# PANTHER PRINT PROGRAM

— EST. 2018 —
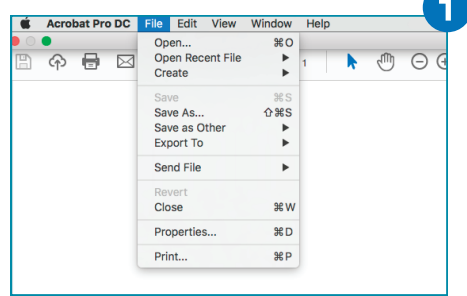
PORTLAND COMMUNITY COLLEGE

## Use Secure Print for MAC
— printing a PDF —
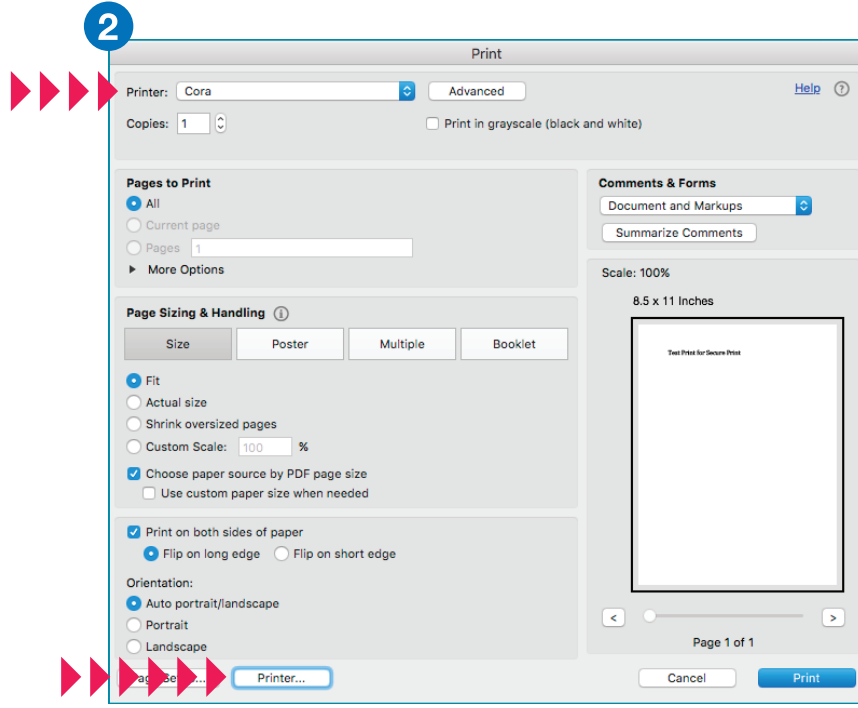
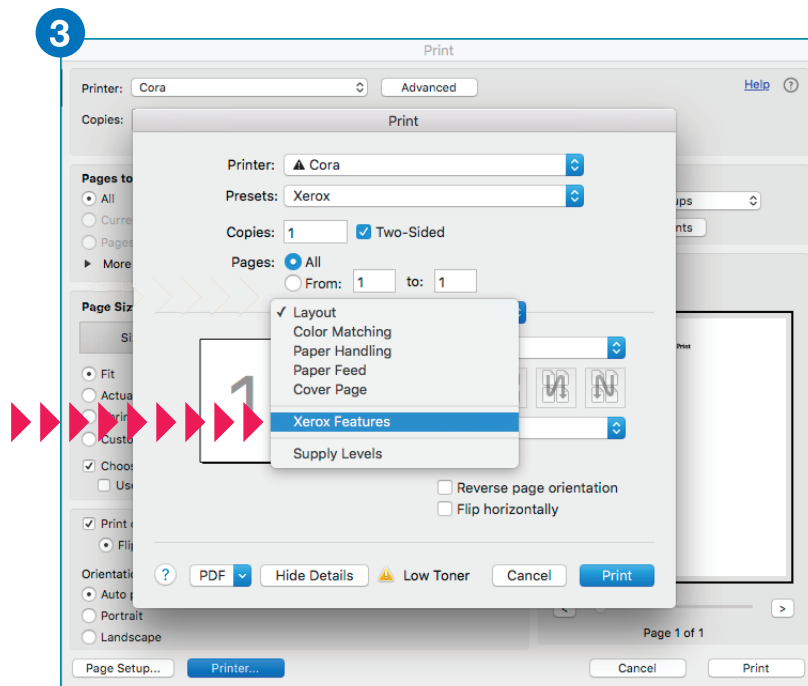**Step 1:** Open your print menu.

File > **Print**

**Step 2:** Designate a printer and then open the Printer menu.

First, **choose the printer** that you want to send your secure print to. Then hit the **printer** button at the bottom of the window.
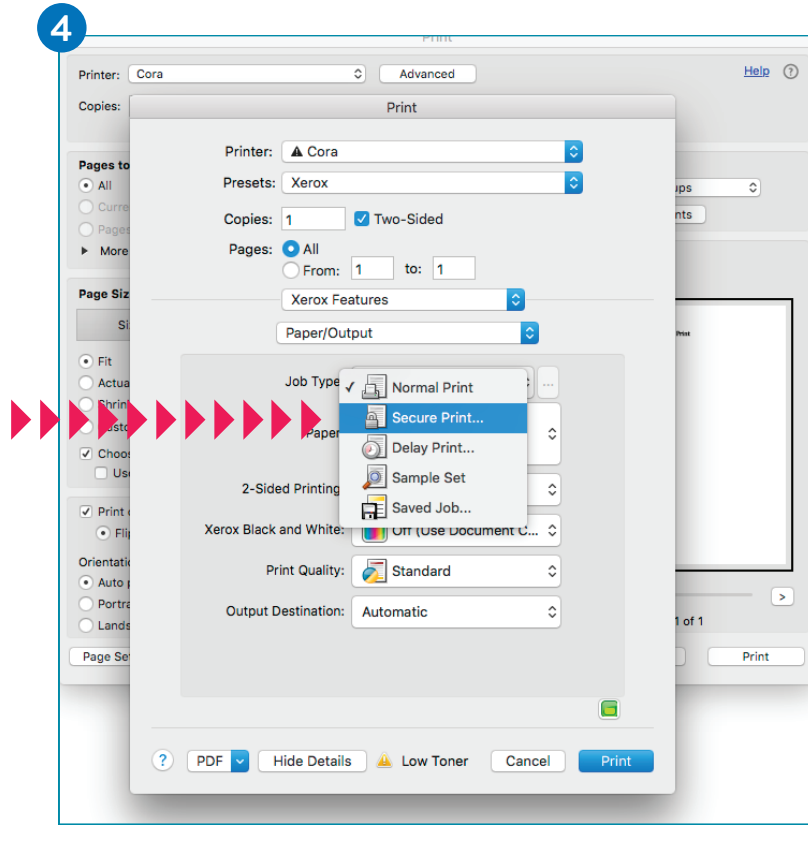


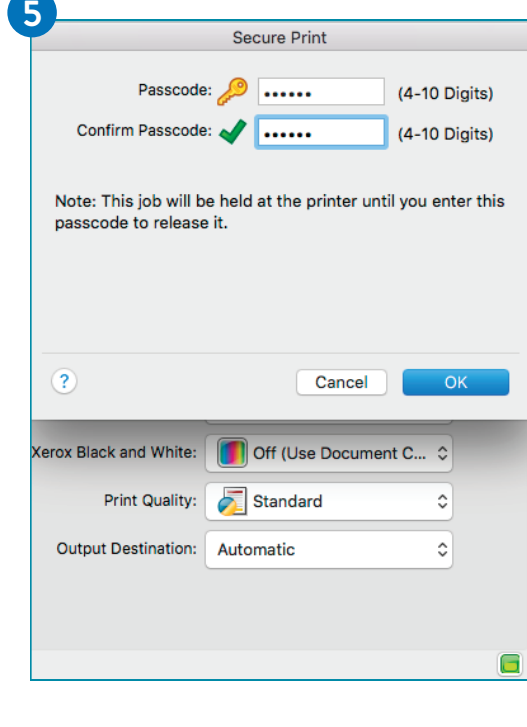**Step 3:** Go to the Layout drop-down menu.

Choose **Xerox Features.**

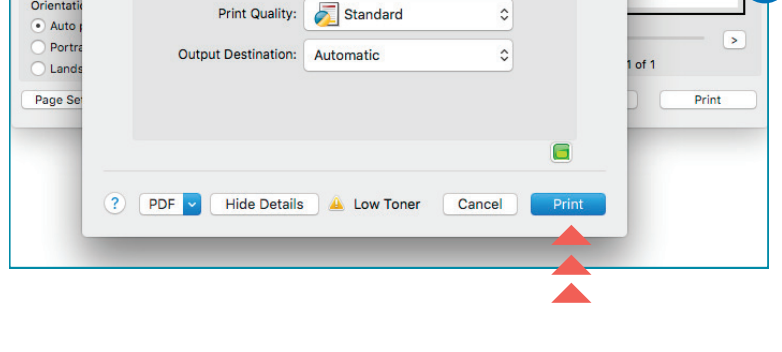**Step 4:** Go to the Job Type drop-down menu.
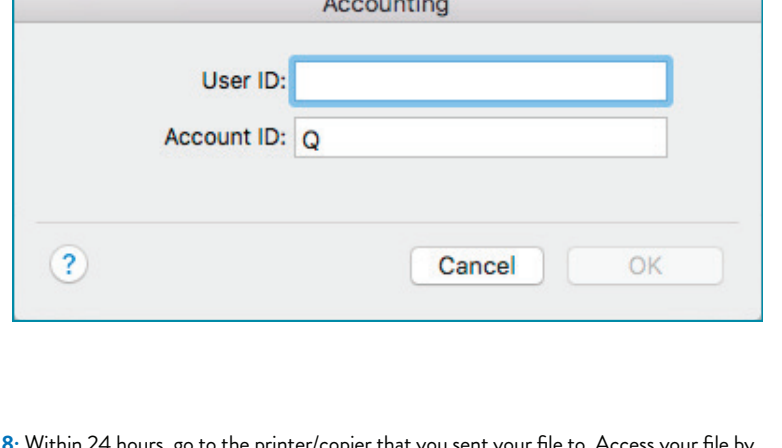
Choose **Secure Print**.

**Step 5:** Create a 4-10 digit passcode that is different from your copier ID code. Confirm the passcode by re-entering it in the second text field, then click the **OK** button.

**Step 6:** Click the **Print** button.

**Step 7:** Type your 6-digit copier ID (not the passcode you created for the secure printing) in the Accounting window. Click the **OK** button to send to the printer.

**Step 8:** Within 24 hours, go to the printer/copier that you sent your file to. Access your file by pressing the **Job Status** button (to the left of the display panel) then selecting the **Secure Print** tab. Use the keypad to type in the passcode you created at your workstation, then push the **Release Job** button. Printing will be begin.

PCC | Print Center