

Control Panel Overview



Phaser 3610

black-and-white laser printer



PRINT

- With the desired document or graphic open in your application, access the Print dialog box by selecting Print from the File menu.
- Select the printer and click the Properties button to open the printer driver.
- Make selections from the driver tabs, if necessary.
- Click the OK button to save your selections.
- Click OK to print.

SECURE PRINT

At Your PC:

- In your application, click File, then click Print. In the Printer window, click Properties.
- Click the Extras tab.
- Select Job Settings Button
- Click Secure Print Mode from the drop down menu.
- In the ID's & Numeric Password field enter 4-digit passcode for this job and click OK.
- Walk to the printer.

At the Printer:

- Press the Left arrow button to access Walk-Up Features
- Navigate to Secure Print and press OK
- Scroll to your User Name and select OK.
- Enter the Secure passcode by using the Up / Down arrows.
- Use the Left / Right arrows to move from one number to the next.
- Navigate to the desired job, then press OK
- Select Delete after Print and press OK

For Service and Support contact Help Desk at 855-306-1220 For more information visit the UF PrintSmart site at <u>http://www.purchasing.ufl.edu/printsmart/</u>

