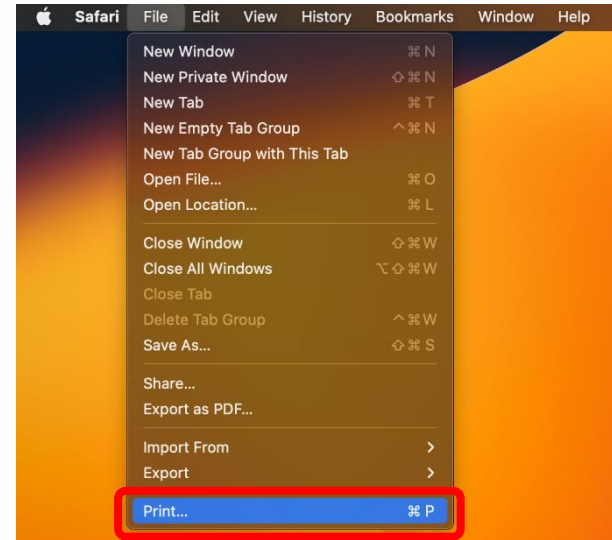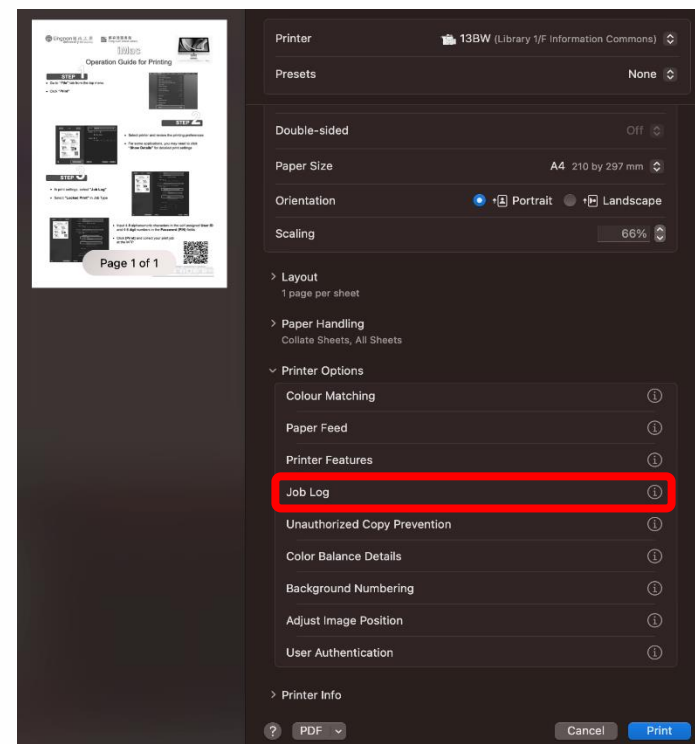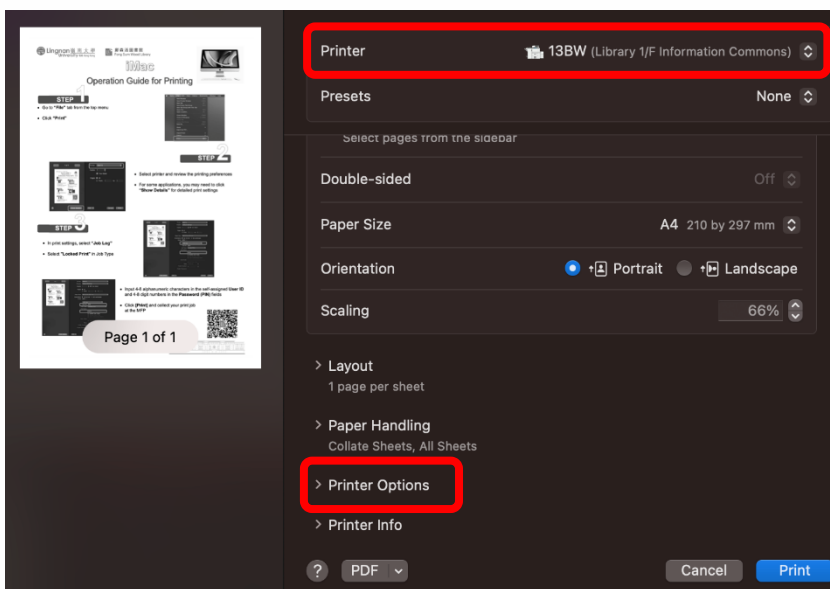# iMac
Operation Guide for Printing

STEP 1

- Go to **"File"** tab from the top menu
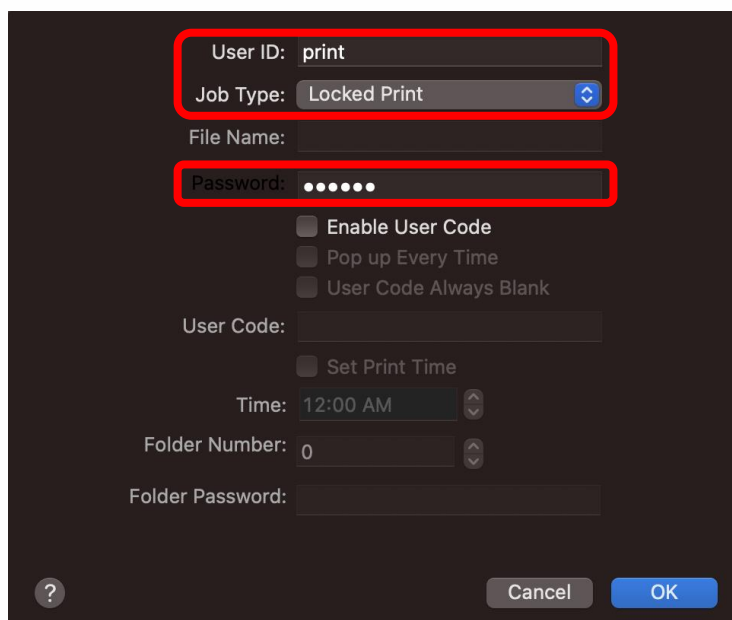
- Click **"Print"**

STEP 2

- Select printer and review the printing preferences

- For some applications, you may need to click **"Printer Options"** for detailed print settings

STEP 3

- In print options, select **"Job Log"**

- Select **"Locked Print"** in Job Type

- Input 4-8 alphanumeric characters in the self-assigned **User ID** and 4-8 digit numbers in the **Password (PIN)** fields

- Click **[Print]** and collect your print job at the MFP