INSTRUCTION BEFORE PRINTING

1. GO TO START
2. SELECT PRINTERS AND FAXES
3. SELECT THE PRINTER - CB1F-PCOPY-01 on phoebe
4. **GO TO PRINTER**
5. **SELECT PRINTING PREFERENCES**...
6. JOB TYPE – SECURE PRINT

7. CLICK SETUP....
8. ENTER YOUR ID (This will allow you to identify for print job)

9. ENTER SECURE PRINT PASSCODE (At the machine you must enter your passcode to enable your printing. **PASSCODE must be numeric

EXAMPLE:
USER ID: 7E4A0000
PASSCODE: 123456

10. CLICK OK
11. Enter your photocopy card. (Make sure you have enough credit in it)

12. At the photocopy machine, select “Job Status” button
13. SELECT “SECURE PRINT JOBS & MORE”

14. SELECT “SECURE PRINT…”

15. CHOOSE YOUR ID

16. SELECT “JOB LIST”
17. ENTER THE PASSCODE THAT YOU’VE SET EARLIER

** IF YOU FORGOT YOUR PASSCODE: REPEAT STEP #7, ENTER A NEW PASSCODE AND PRINT YOUR DOCUMENT AGAIN. THE LIBRARY DOES NOT HAVE AUTHORIZATION TO RESET OR RETRIEVE FORGOTTEN PASSCODE

18. PRESS CONFIRM
19. YOUR PRINT QUEUE WILL BE LISTED HERE; SELECT YOUR DOCUMENT.

20. CHOOSE “PRINT”
21. SELECT “PRINT AND DELETE”

22. THE MACHINE WILL SHOW THE PRINTING PROCESS

Note: Once done, collect your card before leaving