

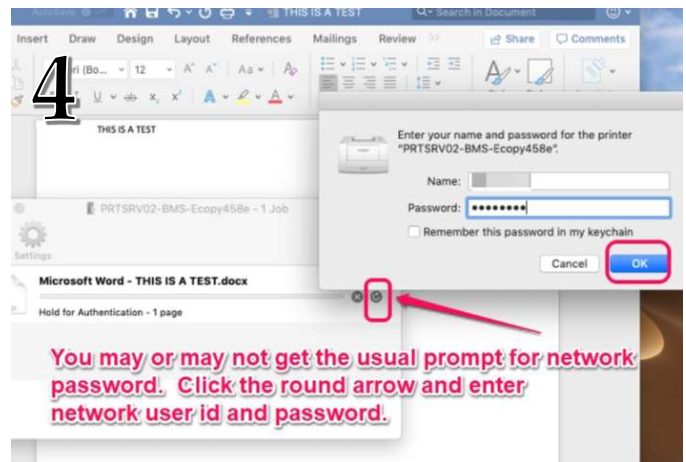
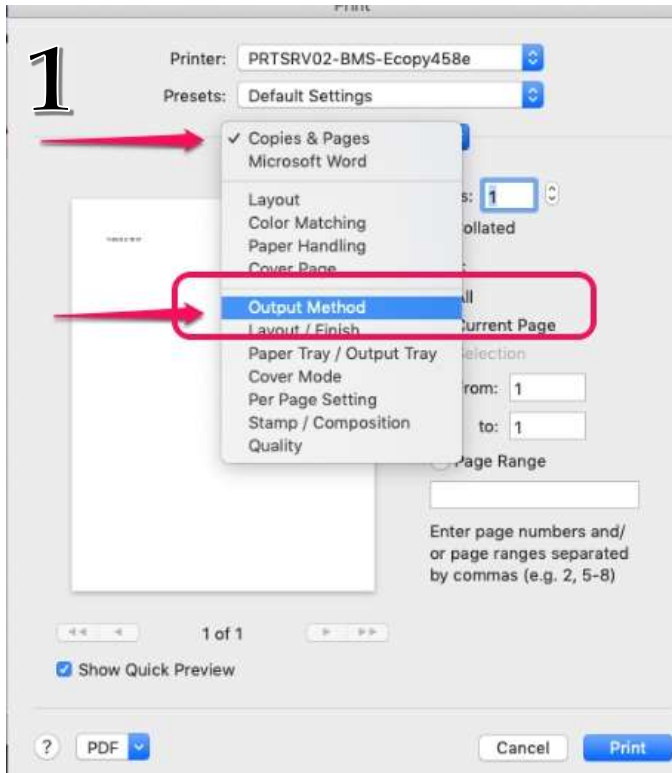
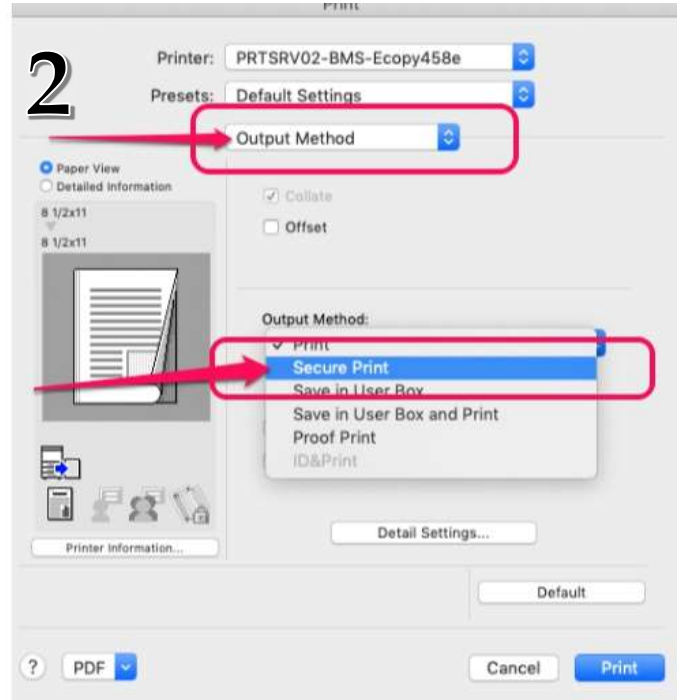
SECURE PRINT MacBook

1) Open **Word** (or Outlook is ok too) because it has full printer options available.

- Click the **File** menu and select **Print**.

We are going to use Word to set up the printer functions and save it as a pre-set. Then this 'pre-set' will be available to other applications like Chrome that do not have full printer options available.

- Choose the printer you want.
- Select **Output Method** from the 3rd drop down menu.
- Click SEE DETAILS box to see all drop downs if they are not there.
- Select **SECURE PRINT**.



You may or may not get the usual prompt for network password. Click the round arrow and enter network user id and password.

To retrieve the print job at the printer:

Log in on printer as usual - using your ID card or network user id and password.

- Select SECURE PRINT Box, then OK.
- A keyboard is displayed and you may enter the ID and Password you used.
- Your print jobs are displayed. Press SELECT ALL to print all of them then PRINT, START.
- Be sure to return the Ecopy to its original state by pressing the RESET or LOG OUT.

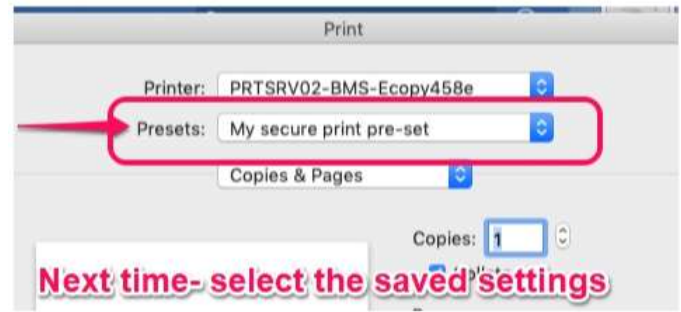
Back at your computer:

If everything printed ok - then save the settings as a pre-set.

- Select "Save Current Settings as Preset"
- Give it a unique name.

Next time you print from any other app:

- Select from the Presets dropdown menu.



This preset will be available in other apps, like Chrome and Safari for printing from Spedforms, etc...

