

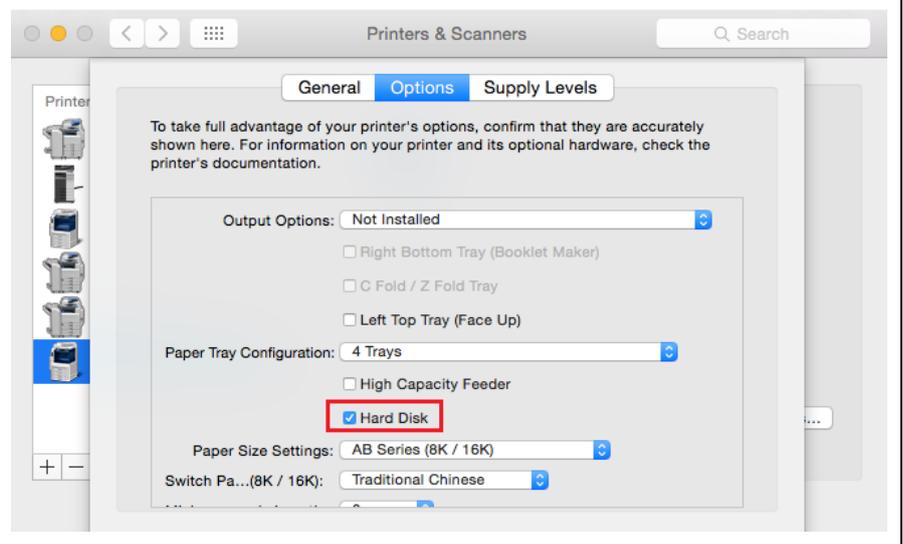
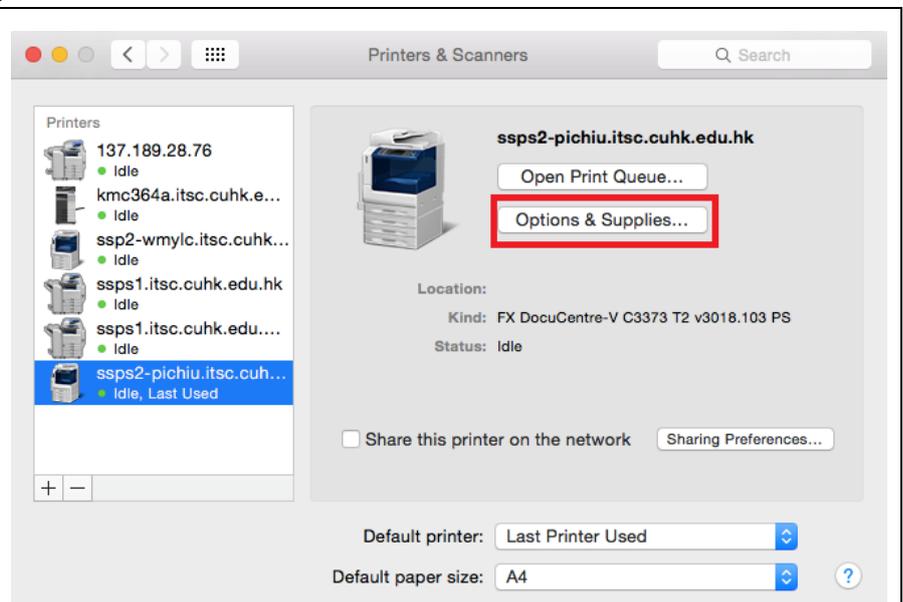


## Pi Chiu - Self-Service Print Station 2 Configuration & User Guide (Macintosh)

For the configuration in Macintosh, different programs may have different interface. This webpage provides the configuration procedure for two common programs. (Safari and Microsoft Word)

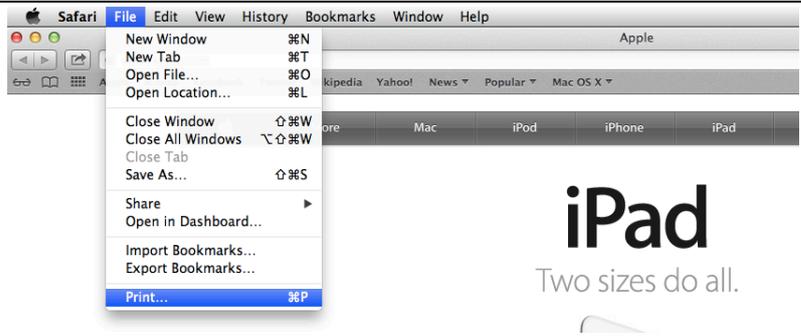
### I. Check the printer setting

Configure the print driver to enable “Secure Print”:  
Options & Supplies > Options >  
Check “Hard Disk” to enable  
“Secure Print” feature

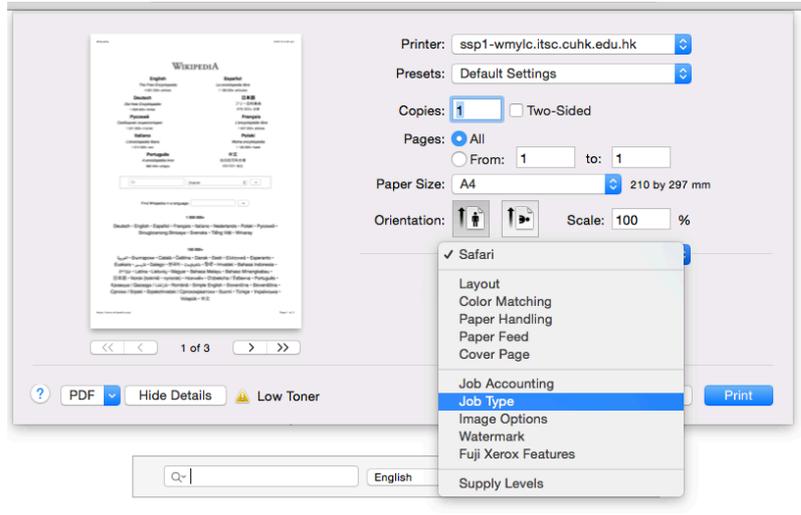


## II. Safari

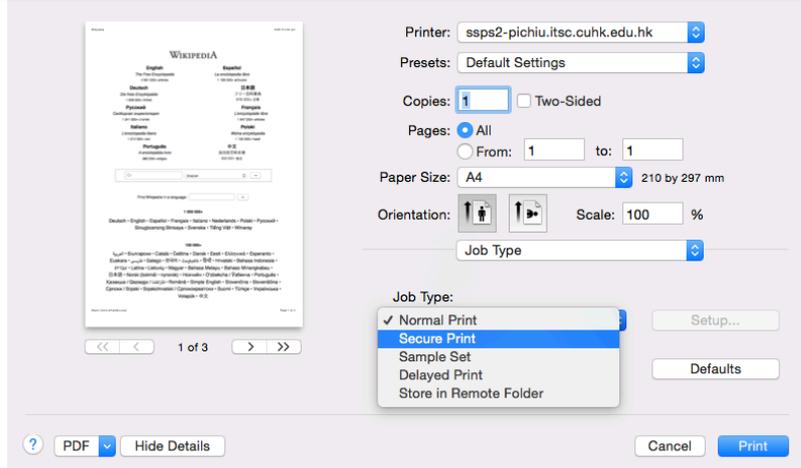
1. Select **"File"**  
Select **"Print"**.



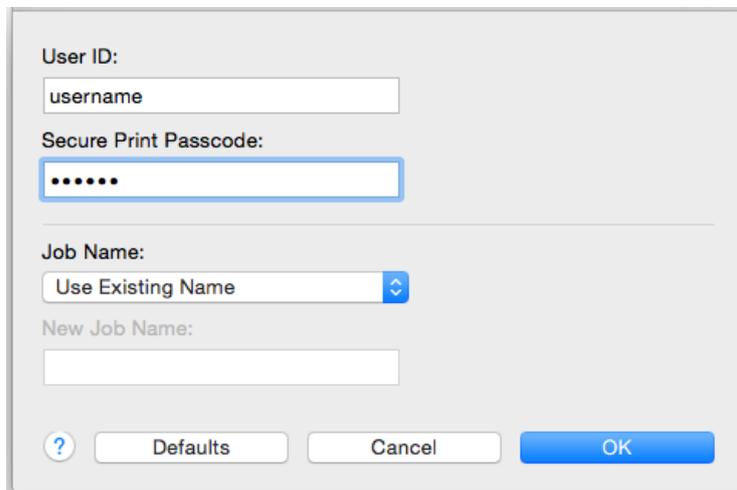
2. Select **Job Type**.



3. Select **"Secure Print"**.

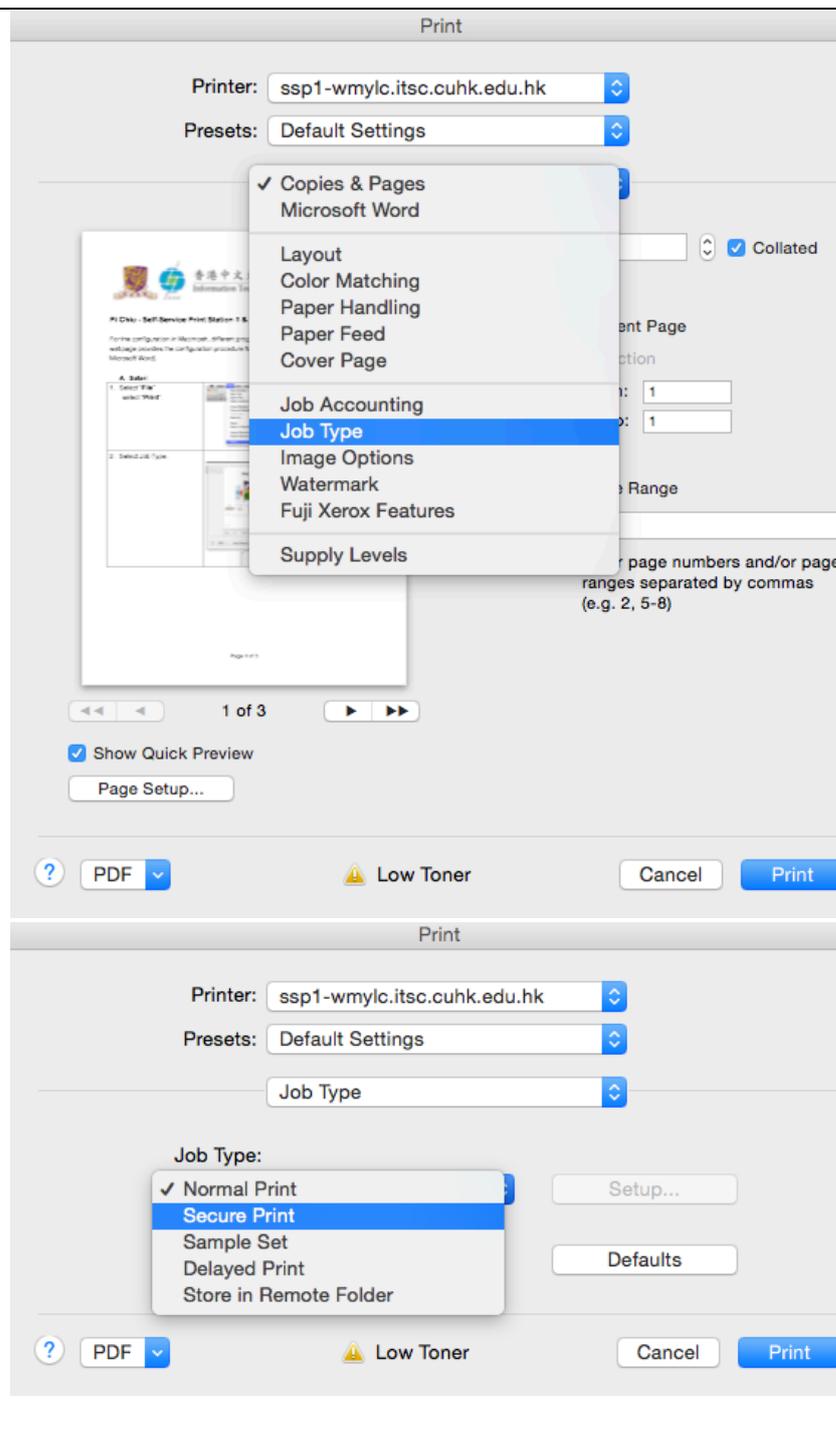


4. Enter the **"User ID"** and  
**"Password"** (Must be  
number) that you like.  
Click **"OK"**.

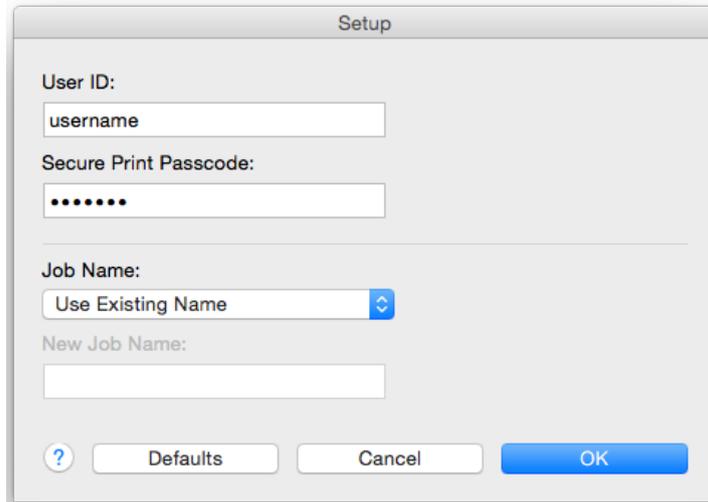


### III. Microsoft Word

1. Select "File", select "Print"  
Select Job Type, select "Secure Print".



2. Enter the "User ID" and "Password" (Must be number) that you like.  
Click "OK".



The screenshot shows a 'Setup' dialog box with the following fields and controls:

- User ID:** A text input field containing the text 'username'.
- Secure Print Passcode:** A text input field containing seven dots.
- Job Name:** A dropdown menu with 'Use Existing Name' selected.
- New Job Name:** An empty text input field.
- Buttons:** A help button (question mark), a 'Defaults' button, a 'Cancel' button, and an 'OK' button.

Your print job is sent to the print station and waiting there for you to release. Go to the self-service print station 2 located at 1/F Pi Chiu Building and follow the Notice of "Pick up your Print Job" to release and collect your print job.

Note: Your **print jobs are stored in the print station for 4 hours**. If you do not release them within the time limit, they will be removed permanently

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