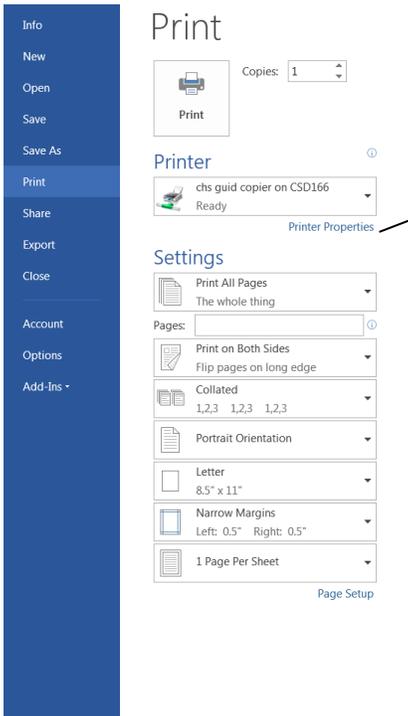
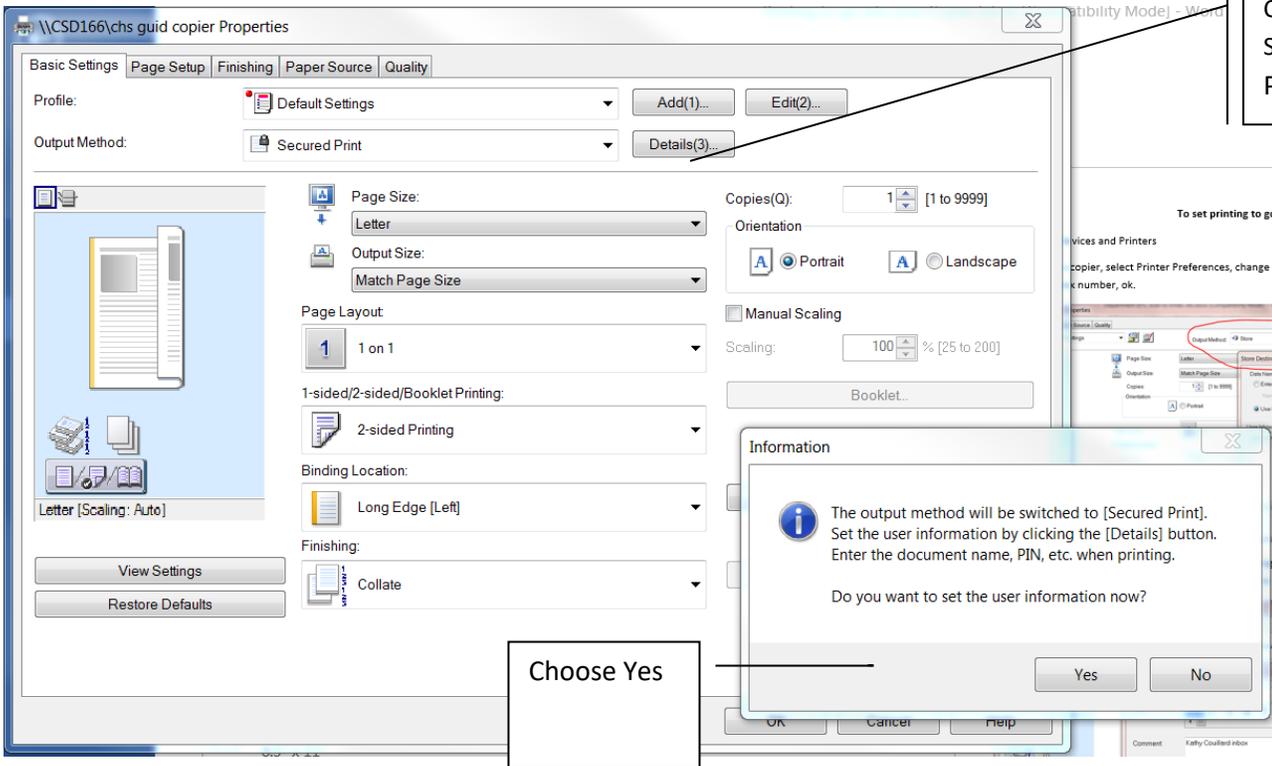


To Secure Print

*This works with applications and the Internet Explorer browser. To use with the **Chrome Browser** see the last page.



Choose a copier and select Printer Properties



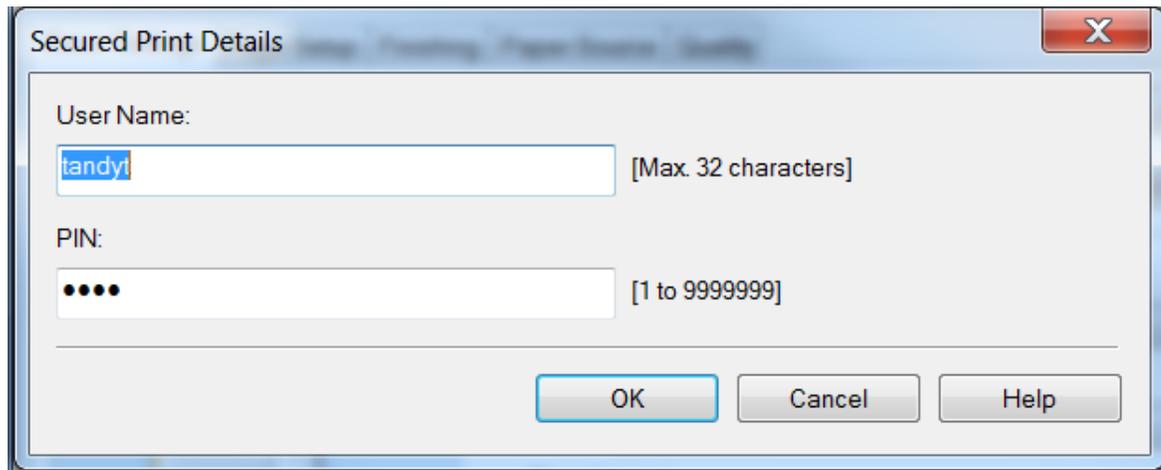
Choose Secure Print

Choose Yes

Enter any PIN number to retrieve the document.

Ok, Print, Ok to Confirm.

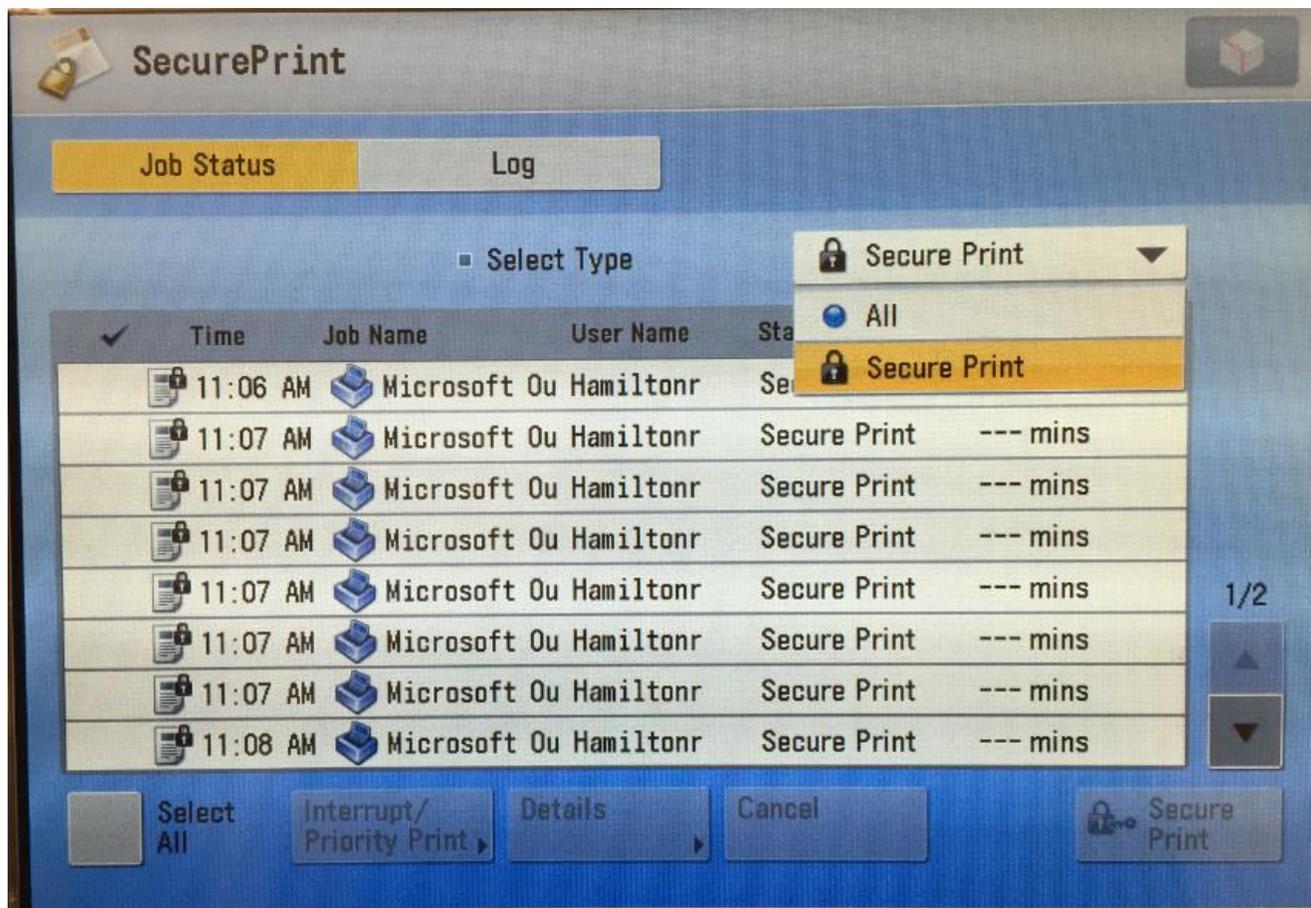
Walk to the copier, choose Secure Print, find your name, and enter that PIN number.



A dialog box titled "Secured Print Details" with a close button (X) in the top right corner. It contains two input fields: "User Name:" with the text "tandyt" and a note "[Max. 32 characters]"; and "PIN:" with four black dots and a note "[1 to 9999999]". At the bottom are three buttons: "OK", "Cancel", and "Help".

At the copier, after you have selected Secure Print, you can choose one job, or All if you have sent multiple jobs. If you select All, you must select the Select All button on the bottom right.

If you cannot wait for the copier to finish someone else's job, you can select the Interrupt/ Priority Print button to print yours immediately.



The "SecurePrint" interface shows a "Job Status" tab and a "Log" button. A "Select Type" dropdown menu is open, showing options: "Secure Print" (selected), "All", and "Secure Print". Below is a table of print jobs:

✓	Time	Job Name	User Name	Sta
	11:06 AM	Microsoft Ou Hamiltonr	Se	
	11:07 AM	Microsoft Ou Hamiltonr	Secure Print	--- mins
	11:07 AM	Microsoft Ou Hamiltonr	Secure Print	--- mins
	11:07 AM	Microsoft Ou Hamiltonr	Secure Print	--- mins
	11:07 AM	Microsoft Ou Hamiltonr	Secure Print	--- mins
	11:07 AM	Microsoft Ou Hamiltonr	Secure Print	--- mins
	11:07 AM	Microsoft Ou Hamiltonr	Secure Print	--- mins
	11:08 AM	Microsoft Ou Hamiltonr	Secure Print	--- mins

At the bottom, there are buttons: "Select All", "Interrupt/ Priority Print", "Details", "Cancel", and "Secure Print". A "1/2" indicator and navigation arrows are on the right side.

***PRINTING FROM THE GOOGLE CHROME BROWSER**

This only works with a Local Destination printer, NOT a Google Cloud printer.

You must select "Print using the system dialog..." then you will get the printer properties box.

The image shows a Chrome print dialog on the left and a web page on the right. The print dialog includes options for destination, pages, copies, layout, and options. The web page is titled 'CollegePrep Tech Support' and contains a 'Printers >' section with the heading 'Printing Securely Using Chrome'. An arrow points from the 'Print using system dialog...' option in the print dialog to the web page content.

Print
Total: **1 sheet of paper** (2 pages)
Print Cancel

Destination \\CSD166\chs guid...
Change...

Pages All
 e.g. 1-5, 8, 11-13

Copies 1 + -

Layout Portrait

Options Simplify page
 Two-sided

+ More settings

Print using system dialog...
(Ctrl+Shift+P)

5/10/2016 Printing Securely Using Chrome - Tech Support

CollegePrep Tech Support

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Printers >
Printing Securely Using Chrome

Hey Folks!

It's been brought to my attention that when using the Upstairs Xerox (or the Library Xerox), and if you are using Chrome as your web browser, secure printing does NOT work properly. I'm attaching an illustration about what to do in order for your jobs to print securely.

On the left-hand column, please click on "Print using system dialog". You will then get the regular Apple print menu, where you can choose "Xerox Features" and then "Secure Print".

If you have any questions about this, please either call me or stop by to see me.

Thanks!

<https://sites.google.com/a/thecollegepreparatoryschool.org/tech-support/printer-support/printing-securely-using-chrome> 1/2