

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”

Job Handling

Print Release

Document Filing: None

Authentication: User Number

User Number: ●●●●●●

Always Use This User Number

User Name: shoemaja

Job Name: Microsoft Word - Document1

Always Use This User Name

Always Use This Job Name

OK Cancel

Figure 1 Job Handling Menu

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

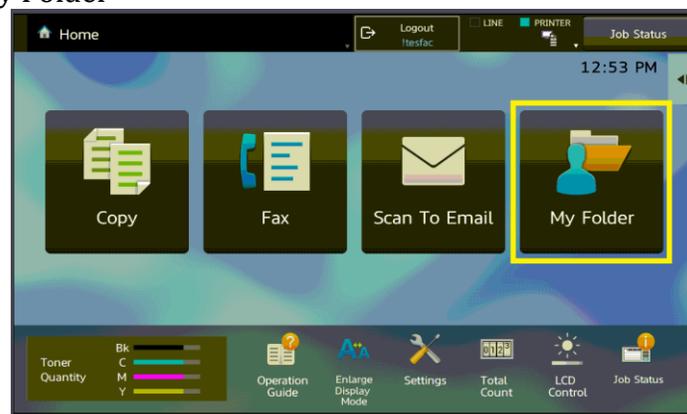


Figure 2 Copier Menu

5. Press your document

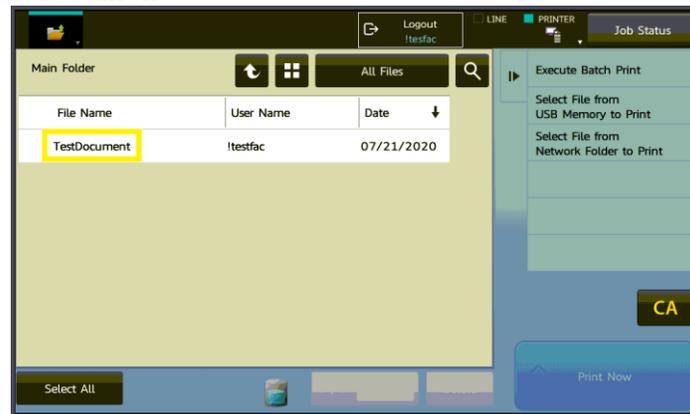


Figure 3 Copier Menu

6. Press "Print Now"

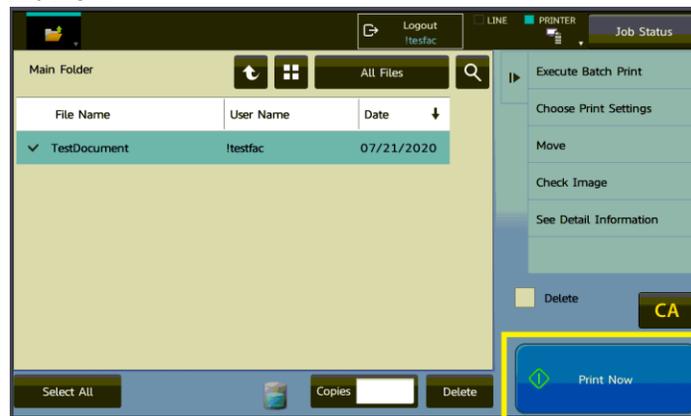


Figure 4 Copier Menu

Confidential Printing From a Mac

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

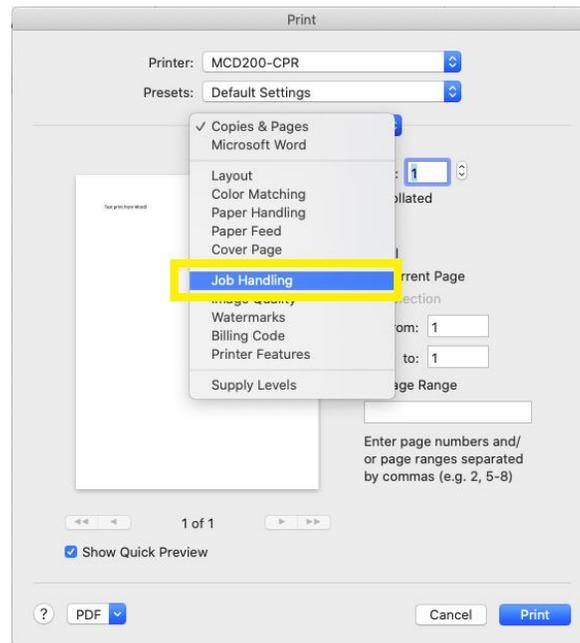


Figure 5 Printing Options

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

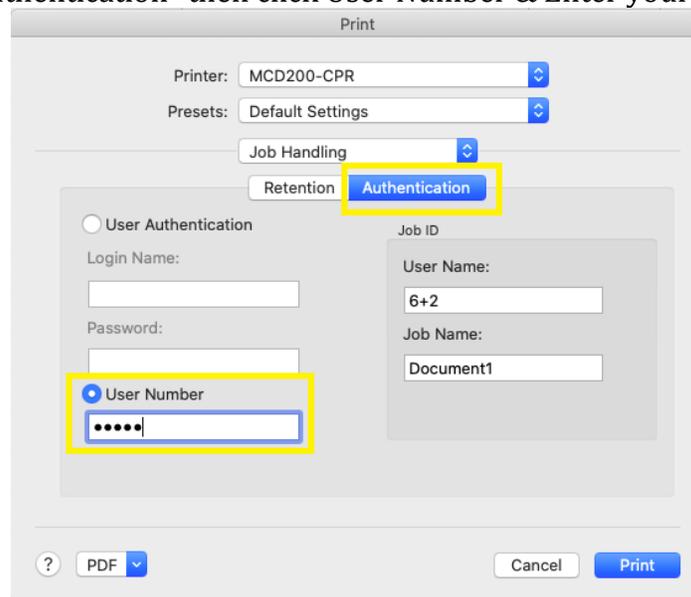


Figure 6 Job Handling Menu

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

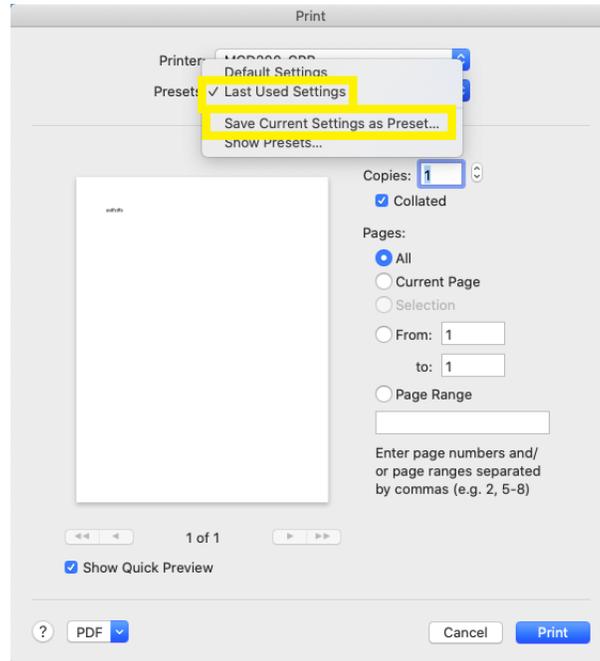


Figure 7 Presets Menu

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

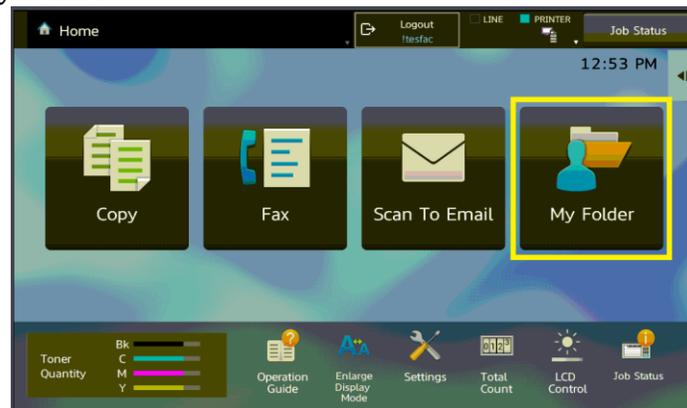


Figure 8 Copier Menu

7. Press your document

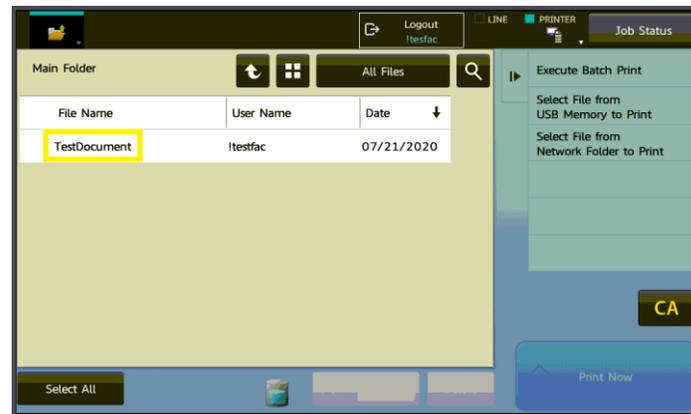


Figure 9 Copier Menu

8. Press "Print Now"

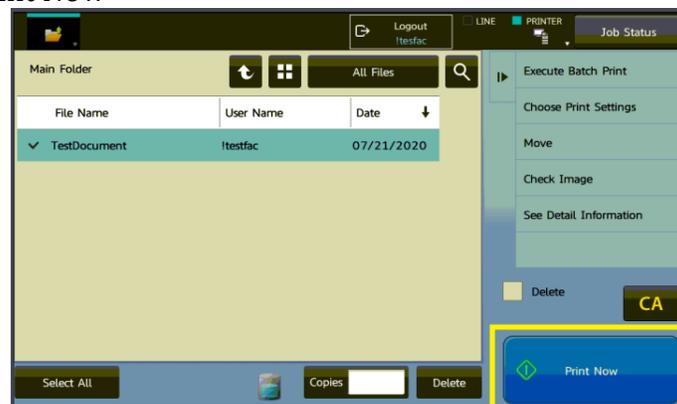


Figure 10 Copier Menu

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 clermont.support@uc.edu