

Mac:

Hello, my name is Natalie and in this video I will be showing you how to use the secure print function at CERN on a Mac OS device

There are three main steps in this video:

1. Explaining what is secure print
2. Showing how to set secure print by default on your PC
3. Demonstrating how to release your print job at the machine

So what is secure print?

secure printing is where you send your print job with a pincode chosen by you
Your print job will not be printed until you input this pincode at the machine itself

And what are the benefits?

By far the most important benefit is confidentiality: no one can walk off with your printout

Also, security: your print job is automatically deleted after printing – so it is secure

And finally, this function helps to save paper by ensuring we only print what we really need – and if you do not release your print job within 12 hours, it is automatically deleted (please note this delay is 4 hours on some smaller models)

Now how often have you seen piles of printed paper next to a printer that no-one has collected?

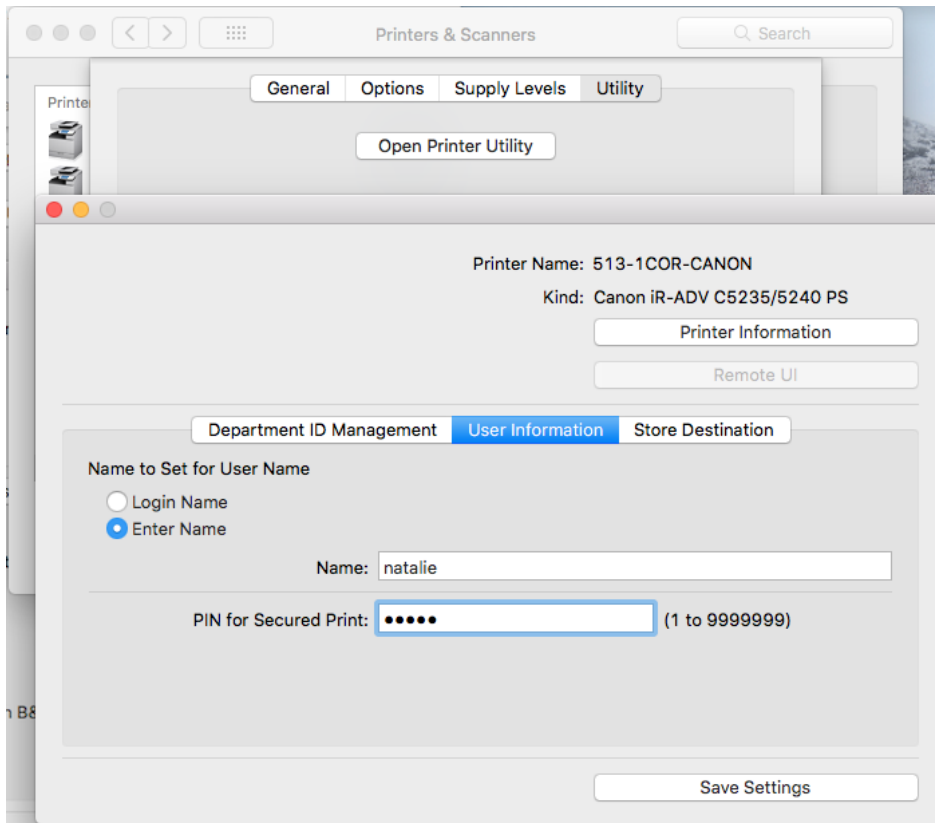
We therefore ask you to please help us reduce this wastage by using the Secure Print function!

A quick word on machine types: At CERN we recommend this function for printing on Canon machines only as they have a number keypad.

How to set secure print by default

Now for the second part, I am now going to show you how to set this secure print function by default for all your print outs

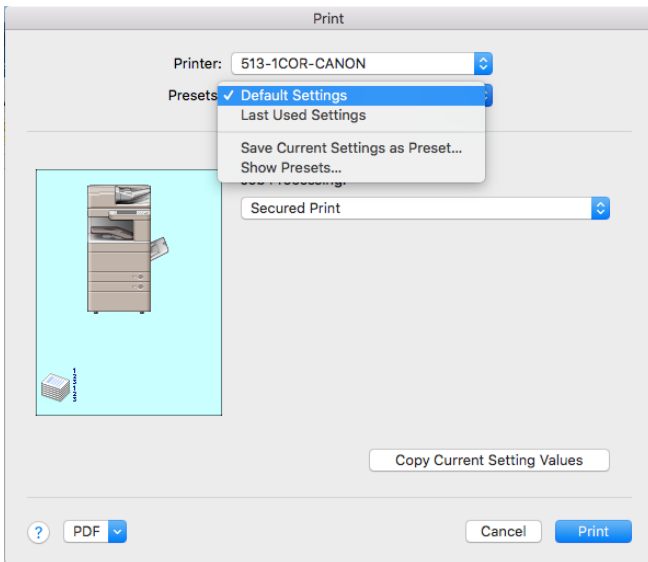
In **System Preferences**, go to **Printers & Scanners**, click on the correct printer then **Options & Supplies** and the **Utility** tab. Here click on the **Open Printer Utility** button. Select **User Information** and enter name and PIN to use for Secured Print:



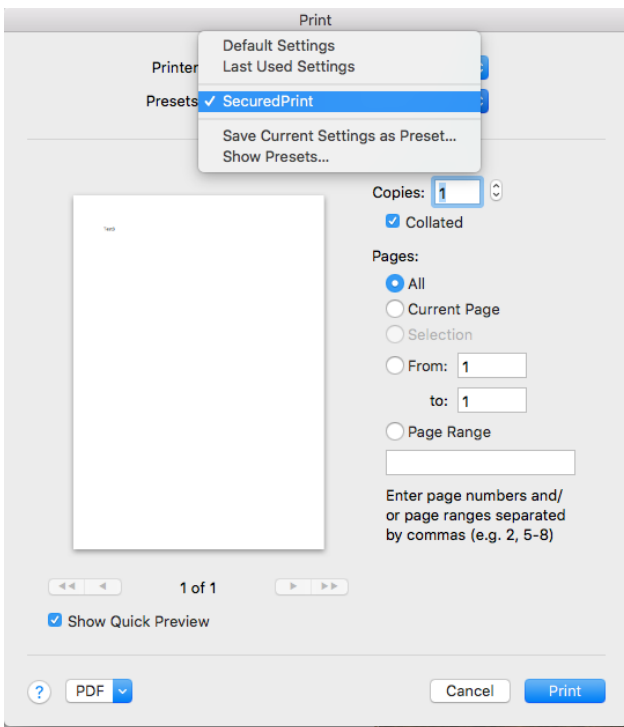
Click **Save Settings**, then close the different windows to leave the System Preferences.

Then open a standard job to print, **File/Print** as normal and choose the required printer in the Print dialog box. Change the **Copies & Pages** menu for **Special Features**, here select **Secured Print** under **Job Processing**.

Then under **Presets**, select **Save Current Settings as Preset...** give a name for this preset and click OK. Ensure that your preset is selected and click **Print**. The User Name and PIN should be automatically filled in.

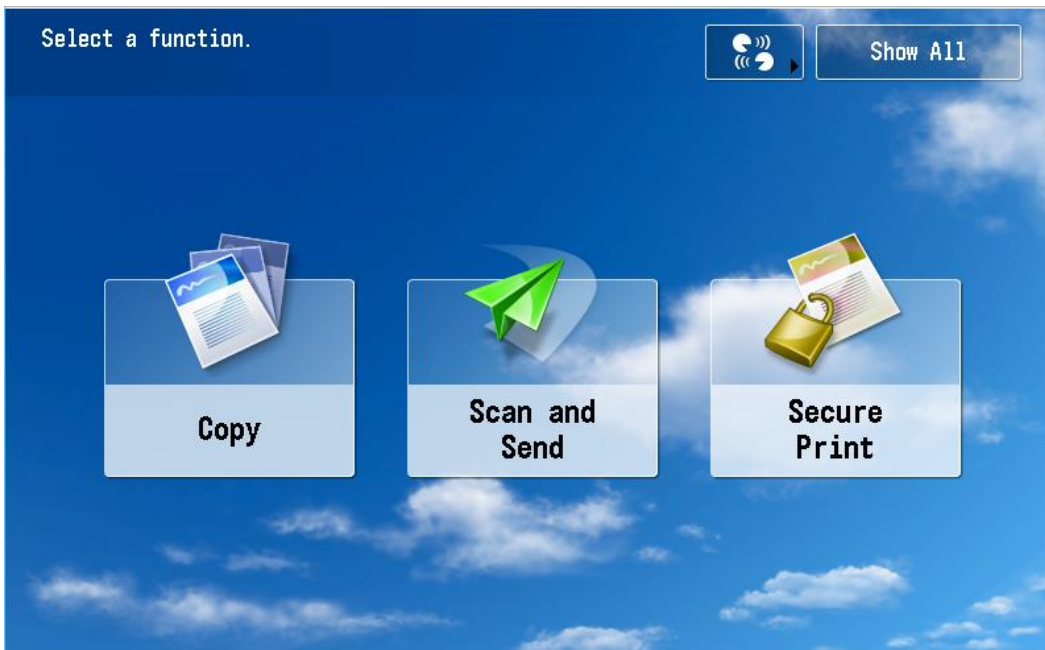


The next time you use the printer, you may need to select your preset again, but after that, it should be selected by default:

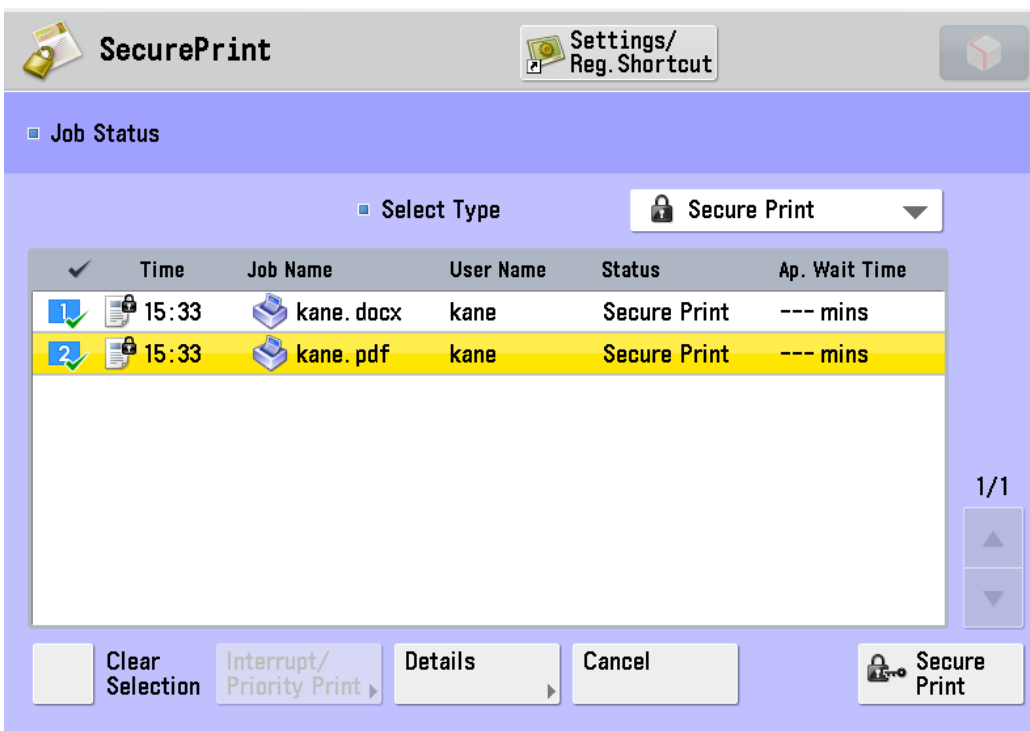


How to release your secured print job

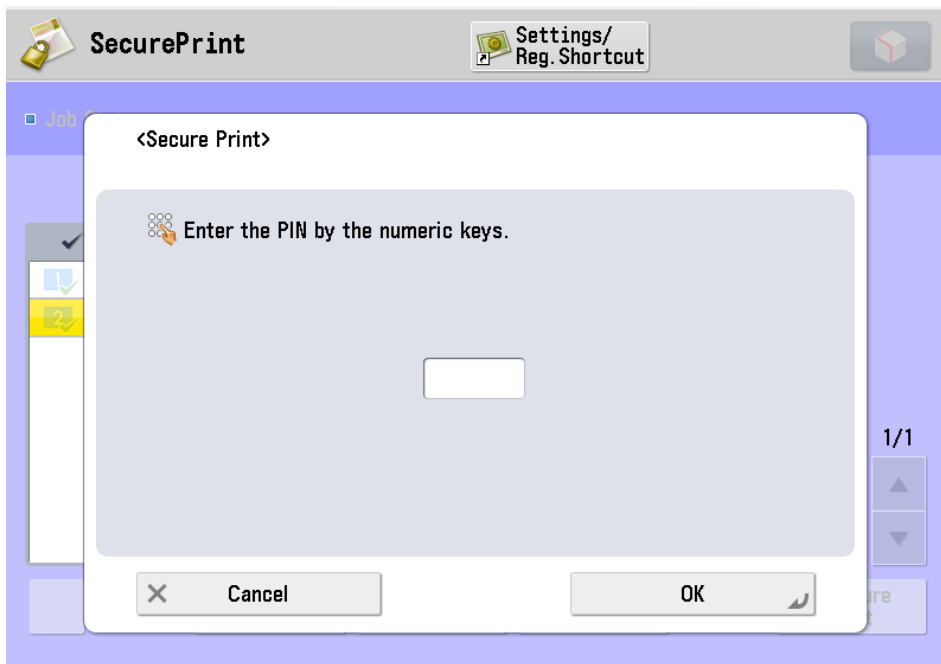
And finally let's look at how you can release your print job at the machine:
On the touchscreen, select "Secure Print"



In the list of jobs, select your print jobs that you wish to print (I've got two here) and then click on the "Secure Print" button in the bottom right corner



Then enter your pincode using the keypad
And click OK



Printing will start straight away or be queued as the next print job if the machine is already printing

Please can we ask you to help us spread the word about this function: please mention it to your colleagues & ask them to use it – particularly as this video is available with instructions for PC, Mac and Linux users!

Let's work together to reduce paper waste at CERN!

Thank you!

<http://cds.cern.ch/collection/E-learning%20modules>