

PRINTING HANDOUT

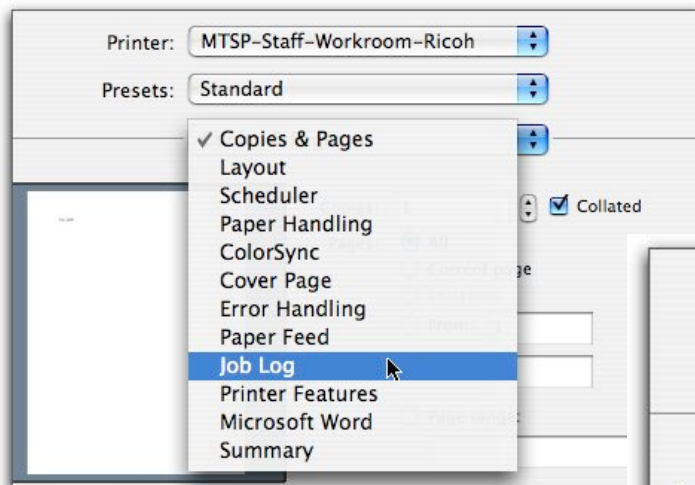
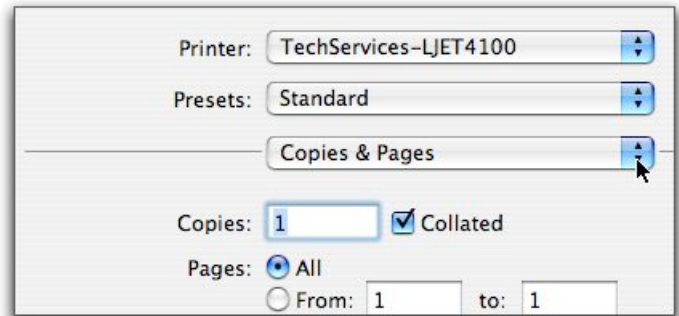
Pod Printers

- **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

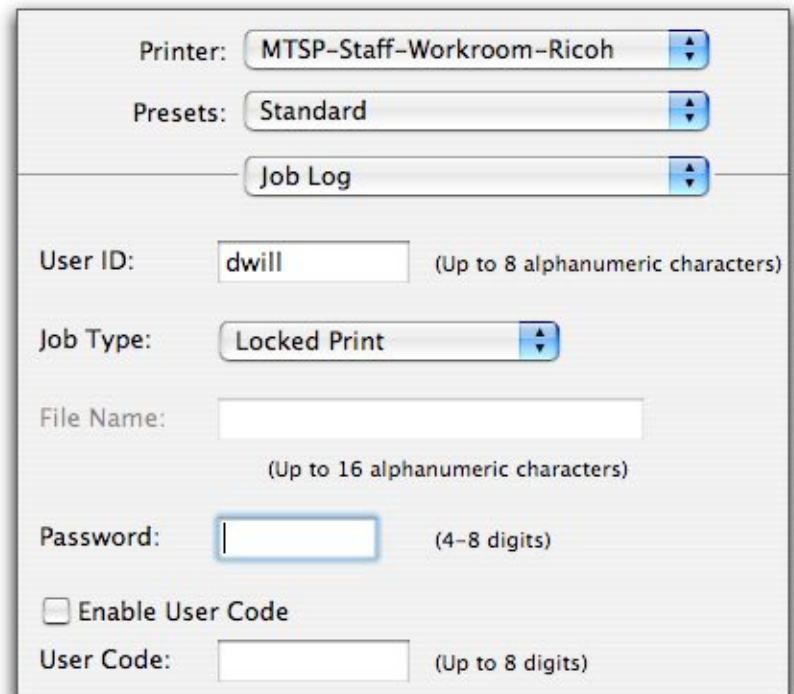
- The printer also has capability to print your copies only after you have okayed the job while standing physically in front of the computer. Here are the steps for the MAC:

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



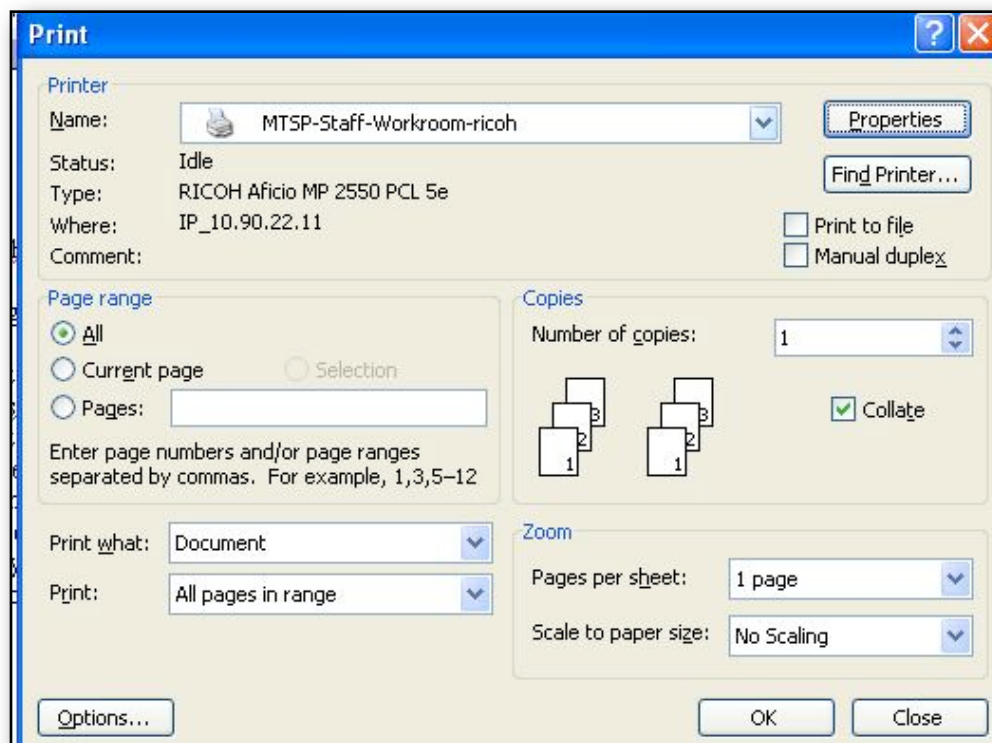
Printing

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.

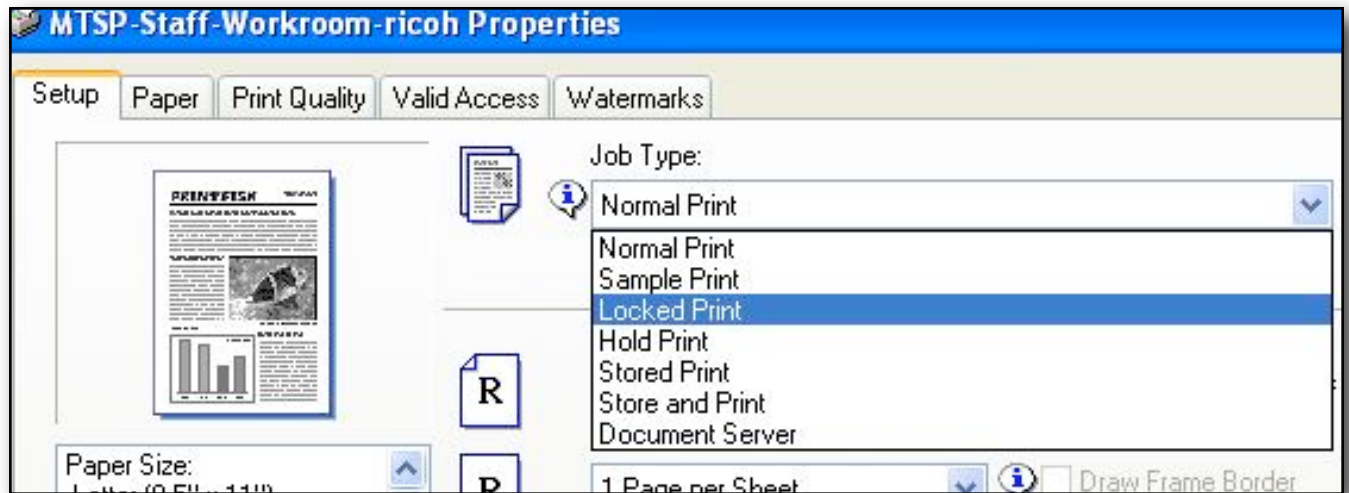
• Here are the steps for a PC:

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.

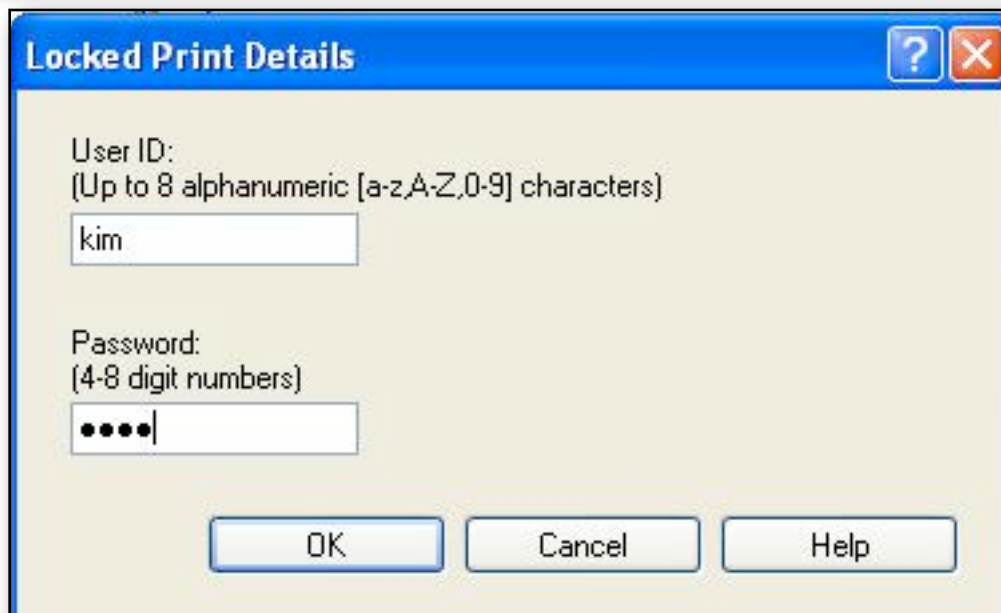
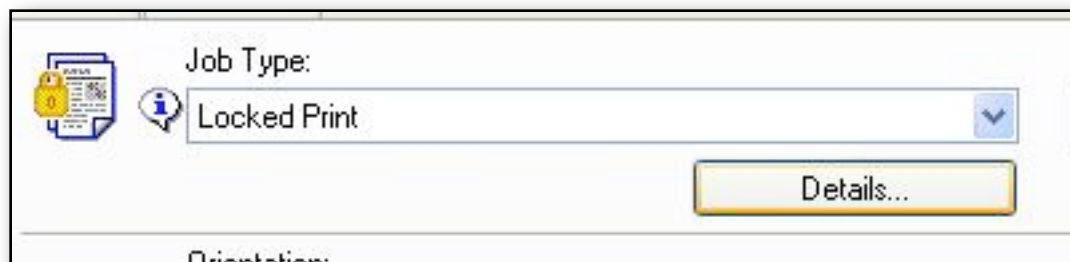


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3. From the **Job Type** drop down menu, select **Locked Print**.



4. 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.



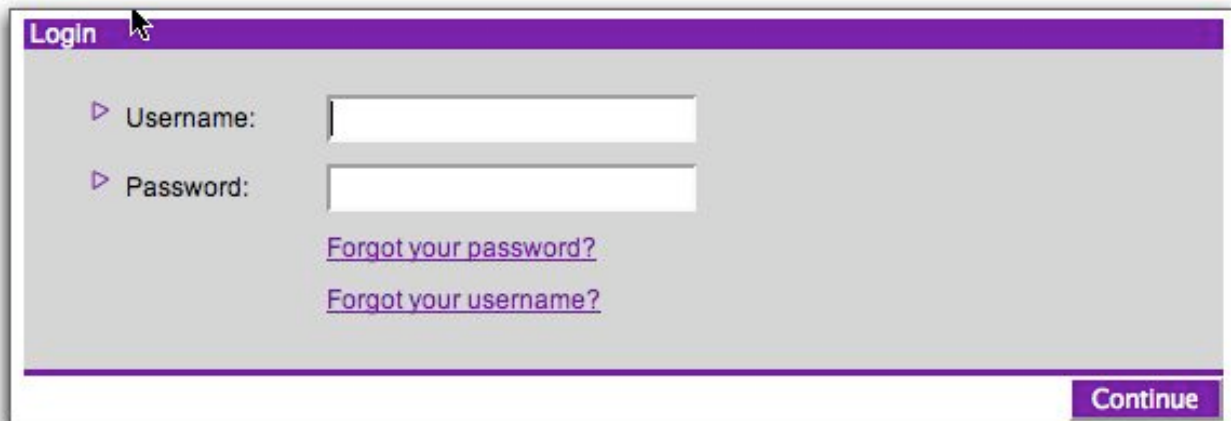
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5. To print, hit the Printer button, select your locked document, hit start and enter password when prompted.

*Scanning/Copying Options- training at a later date, these require your pin number, available at the office.

• Kinko's Ordering, Two Options:

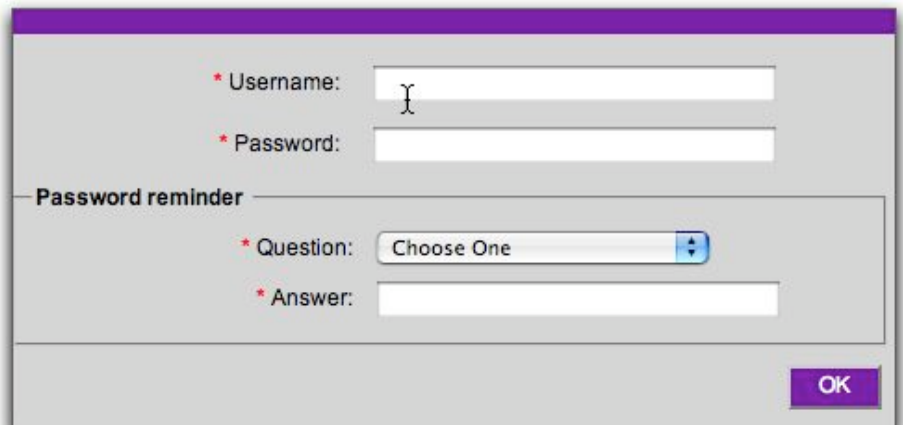
- One option is to simply take your paper copy to the office and fill out the Kinko's copy order form.
- The second option is to go online and upload your electronic copy to our Kinko's Online Store, <http://docstore.kinkos.com/meadsd>
- Turn around for these services is 24 hours. Courier service begins at 7:15am each day in the following order: Mead High School, Northwood, Farwell, Mt Spokane, Mountainside, Colbert, Meadow Ridge, Midway, Brentwood, Evergreen, Shiloh Hills, Prairie View
- Your username is your **email address** and the password is **\$mead354**. Enter this into the login



The screenshot shows a login window with a purple header bar containing the word "Login". Below the header, there are two input fields: "Username:" and "Password:". To the right of each field is a white rectangular input box. Below the password field, there are two links: "Forgot your password?" and "Forgot your username?". At the bottom right of the window, there is a purple button labeled "Continue".

screen.

- You will then need to improve your security by retyping your username and password along with selecting a security question and typing in an answer.



The screenshot shows a security reminder window with a purple header bar. Below the header, there are four fields: "* Username:", "* Password:", "* Question:", and "* Answer:". The "Question:" field has a dropdown menu with "Choose One" selected. At the bottom right of the window, there is a purple button labeled "OK".

Printing

- You should now login to the docstore. Select one of the following options that you see below. If your

Welcome, Kim Montecucco

Choose an option to begin your order.

Options For Ordering

- ▷ [Select Documents From Your Online Catalog](#)
Select documents from your company's online catalog and send to FedEx Kinko's for printing.
- ▷ [Send & Print Your Documents at FedEx Kinko's](#)
Select files from your computer and send to FedEx Kinko's for printing.

school has already submitted the document you can select the first option. If you want to upload a document from your computer, select the second option.

Create Your Document - Step 1

Step 1 - Select your file, choose printing options for it and add it to your document.

1 File Selection and Printing Options

File Selection:
Add one or more files to your document.
If your document contains more than one file, you will add files one at a time.

POWER_TEACHER

Printing Options:

Color	<input type="text" value="black and white"/>	Paper Type	<input type="text" value="white (20 bond)"/>
Paper Size	<input type="text" value="8.5 x 11 (letter)"/>	Folding	<input type="text" value="none"/>
# of Sides	<input type="text" value="double-sided"/>	Cutting	<input type="text" value="none"/>

Enter instructions for Other choices in Step 2 on next page

- If you select option two, you will need to click **Choose File**. Find your file to select. Now click **Add File (bottom right hand corner of window)**. You will see the upload window briefly.

Printing

- Select the specific options for your document and click **Continue**.
- Step Two: Name your document and select any finishing options from the drop down menus. Then click

2 Step 2 - Indicate how you want the finished document to look.

Document Name & Finishing Options

Document Name:
Give your document a descriptive name
(for example, HR Training Manual, Sales
Presentation, etc.).

Power_Teacher Manual

Special Instructions: ?
If 'Other' option is selected, then Online
pricing and preview are not available.
[Click here to enter Special Instructions](#)

Finishing Options:

Organize uncollated (stacks)

Stapling upper left

Drilling none

Binding none

Front Cover none

Back Cover none

Continue. (bottom right)

- Last, you will see a virtual proof of your document. You can select **Edit**, **Continue to the Cart** or **Create Another Document** if you have another file to upload.
- Kinko's will then verify your address and quantity of the order. Click continue.
- You will then check the box **"I am the recipient"** unless you'd like your order delivered to a different building. **NOTE:** Each time you return to Kinko's you will need to check and uncheck the "I am the recipient" box to activate your delivery address.
- You may print the last screen if you'd like, however, you will also receive an email confirmation of your order.

Recipient

Add this recipient to my order.

I am the recipient

First Name: Kim

Last Name: Montecucco

Company:

Address 1: 12828 N Newport Hwy

Address 2:

City: Mead

