



PANTHER PRINT PROGRAM

— EST. 2018 —

PORTLAND COMMUNITY COLLEGE

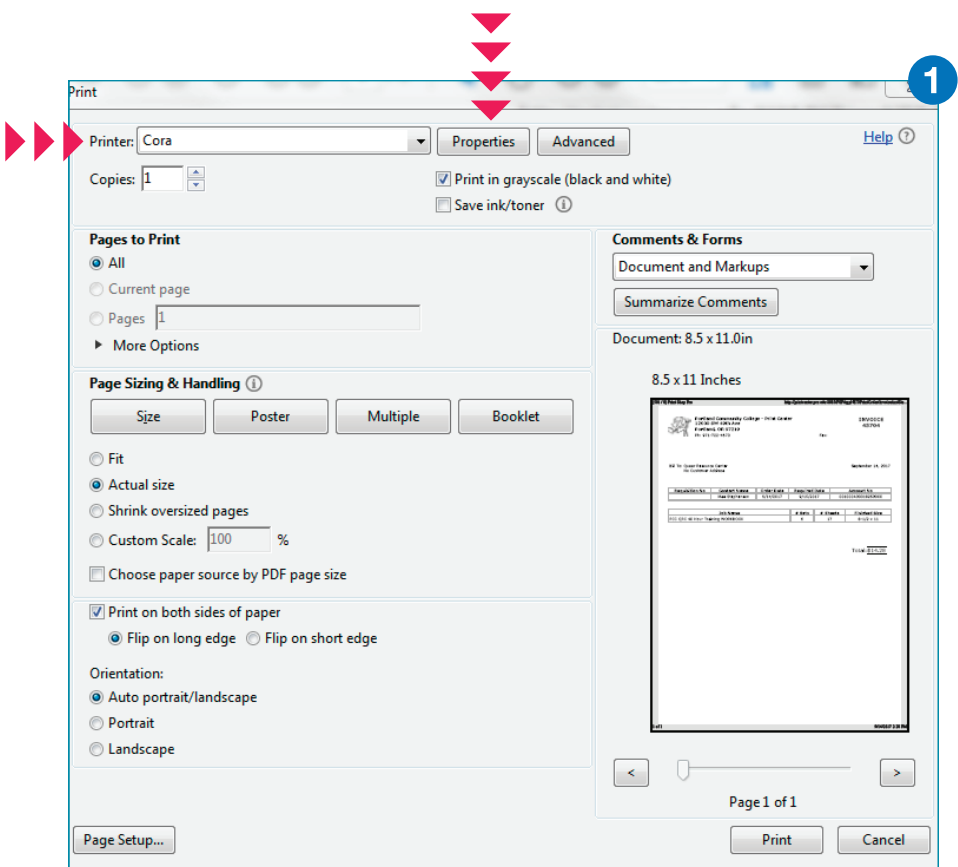
Use Secure Print for PC

— printing a Word doc or pdf —

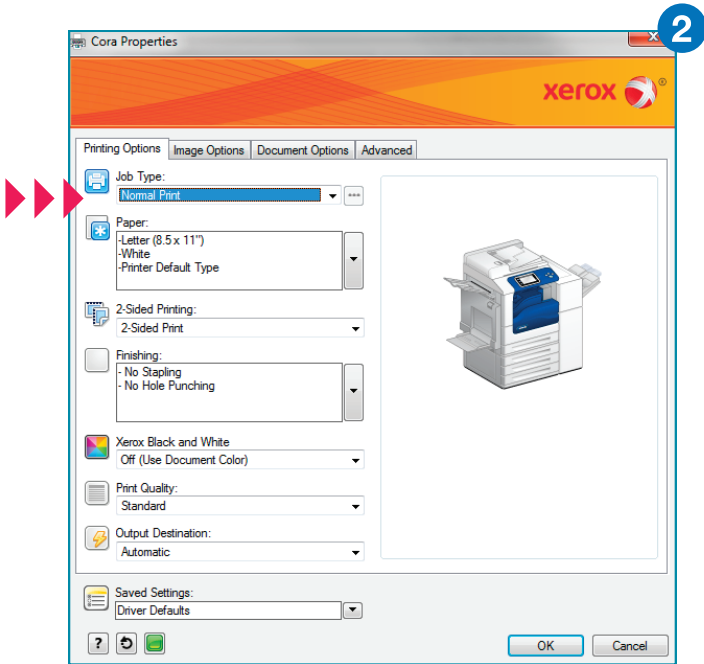
Step 1: Open the print menu.

File > **Print**

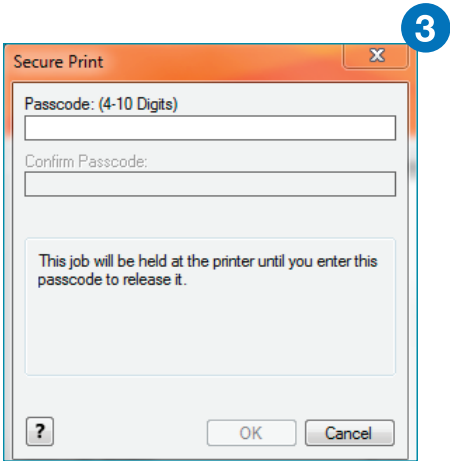
Choose the printer that you want to secure your print to and then click the **Properties** button.



Step 2: From the Job Type drop-down menu, choose **Secure Print**.



Step 3: In the Secure Print window, 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 4: Click the **Print** button. Type your **6-digit copier ID** (not the passcode you created for the secure printing) into the Accounting window. Click the **OK** button to send to the printer.

Step 5: 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.