

PRINTING HANDOUT

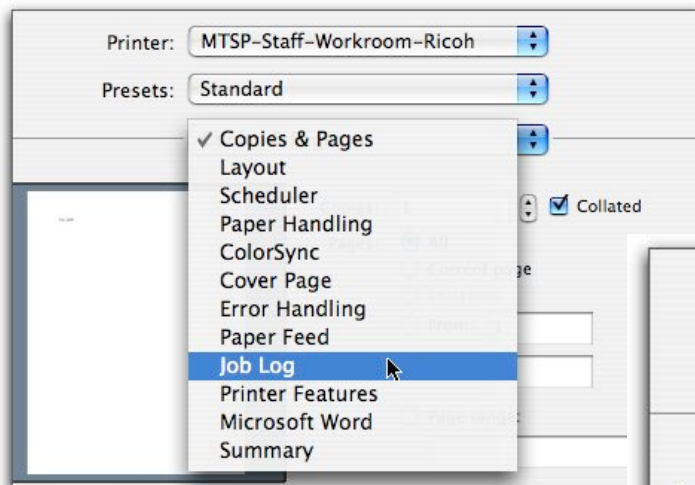
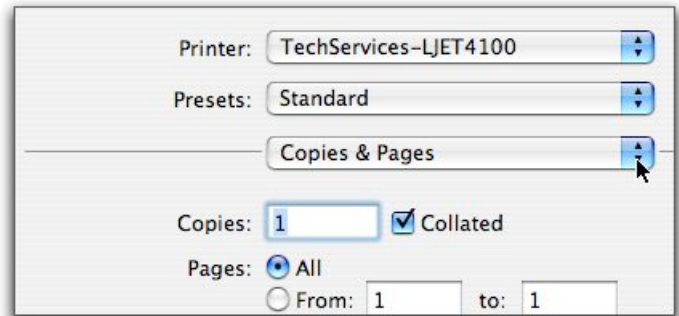
Pod Printers

- **To Print:** When printing your computer has access to the nearest pod printer. Select the appropriate pod printer from the drop down menu of printer names.
- You can print and pick up your copies immediately by just clicking print. No pin number needed!
- To make copies at the Pod Printer, press print and enter your pin number (available at office).

Other Printing Options

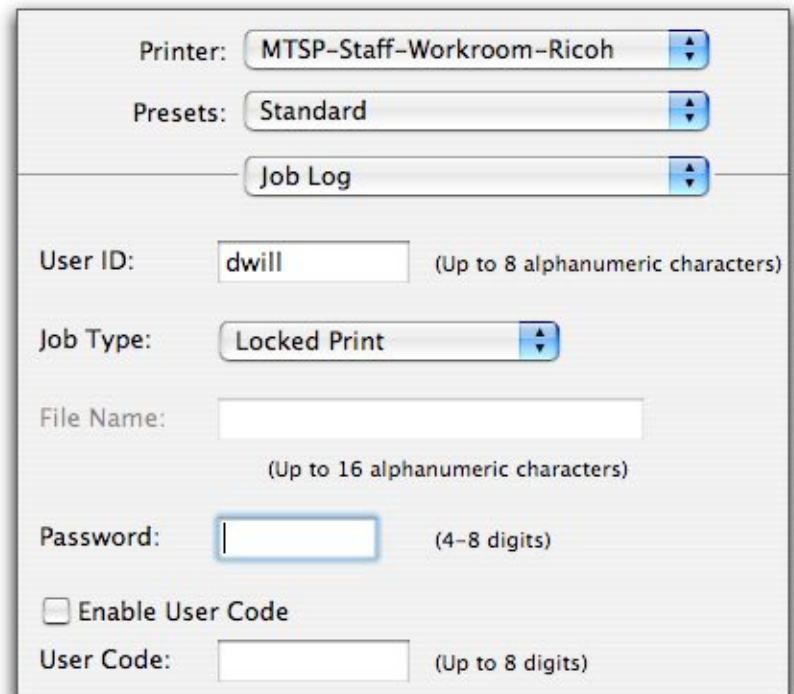
- The printer also has capability to print your copies only after you have okayed the job while standing physically in front of the computer. Here are the steps for the MAC:

1. Go up to File and select Print. Select the drop down arrow from Copies and Pages from the just



below the Presets.

2. Now select Job Log from this menu.
3. Now enter a **User Id**, use your first name or username.
4. Then select **Locked Print** from the **Job Type** drop down menu.
5. Finally enter a 4-8 digit (numbers) for your



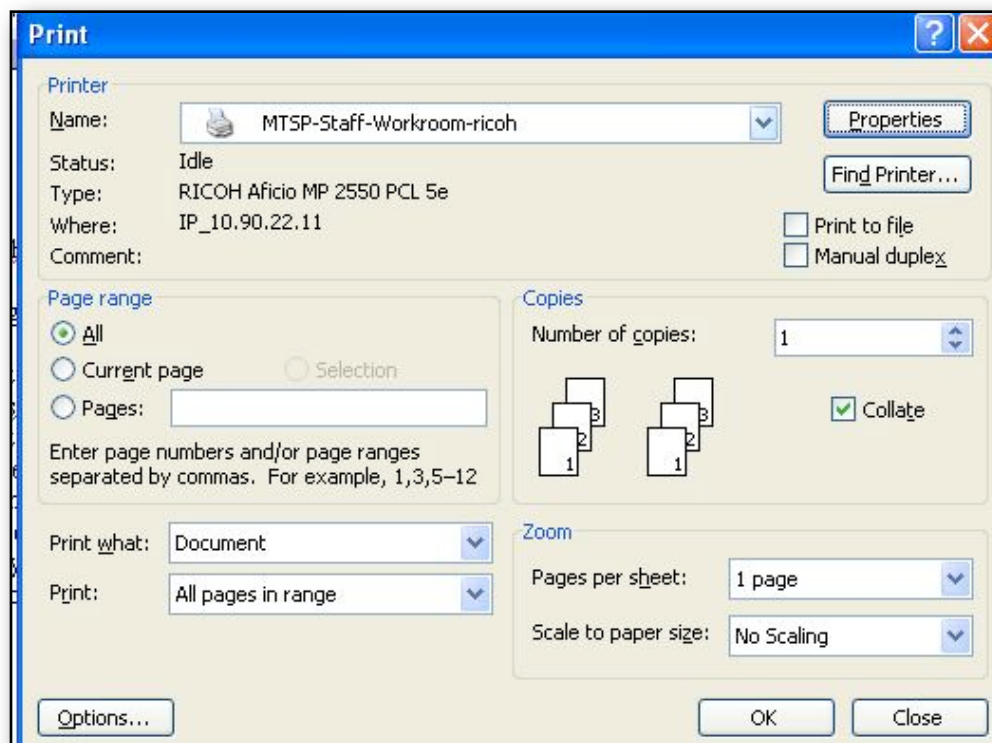
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password. You will use this password at the printer!

6. Now select okay and print.
7. You can then proceed to the pod printer at your leisure.
8. Press the Printer button and select your locked job.
9. Hit Start and enter the digit password when prompted. Now print.

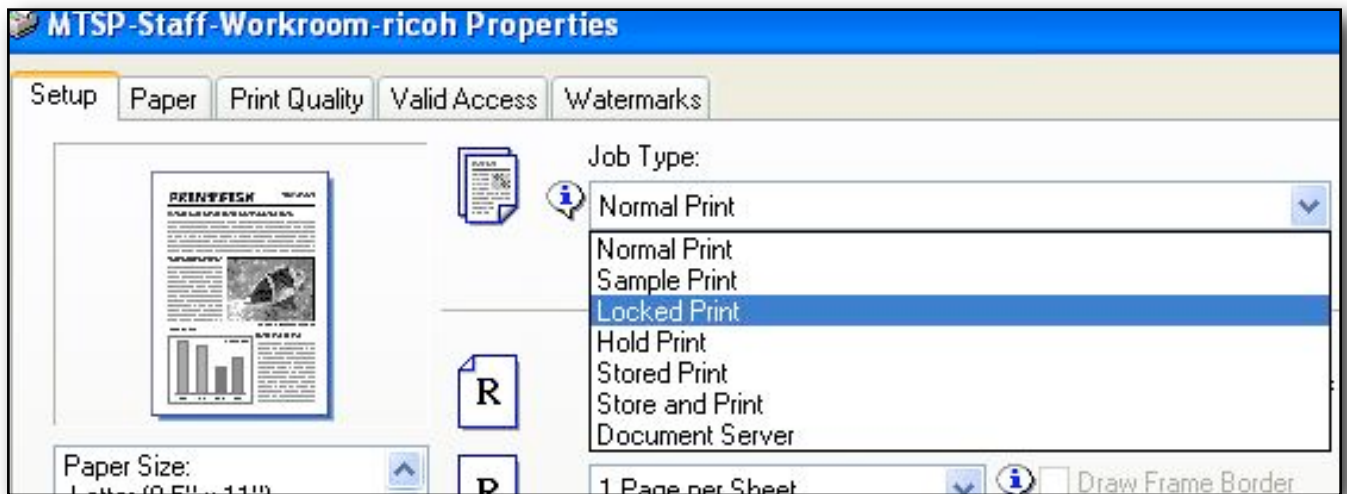
• Here are the steps for a PC:

1. Go up to file and select print. Select your pod printer from the drop down menu.
2. Now click on **Properties**, top right of your window.

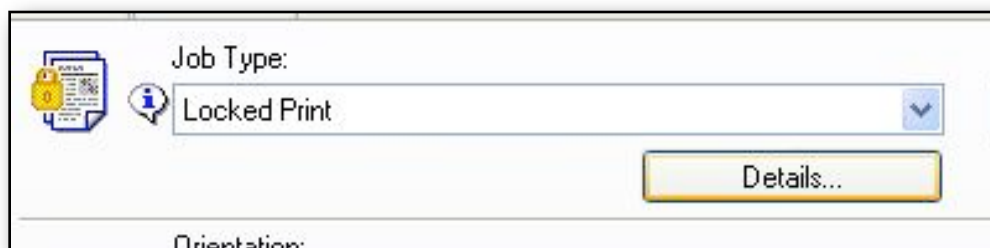


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- From the **Job Type** drop down menu, select **Locked Print**.



- Now click on the **Details** button. This will open the window for you to enter your User Id, in which you will enter your name or username followed by a password that you enter using **numbers**. You will use this password to print the document once you are at the pod printer.



- To print, hit the Printer button, select your locked document, hit start and enter password when prompted.

