**PRINTING – CONFIGURING SECURE PRINT**

**Developed For: District Wide Users**

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**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.