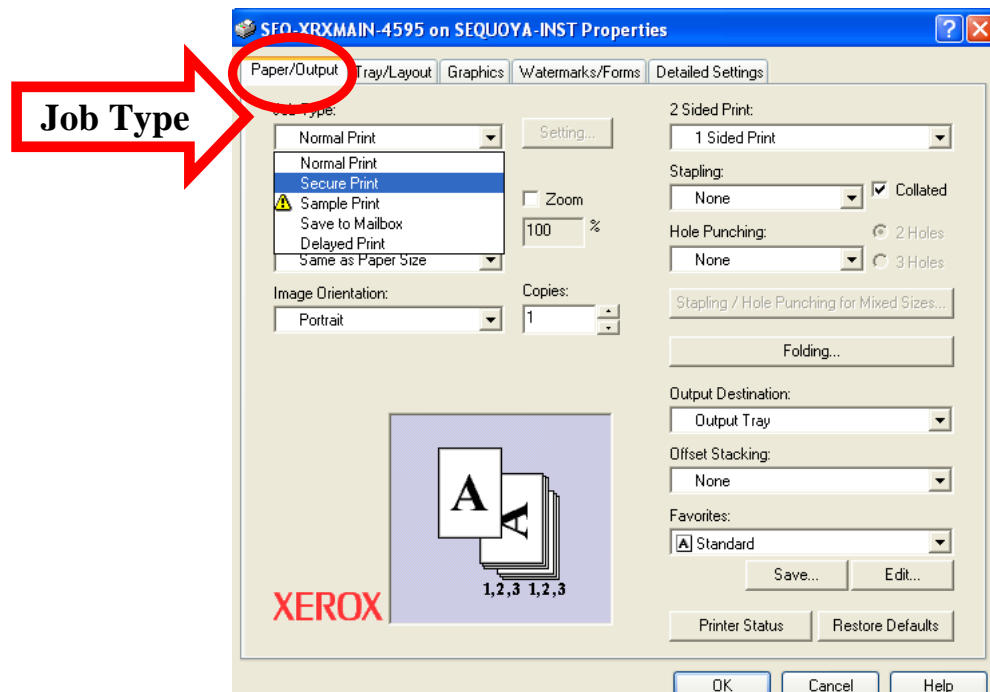

4. After you select "**Secure Print**" a box will come up, type in your User ID (**your computer user name**) and put in a temporary **numerical 4-digit** password **NOTE**: you will need to remember this password to retrieve your print job at the copy machine. Then click **Okay** and **Okay again and Okay again** to send your print job to the copy machine.
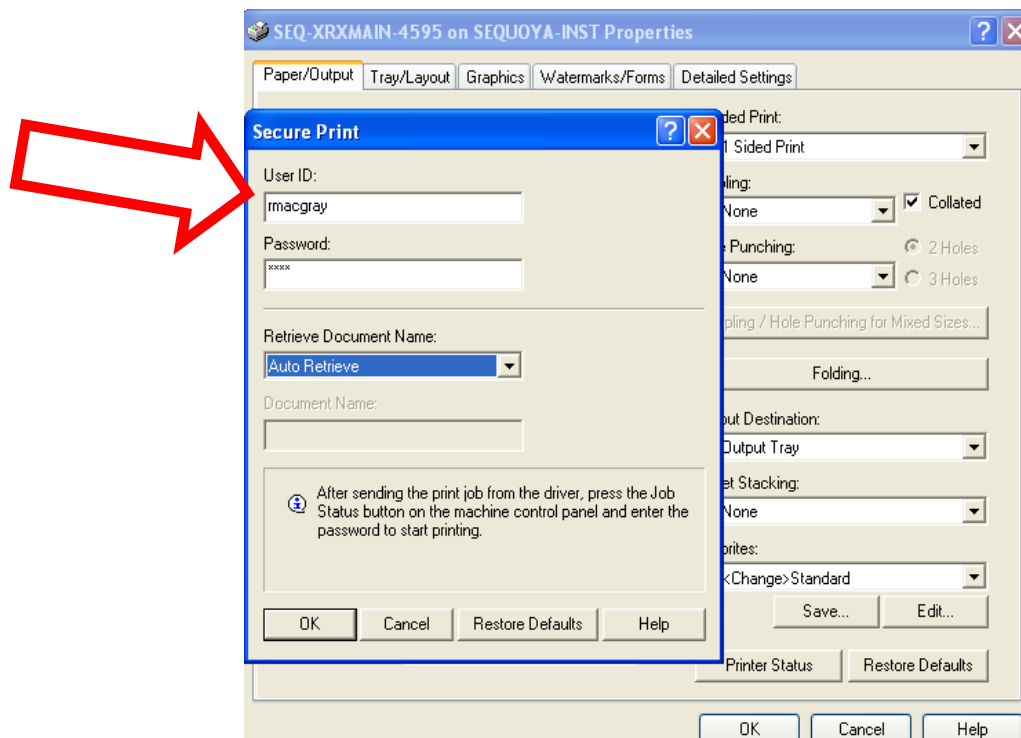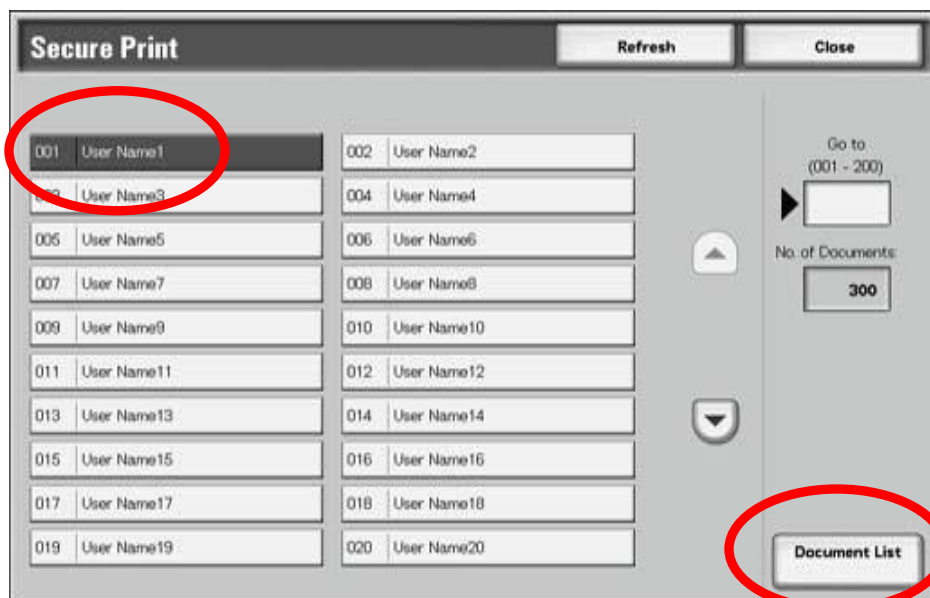
5. Your Print Job is now at the copy machine to Print – Click on "Job Status" on the right-side of the screen.

6. Select the "Stored Documents" tab and select "Secure Print"
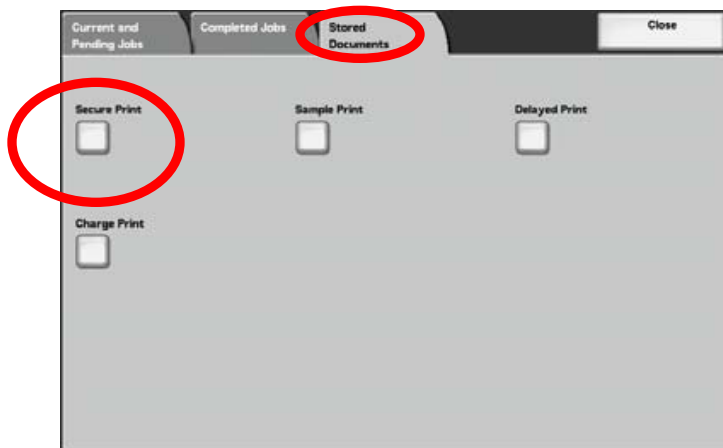
7. Select your user name, and then select **Document List:**
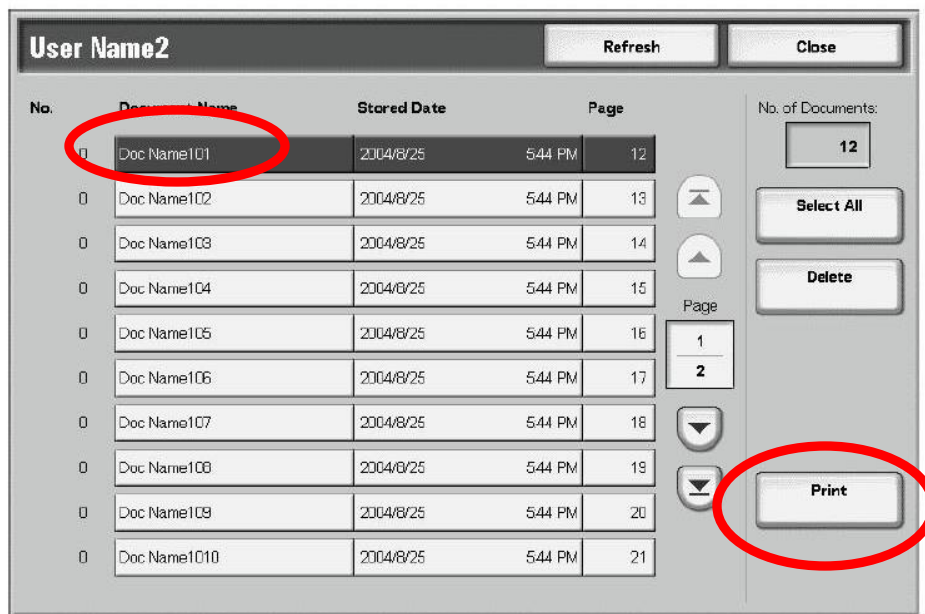*Note*: Select **Refresh** to display any available updated information

8. Next type in the password you set when you were at the computer, and select **Confirm**

9. Select the document you want to print or delete.

*__Note:__ Choose **Select All** to select all documents. Press this button once more to deselect all documents.

10. Select **Print** or **Delete –**
    a. **If you Select Delete select Yes or No –** if you choose Yes it will delete the document if you choose No this cancels deleting the document.
    b. **If you Select Print –** Enter the number of copies using the numeric keypad, if needed, then select what to do with the document after printing - Print and Delete, Print and Save or Cancel.

*Note – You may want to choose Print and Save just in case there is colored paper in copier

11. Make sure the printer returns to the copy function – if it does not press **Copy**

To Batch Print – Elementary Report Cards

1. Open the folder that your report cards are in.
2. Open one Report Card to print. You will then send this document to the Xerox Copier as a Secure Document – See above. Once you have sent that document **DO NOT CLOSE IT – just minimize it.**

3. Select the remaining documents by clicking on **Ctrl + A;** this will select all of your documents in the folder. You can deselect the first document by holding down the control button and using your mouse to click.
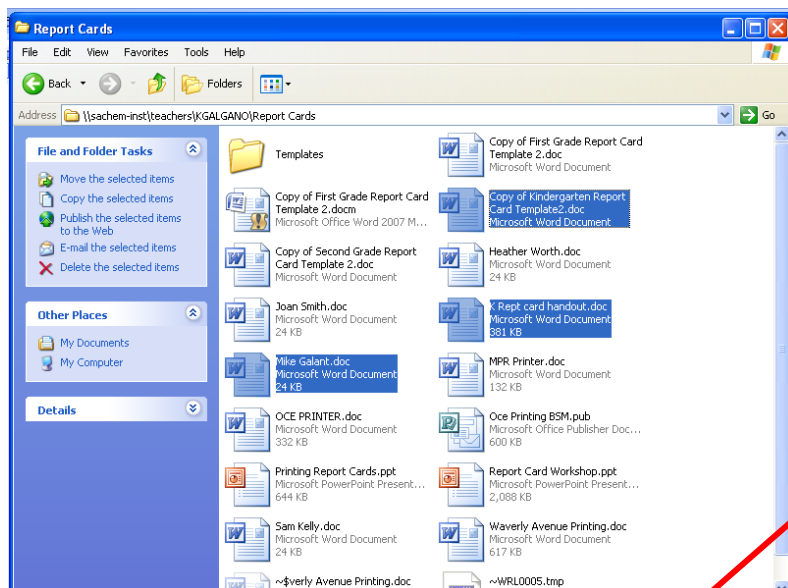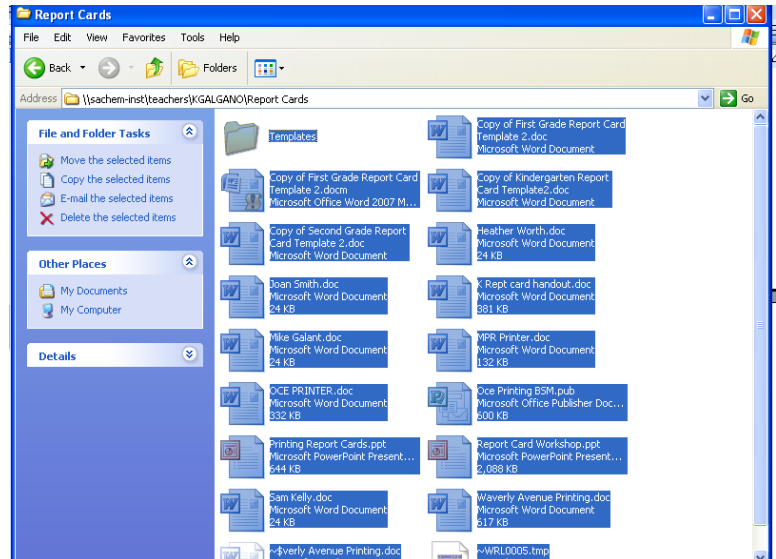
Or hold down the **Ctrl** key and click on the documents you want to select.
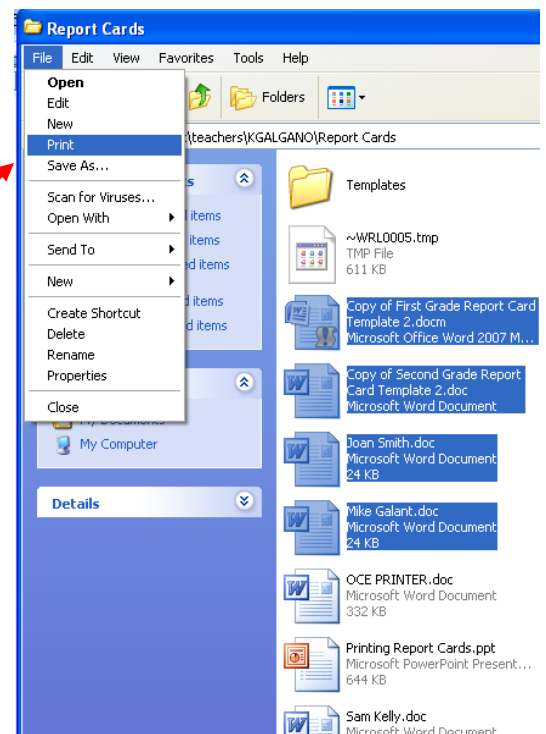
Choose **File**> **Print**, and all of your documents will print.

You may see one or more screens appear letting you know that some of the margins are outside the print area. Click on "yes" when asked if you want to continue.