



PANTHER PRINT PROGRAM

— EST. 2018 —

PORTLAND COMMUNITY COLLEGE

Use Secure Print for MAC on an HP Printer

— Printing a PDF, Word Doc, or Web Document —

Step 1: Open your print menu.

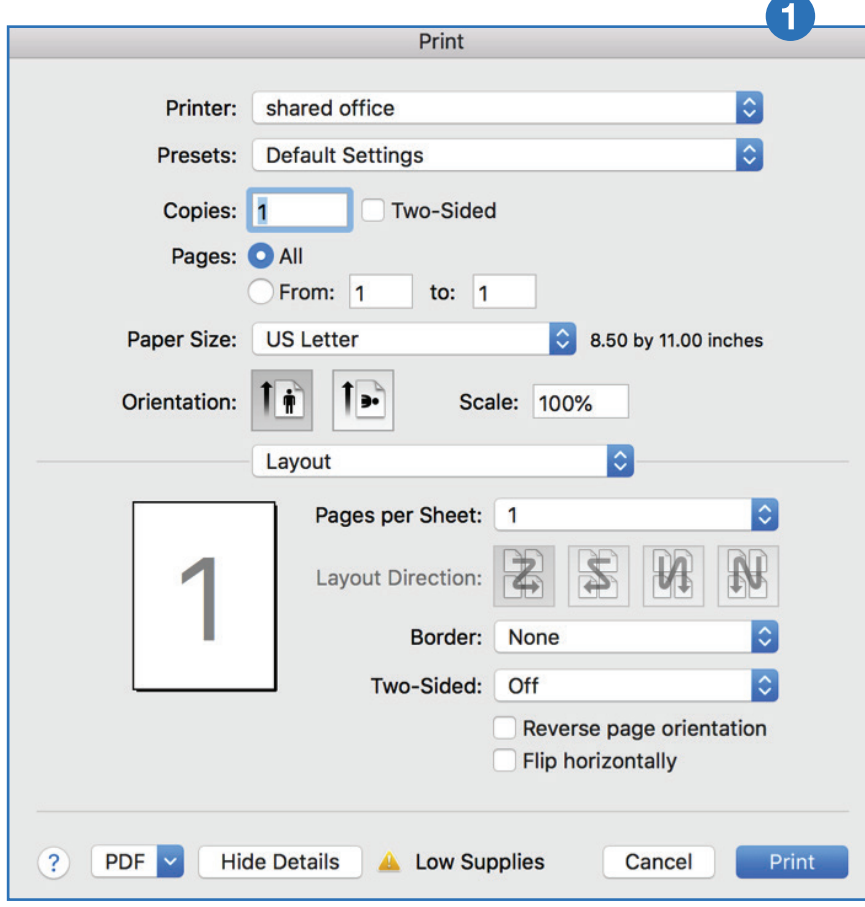
To print a .PDF or Word doc:

File > **Print**

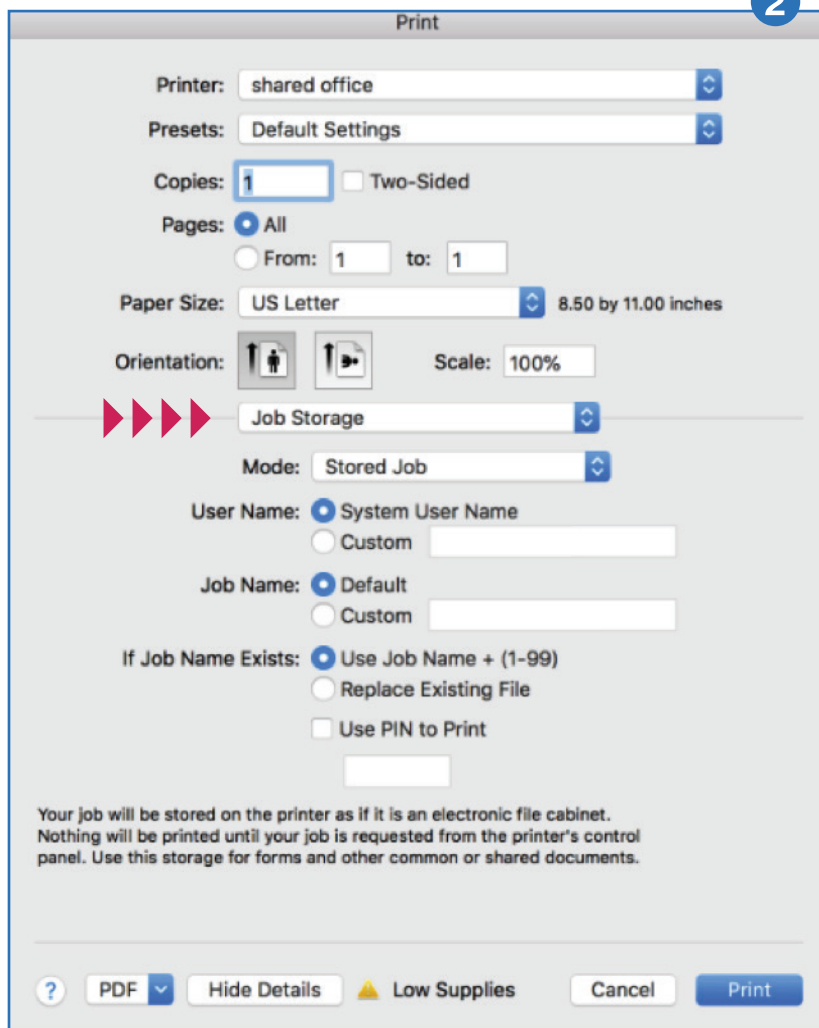
To print a web document:

File > **Print** > **Print using system dialog box**

Choose the HP printer that you want to secure your print to.



Step 2: Change layout to **Job Storage**.

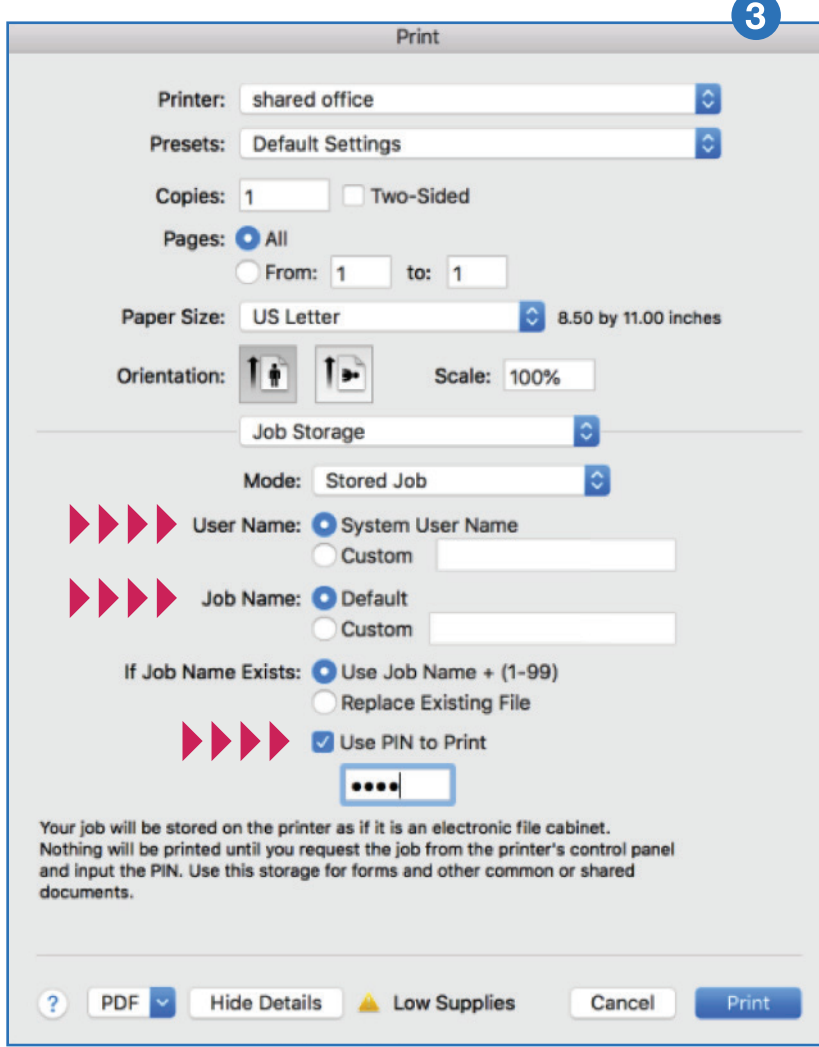


Step 3: User Name > select the username you'd like to print to

Job Name> Set preferred job name

Select the box that says "Use PIN to Print"

Hit **PRINT** and then go to the printer.



Step 4: Sign in using the preferred username. Your list of documents will appear so that you can select your print job(s).

Highlight the one you want and press **OK**.

Select Print and press **OK**.

Enter your PIN and press **OK**.

Select the number of copies and press **OK**.

