



# PANTHER PRINT PROGRAM

— EST. 2018 —

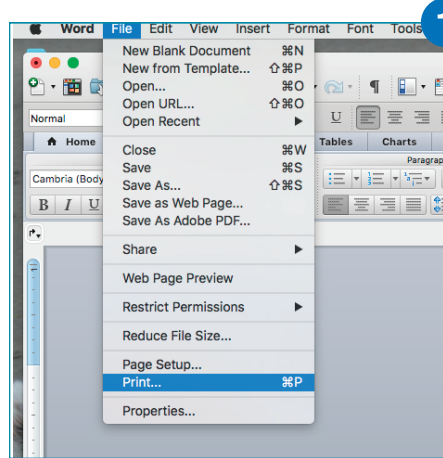
PORTLAND COMMUNITY COLLEGE

## Use Secure Print for MAC

— printing a Word doc —

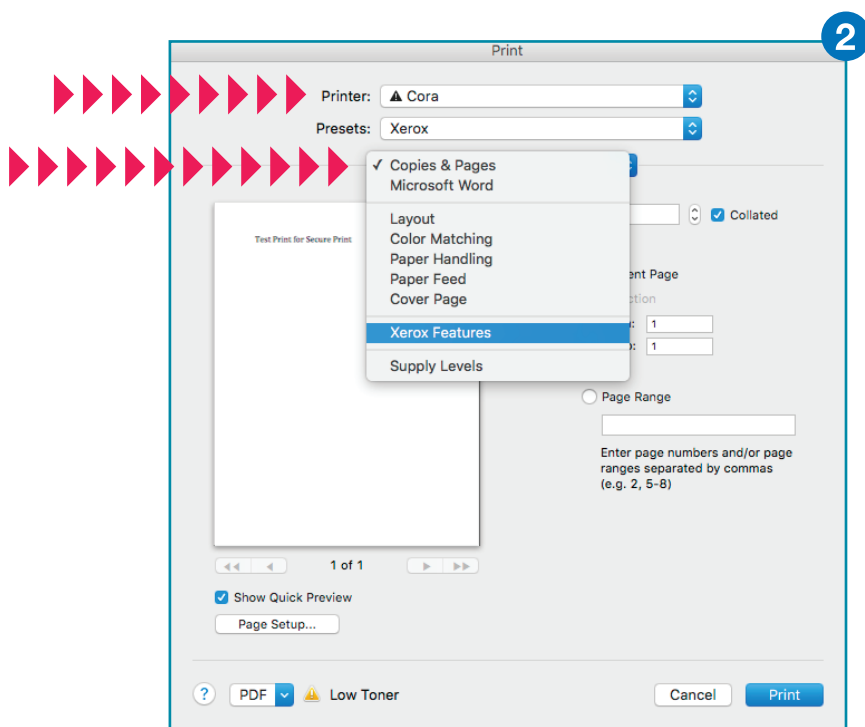
**Step 1:** Open your print menu.

File > **Print**.

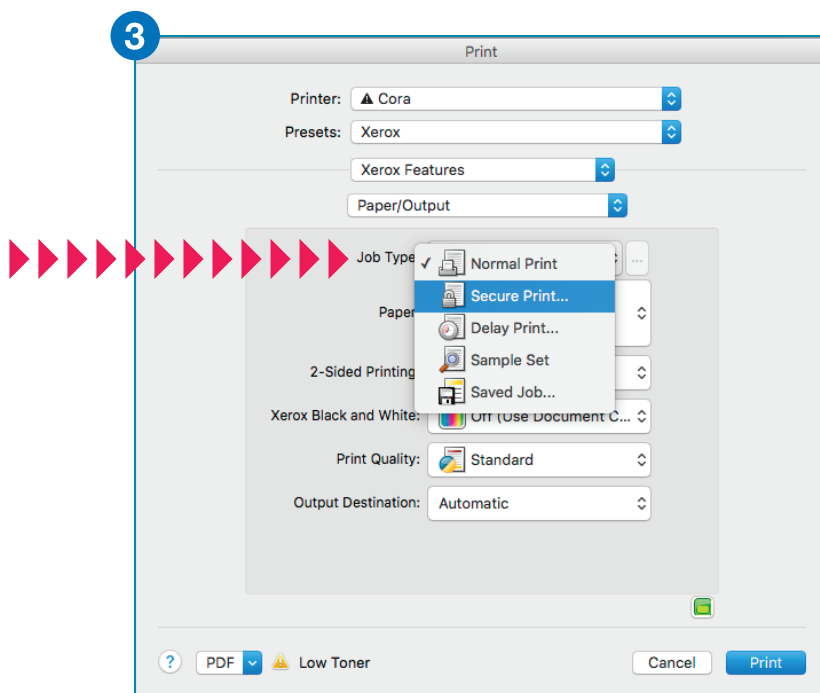


**Step 2:** Designate a printer and then choose **Xerox Features**.

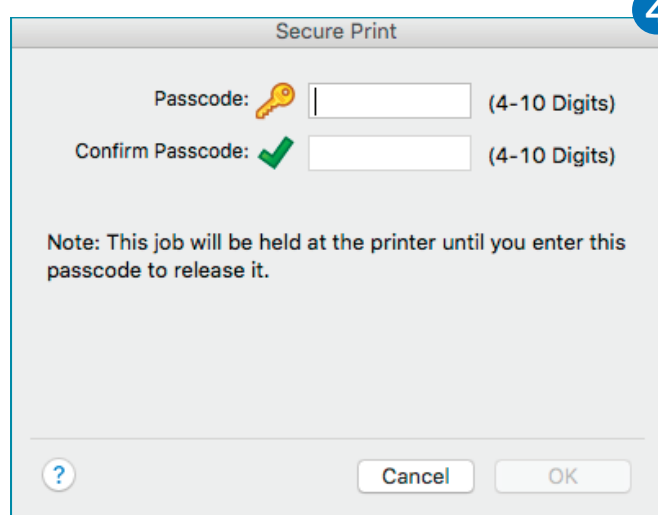
First, **choose the printer** that you want to send your secure print to. Then click the **print** button at the bottom of the window.



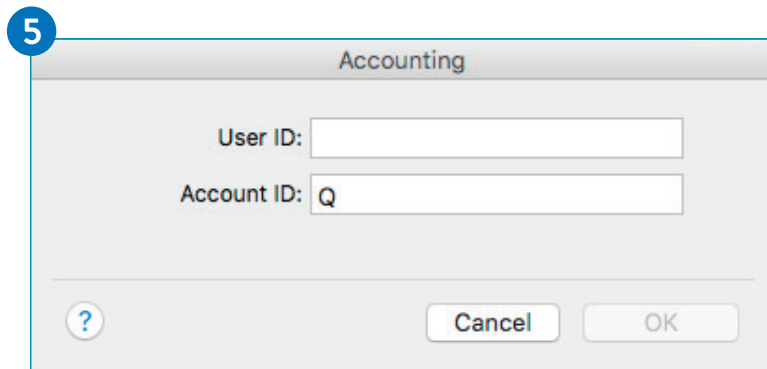
**Step 3:** Click on the **Job Type** drop-down menu and select **Secure Print**.



**Step 4:** 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 5:** Click the **Print** button. 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 6:** 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 select 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.