Secure Print

When using secure print, you will select the “Secure Print” printer from your print screen on the computer. Then walk up to the machine of your choice, authenticate in using your Hartnell user name and password, and select the job that you would like to print.

Choose either BW (black and white) or Color:

How do I know which machines are color?
Look for the color wheel on the front of the machine, and the letter “c” in the model – both indicate a color machine.

How do I find my print job? Easy as 1-2-3!

Step 1: Log-in
Use the same username and password as the computer.
Step 2: Select Job

Step 3: Select Print