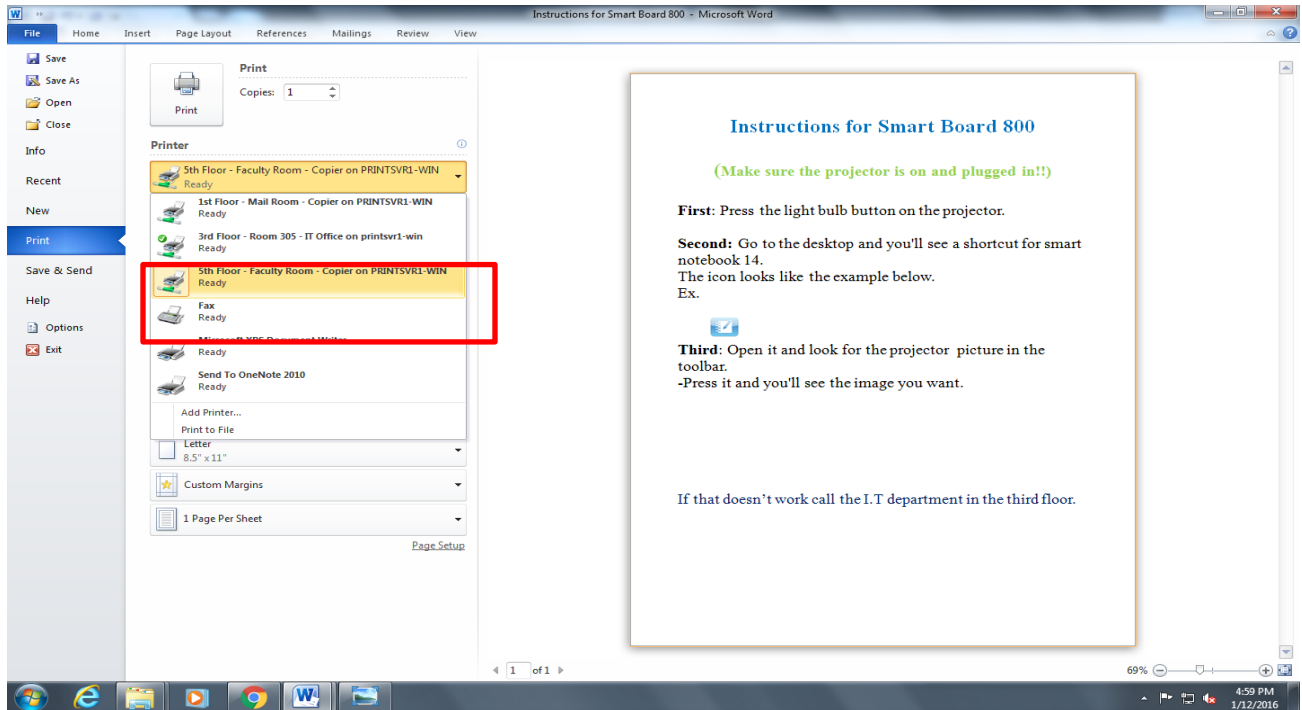


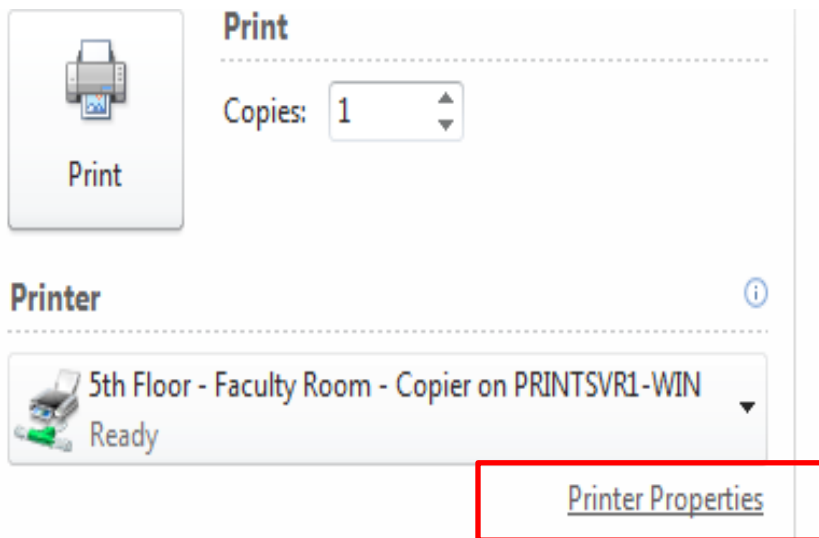


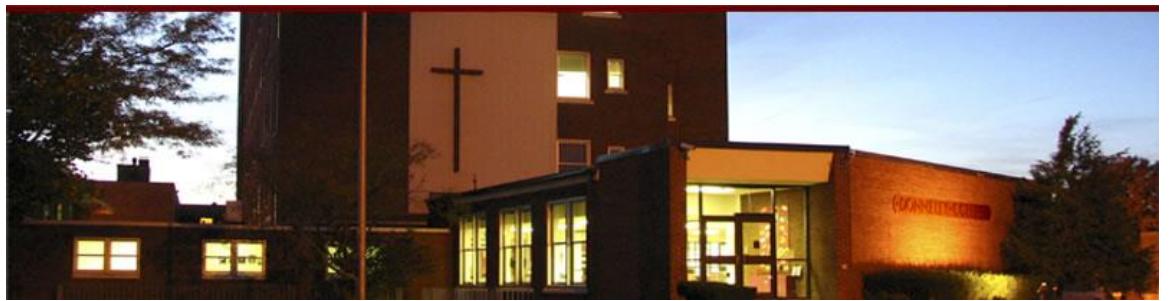
Photocopy Private Print 5th Floor Copier

Step 1: Select 5th floor faculty room-copier.



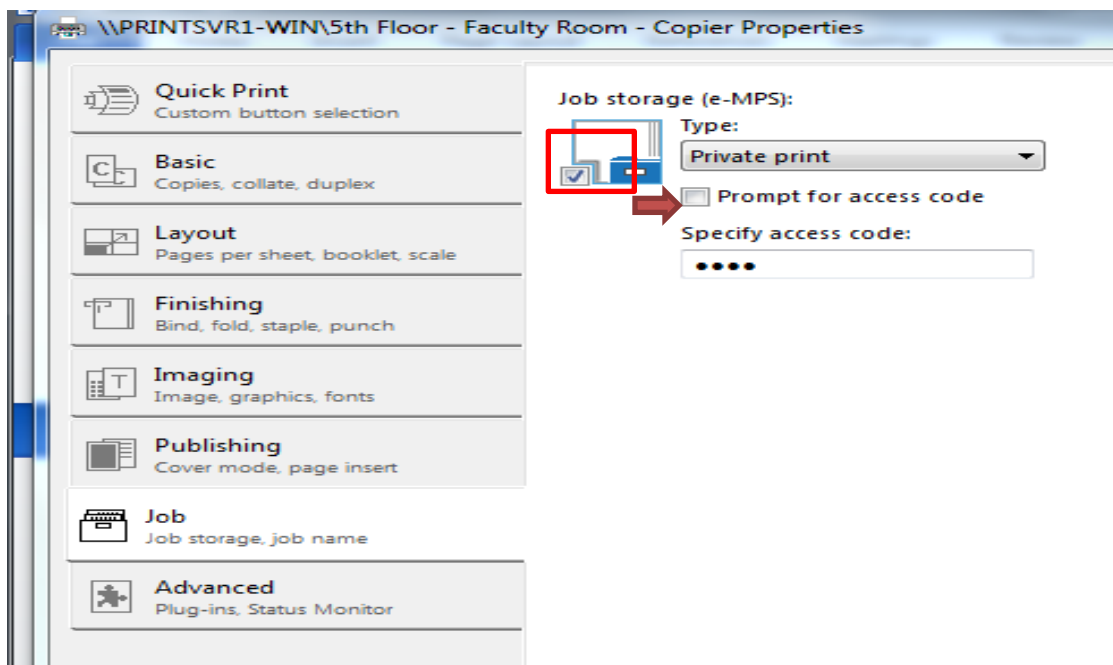
Step 2: Click on printer properties.



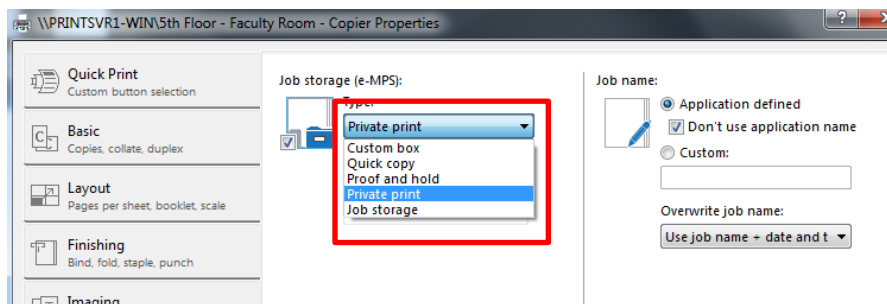


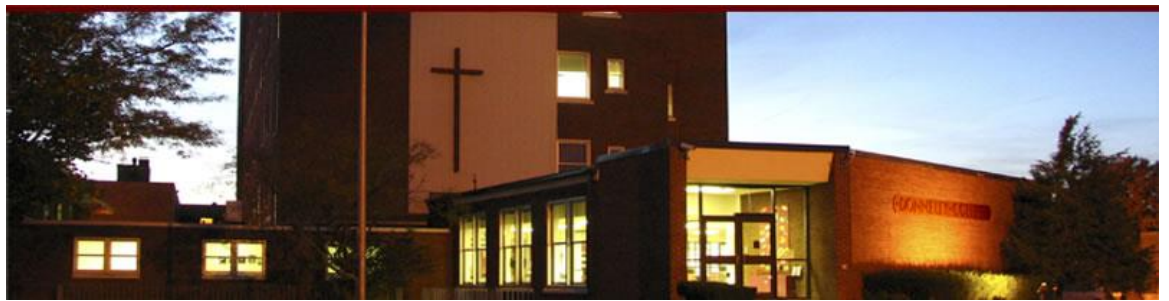
Step 3: Make sure that the checkbox is has a check mark below the job storage (e-Mps).

Make sure the checkbox in the “prompt for access code,” is unchecked.




Step 4: Select private print on drop down menu.





Step 5: Specify access code (choose any combinations of numbers and letters).

Job storage (e-MPS):




Type: **Private print**

Prompt for access code

Specify access code:

••••

Step 6: Click print.



Print

Print

Printer

Print

Copies: 1

Step 7: Type in your account ID, then click ok.

Print Options

Account ID:

OK Cancel

If you don't have an account ID you can request one by using Service Request at www.donnelly.edu under Faculty & Staff or emailing to ITD: itsupport@donnelly.edu

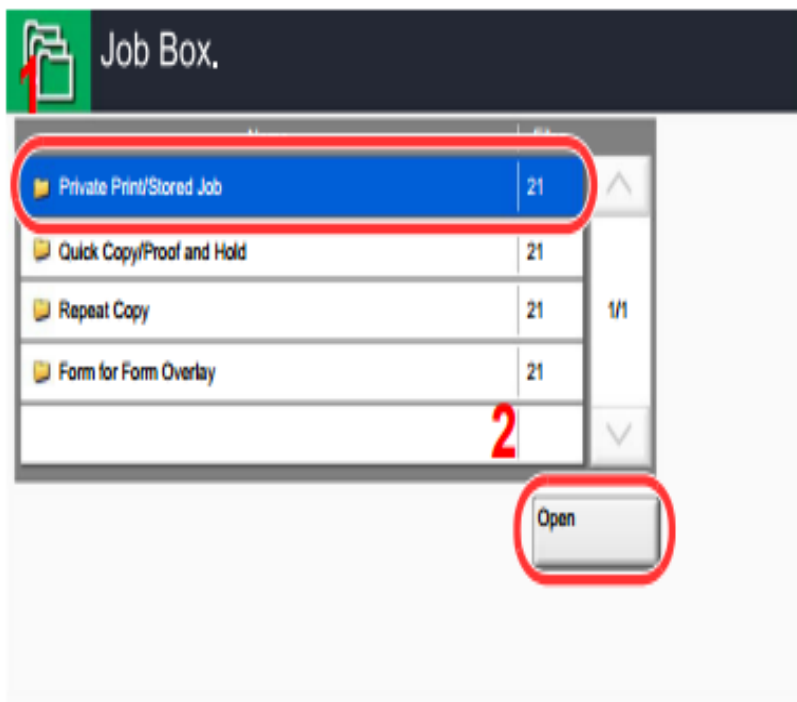


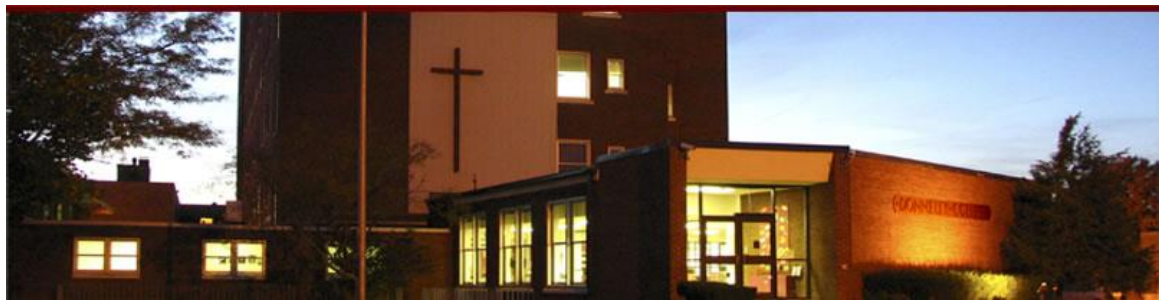
Step 8: In the copy machine room, log in with your account ID.



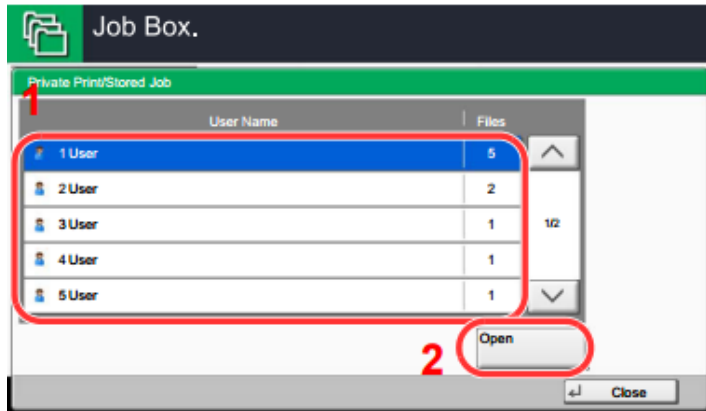
Step 9: Select Job Box.

Step 10: Select private print/stored job.



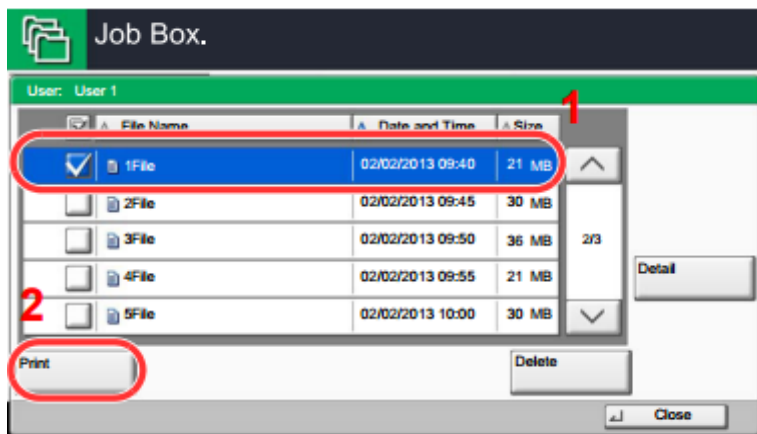


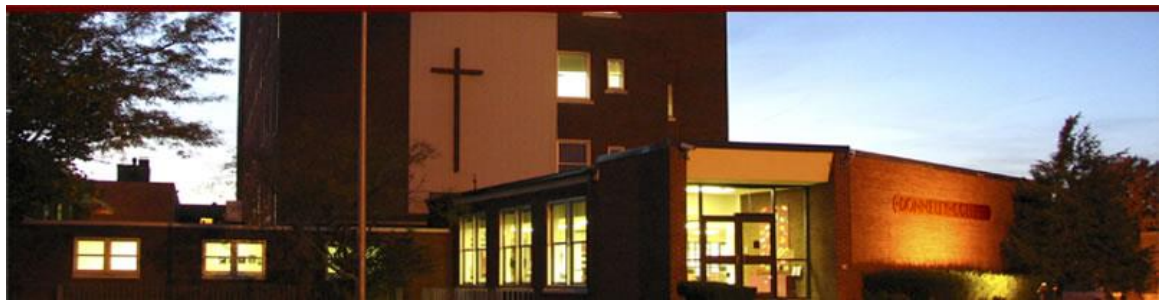
Step 11: Select your file.



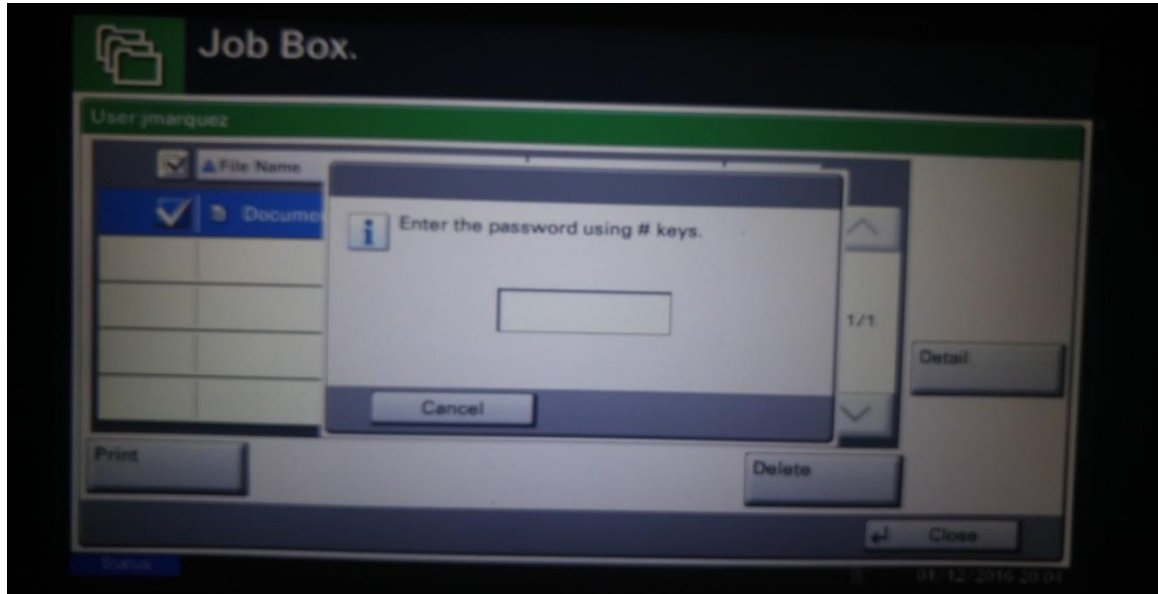
Step 12: Press print when done. Wait until the document is printed before closing the document.

Select the document to print and press [Print].

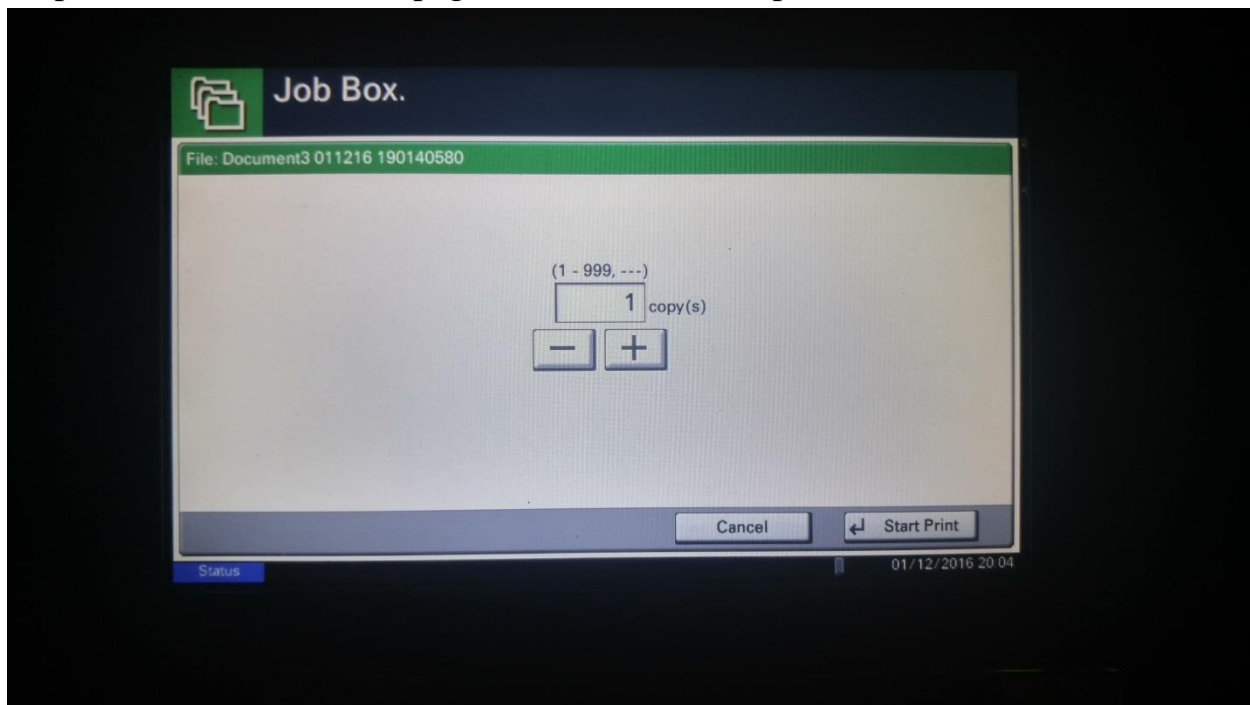




Step 13: Put in access code used in step 5.



Step 14: Select number of pages and click on start print.



Don't forget to log out.