

Confidential Printing From a PC

- 1. Print your document; When printing to a copier you will be prompted with the Job Handling Menu seen in Figure 1
- 2. In the Job Handling Menu:
 - a. Select User Number as the authentication method and enter your User Number.
 - b. To minimize interruption check "Always Use This User Number"

Authentication:	Defaults User Number: ••••• Always Use This User Number	
Authentication:	User Number: ••••• Always Use This User Number	
User Name:	•••••	
lier Name-	Always Use This User Number	
liser Name	Ich Name	
ood Hume.	JOD Mame.	
shoemaja	Microsoft Word - Document1	
Aways Use This User Name	Always Use This Job Name	
	OK Cancel	
	Aways Use This User Name	

Figure 1 Job Handling Menu

- 3. Go to the copier and login with your User Number
- 4. Press "My Folder"



Figure 2 Copier Menu



5. Press your document



Figure 3 Copier Menu

6. Press "Print Now"

.		C→ Logout Itesfac	_	INE	PRINTER Job Status
Main Folder	t	All Files	٩	₽	Execute Batch Print
File Name	User Name	Date 🖡			Choose Print Settings
✓ TestDocument	!testfac	07/21/2020			Move
					Check Image
					See Detail Information
					Delete
Select All	Copies		elete		Print Now

Figure 4 Copier Menu

Confidential Printing From a Mac

- 1. Select Print for your document
- 2. Click "Copies & Pages", then click "Job Handling"



Drint	MCD200 CBB	
Print	er: MCD200-CPR	
Prese	ts: Default Settings	
	✓ Copies & Pages Microsoft Word	
Ter picture Word	Layout Color Matching Paper Handling Paper Feed Cover Page	: 1 O
	Job Handling	rrent Page
	Watermarks Billing Code Printer Features	om: 1
	Supply Levels	ige Range
		Enter page numbers and/ or page ranges separated by commas (e.g. 2, 5-8)
Show Quick Pre	1 of 1 EXAMPLE 1	
		Cancol

Figure 5 Printing Options

3. Click "Authentication" then click User Number & Enter your User Number

Presets:	Job Handling	ngs	•	
	Retention	Authentication		
OUser Authenticati	on	Job ID		
Login Name:		User Name:		
		6+2		
Password:		Job Name:		
	_	Document1		
User Number				

Figure 6 Job Handling Menu

4. Click Presets, then "Save Current Settings as Preset", next click "Last Used Settings" to minimize future interruptions



Print	
Printer Default Settings Preset: V Last Used Settings Save Current Setting Snow Presets	s as Preset
	Copies: 1 © Collated Pages: All Current Page Selection From: 1 to: 1 Page Range Enter page numbers and/
I of 1 Show Quick Preview PDF <	or page ranges separated by commas (e.g. 2, 5-8) Cancel Print

Figure 7 Presets Menu

- 5. Go to the copier and login with your User Number
- 6. Press "My Folder"



Figure 8 Copier Menu

7. Press your document





Figure 9 Copier Menu

8. Press "Print Now"

		C→ Logout !tesfac		INE	PRINTER Job Status
Main Folder	t	All Files	٩	₽	Execute Batch Print
File Name	User Name	Date 🖡			Choose Print Settings
✓ TestDocument	!testfac	07/21/2020			Move
					Check Image
					See Detail Information
					Delete
Select All	Copies		elete		Print Now

Figure 10 Copier Menu

As always if you have any questions, issues, concerns, or you have lost your User Number do not hesitate to contact the Campus Support Desk at 513-558-6949 or <u>clermont.support@uc.edu</u>