



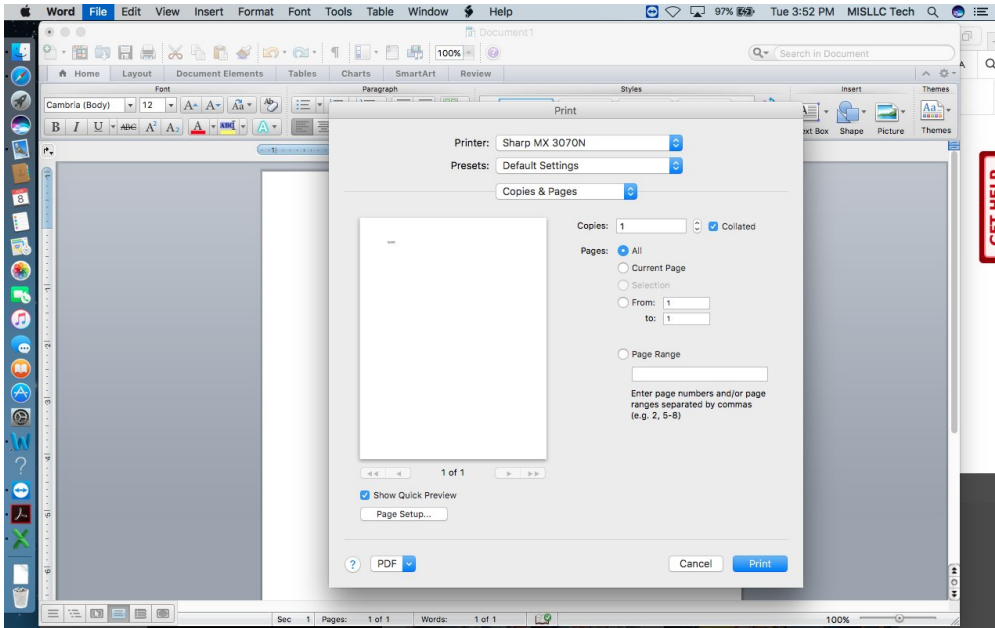
*Instruction Sheet*

# **How to set up User Authentication Printing in Macs**

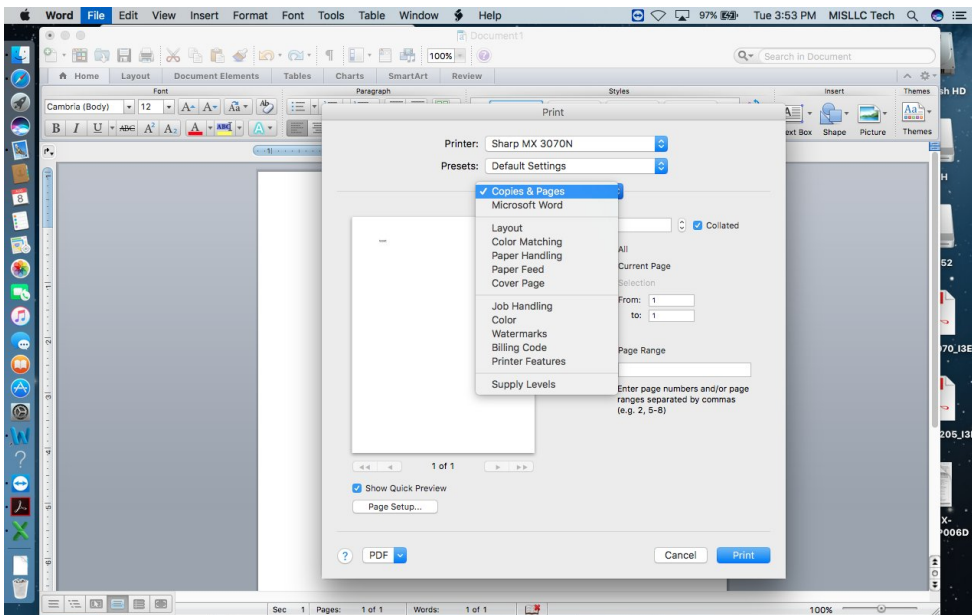
After you have installed the printer, if you have user authentication, you still need to set it to work with your pin numbers. The copier is configured to reject print jobs without an authorized pin number.

No programs by Apple allow the input of user authentication in the print dialogue. In order to input the pin number, you have to open a compliant 3<sup>rd</sup> party app such as Microsoft Office or Adobe Reader.

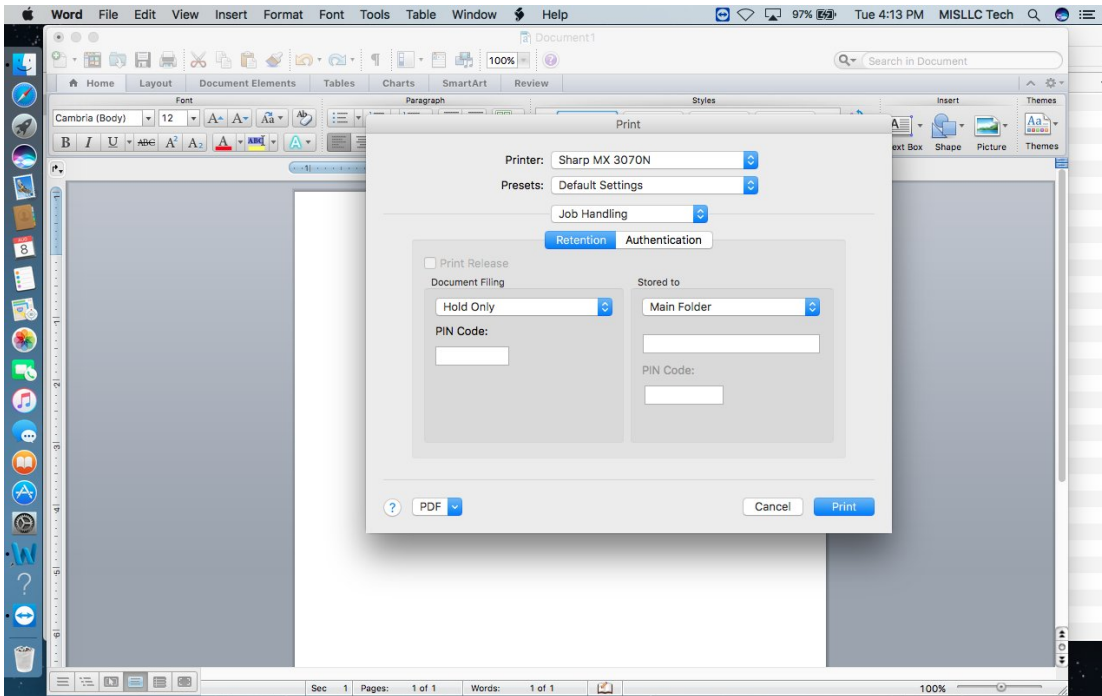
1. When you have a document open in the compliant app, select File and Print



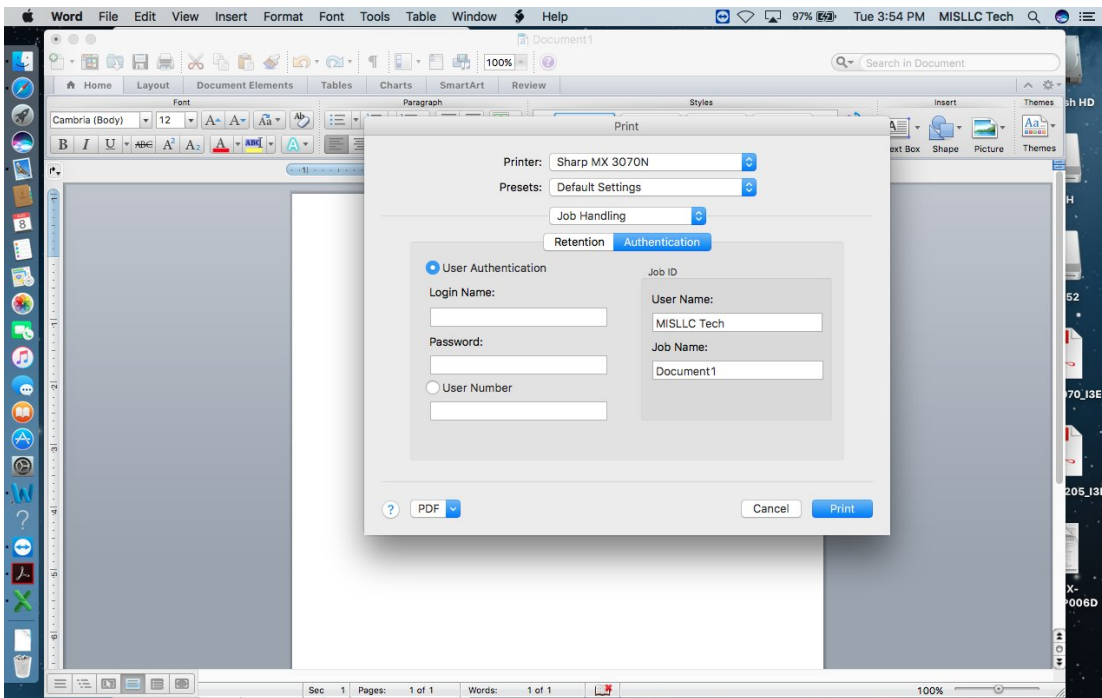
2. Select the drop down menu. In this case, it is Copies & Pages. It may be different in other programs.



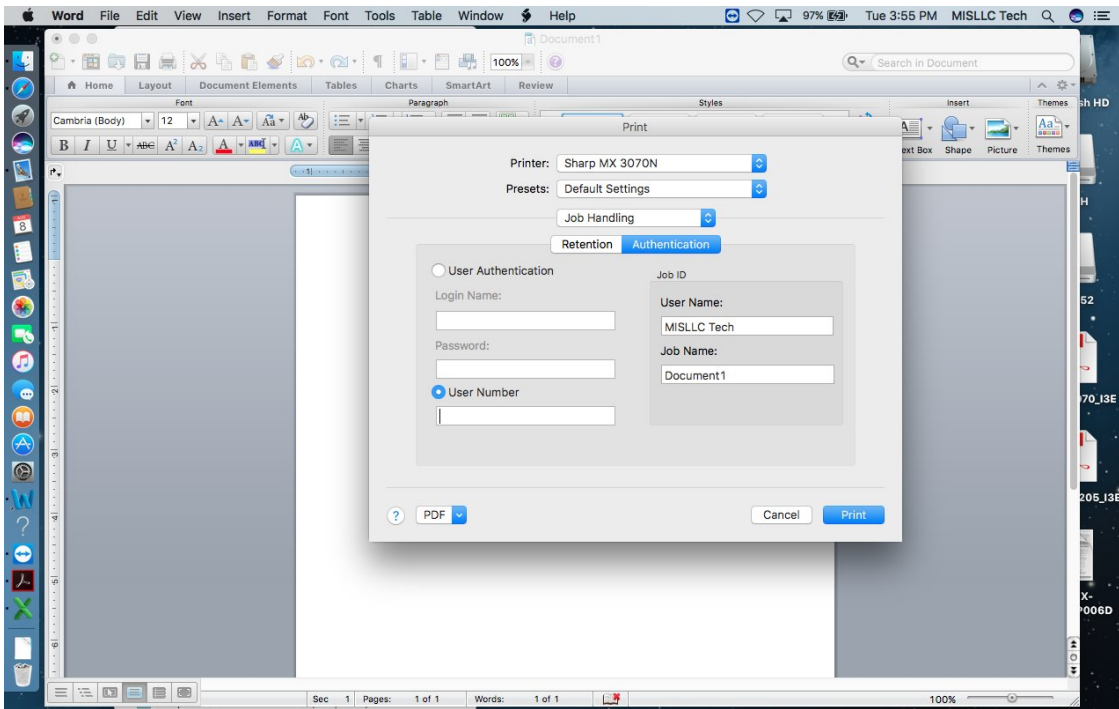
### 3. Select Job Handling



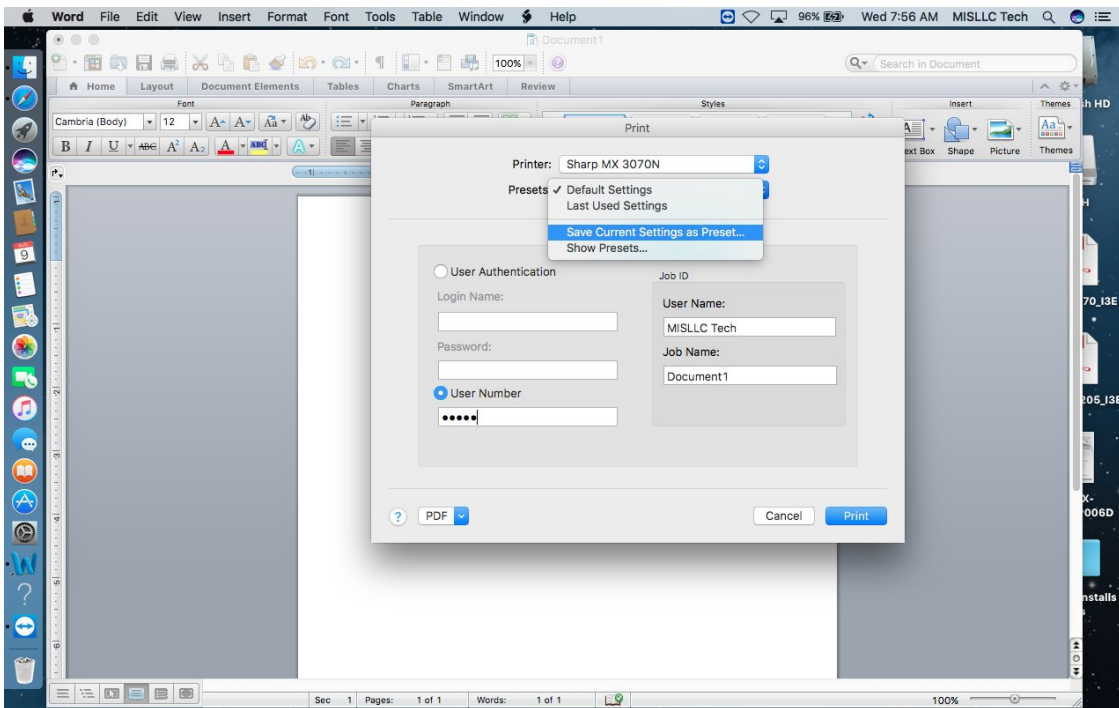
### 4. After you have finished with any Retention settings, select Authentication



5. Select User Number and enter your pin number



6. Select Default Settings and Save Current Settings



7. Whenever you print, make sure to use the preset you just saved. If a print job fails, double check to make sure the pin number is entered. Some applications may work differently.