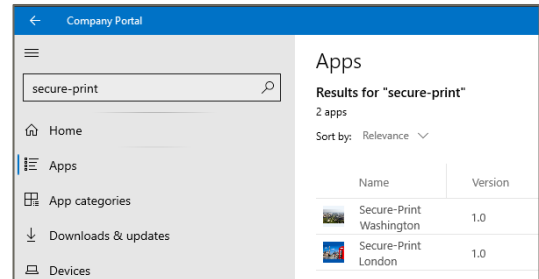


SECURE PRINTING

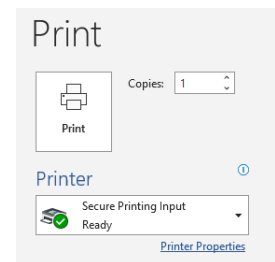
Installing Secure Print

1. Open the **Company Portal** from your Windows menu or by searching in Windows.
2. Search for **Secure-Print**.
3. Click on either **Secure-Print Washington** or **Secure-Print London**, based on where you are normally located. Both applications will allow you to print to either office.
4. Click the **Install** button to install.



Secure Printing

1. When you print, select Secure Printing Input as the printer. You will then be able to access the print job from any Chemonics Secure Print printer. Printer locations can be found on the floor plans on the [Chemonics-Washington SharePoint site](#).
2. At any of the multifunction printers, you have two options for logging in:
 - 2a. Enter your employee ID/PIN and press the Login button. Your employee ID/PIN is available in the personal information section of ADP. **OR**



GUEST PRINTING

Guests can email PDFs only as attachments to print@chemonics.com from a non-Chemonics email address. A reply email from uniFLOW will provide a one-time Job Code to be entered on the multifunction printer to retrieve the print job.

- 2b. Swipe your badge on the panel next to the screen. If this is the first time swiping your badge at the printer, you may need to enter your Chemonics username (full email address) and password to register your badge.



3. You will be prompted to enter a Project ID and Activity Code. All printing and copying require this information.

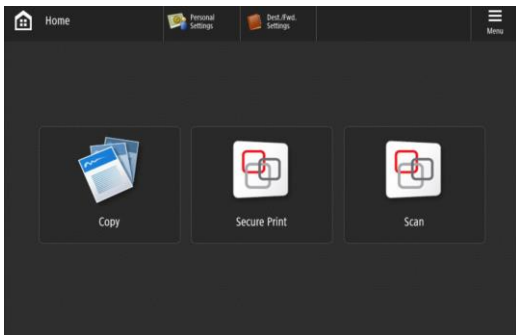
- a. Enter the Project ID or a word contained in the project ID description in the search field.



RECENTLY USED CODES

Click on any project ID and then click the Recently Used button to view your ten most recently used Activity Codes.

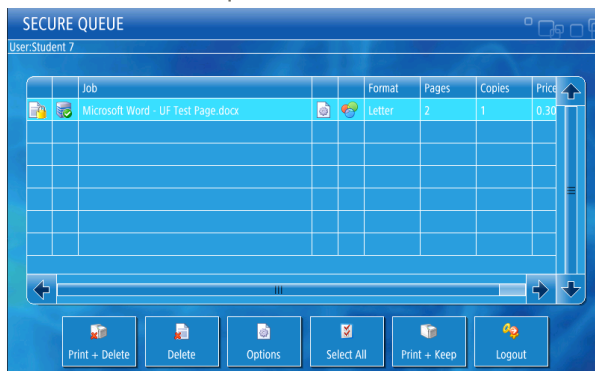
- b. Click on the project ID.
 - c. Press the Down button and a list of related activity codes will appear.
 - d. Click on the appropriate activity code and press the Select button.
4. Click on Secure Print button to view the jobs you have sent to the printer.



5. Select your jobs and press Print + Delete or Print + Keep on the bottom of the page. Print + Delete will print the job and delete it from the queue. Print + Keep will print the job and retain it in the queue for 10 hours.

PRINTER OPTIONS

Press Options if you want to change the document's finishing features like double-sided printing or stapling.



6. Press the logout button or swipe your badge to log out.