

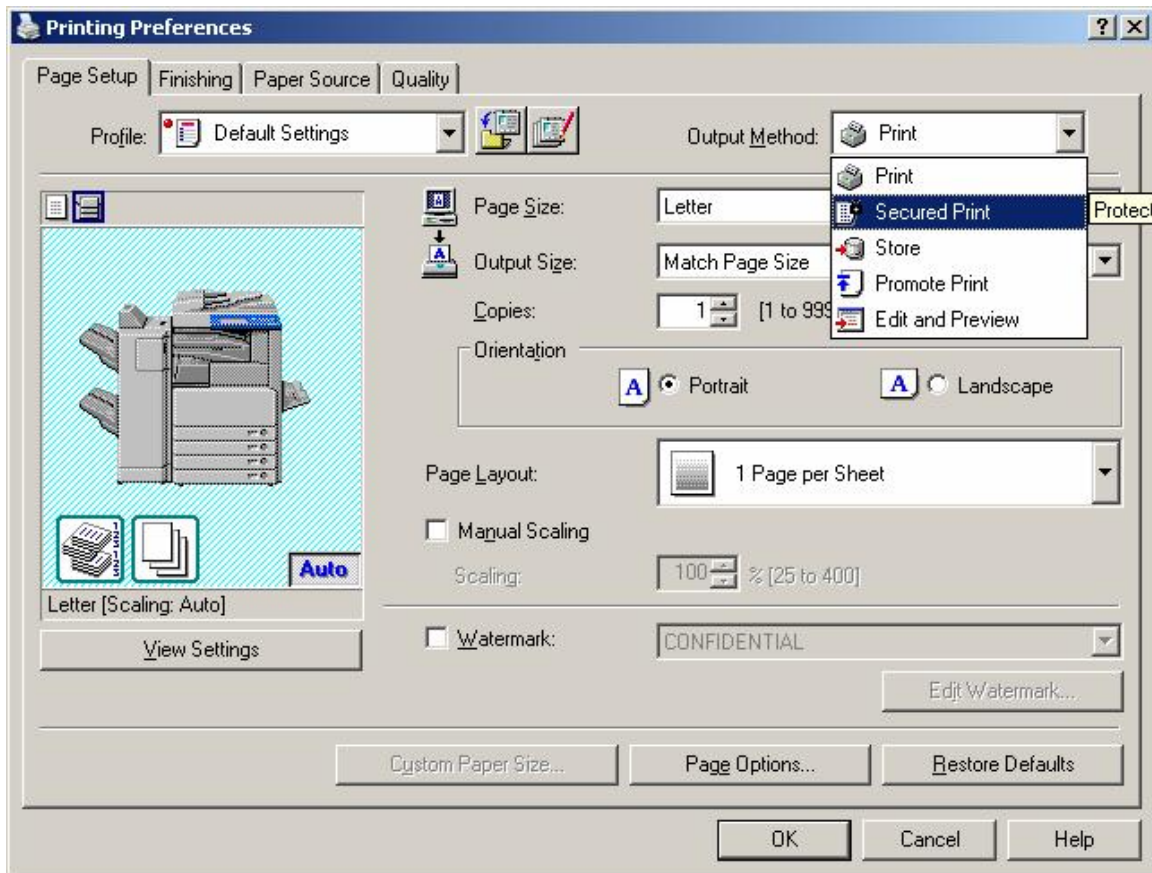
SECURE PRINTING TO “CHURCH-2NDFLOOR” COPIER

These instructions describe the steps necessary to do secure printing to the church second floor copier.

Secure printing is when your job is sent to the printer, but then WAITS for you to arrive and punch in a security code before printing.

To begin, open the document to be printed, click on the FILE menu, and choose PRINT. In the print window that comes up, go to the printer PREFERENCES.

Once in “Printing Preferences”, look for the “Output Method” box and choose “Secured Print” (see below).

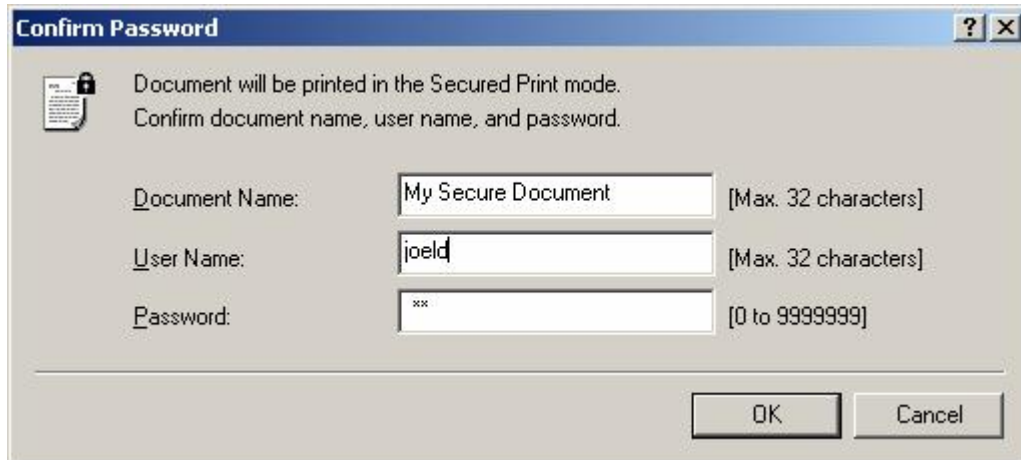


Once you choose “Secured Print”, a dialogue box will open (see below). Click “OK”.



Once you select OK, the “Confirm Password” window opens (see below). By default, the document name is automatically entered into the “Document Name” box. You can change this if you would like. By default, your user ID goes in the “User Name” box. You can change this if you would like.

Make sure you enter a password – a number between 0 and 1 million! It can be any number you want. Select OK.



Confirm Password

Document will be printed in the Secured Print mode.
Confirm document name, user name, and password.

Document Name: My Secure Document [Max. 32 characters]

User Name: joeld [Max. 32 characters]

Password: *** [0 to 9999999]

OK Cancel

Your job has now been sent to the printer.

The next steps take place on the printer itself.

PRINTER STEPS:

- > User your normal code to log on to the printer.
- > Push the “System Monitor” button at the bottom of the display screen.
- > On the next screen, press the “PRINT” button from the list of button options.
- > On the STATUS window that comes up, you will see your job listed. You will need to know the DOCUMENT NAME you gave your file in order to identify it on the list.
- > Press your document name to highlight it.
- > Press the “SECURED PRINT” button.
- > Type in your security number and select “OK”.

The job should now print.