

PRINTING – CONFIGURING SECURE PRINT

Developed For: District Wide Users

Updated: 8/7/2017

GUIDE OVERVIEW: The purpose of this guide is to configure secure print and create a user based printing preset that will allow users to define custom user settings and use them without having to set the setting each time the user goes to print.

REQUIREMENTS:

- 1) MacOS 10.12

CONFIGURING SECURE PRINT:

- 1) Open a document, then choose File > Print. Click Show Details.
- 2) Click on Copies & Pages, then choose Job Log.
- 3) Click the Set Job Type pop-down menu, then choose Locked Print.
- 4) Your secure print job will be listed on the copier under the user ID you specify here, and the password is required for releasing confidential print jobs from the copier.
- 5) Fill in your district username in the User ID box and your employee number in the Password & User Code box. (You may have to check the box Enable User Code before you can enter your User Code)
- 6) Once you have configured your user settings continue to the next section.

SAVE YOUR SETTINGS AS A PRESET:

- 1) Click the Presets pop-down menu, then choose Save Current Settings as Preset.
- 2) Enter a name for the preset settings, then choose whether to use the preset for only the currently select printer or all printers.

PRINT WITH YOUR PRESET SETTINGS:

- 1) Choose File > Print.
- 2) Click the Presets pop-down menu, then choose your preset. If you don't see the Presets pop-up menu, click Show Details.

NOTE: You see all presets available for that printer. If you don't see a preset that you expect in the list, it's possible that you created that preset for only a specific printer.