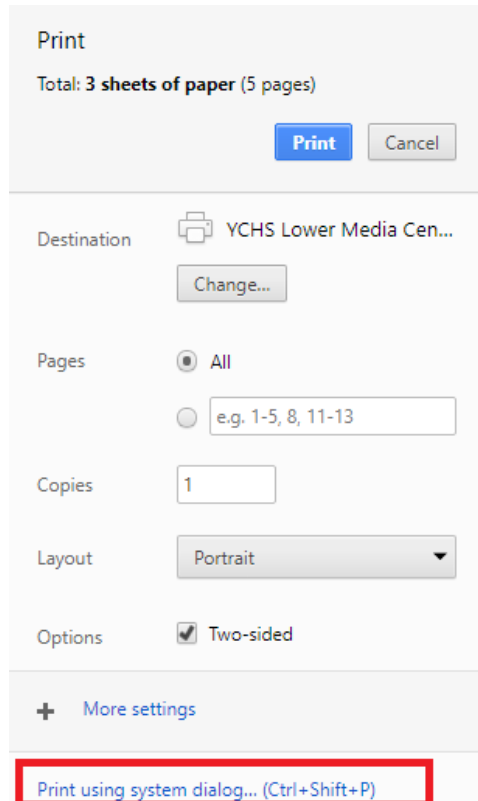


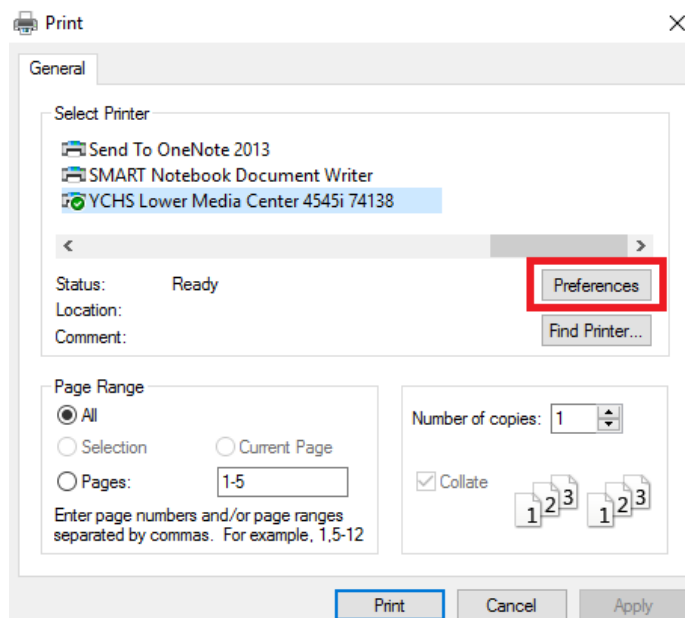
Secure Print (Windows 7 and Newer)

To prevent wasted paper, time, and effort, we recommend all staff always use secure print. Some things, such as confidential IEPs, transcripts, and medical information, must always be printed securely.

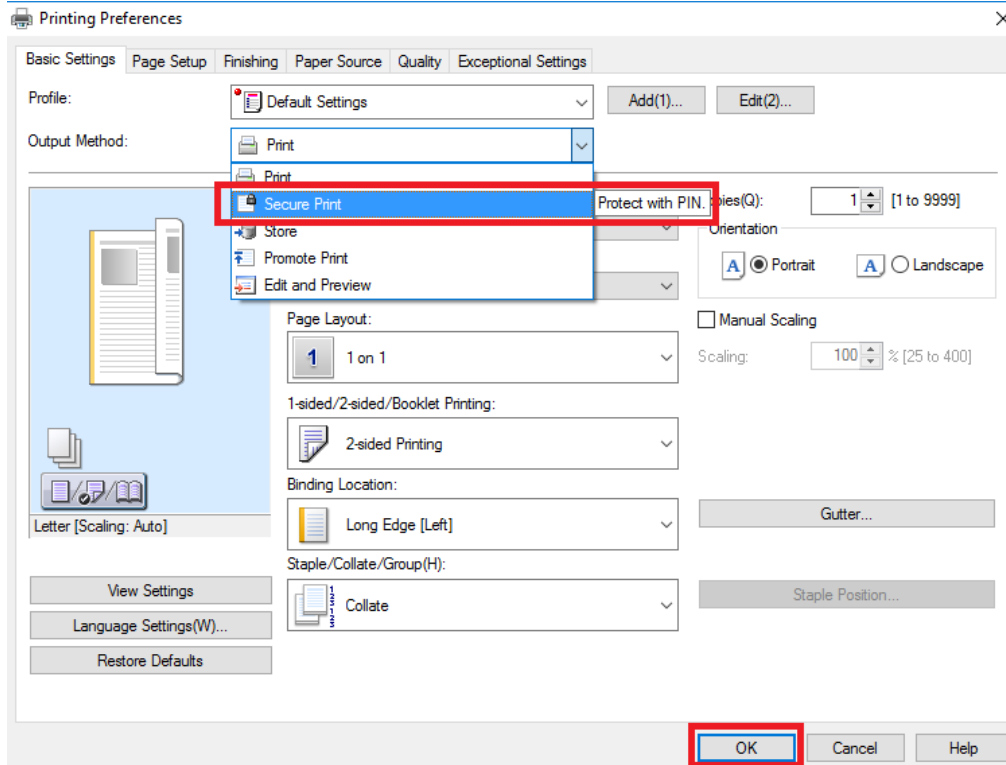
1. When printing a document, make sure to go through the system dialog. When printing from Chrome (for example) this may require an extra click



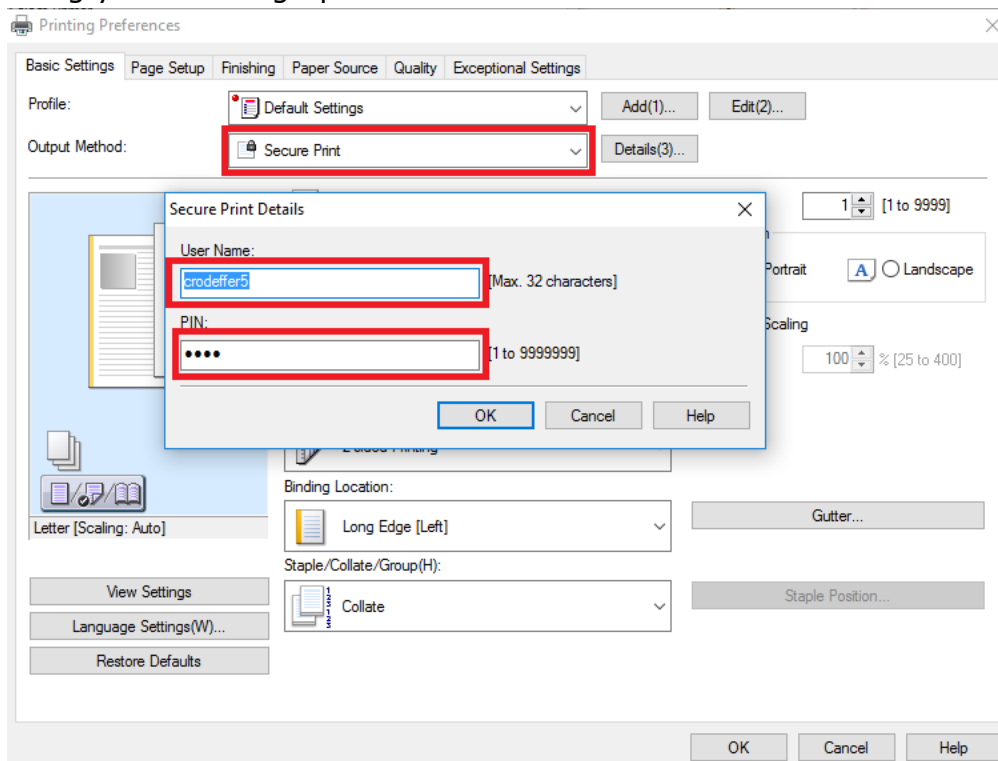
2. In the Print dialog, click Preferences



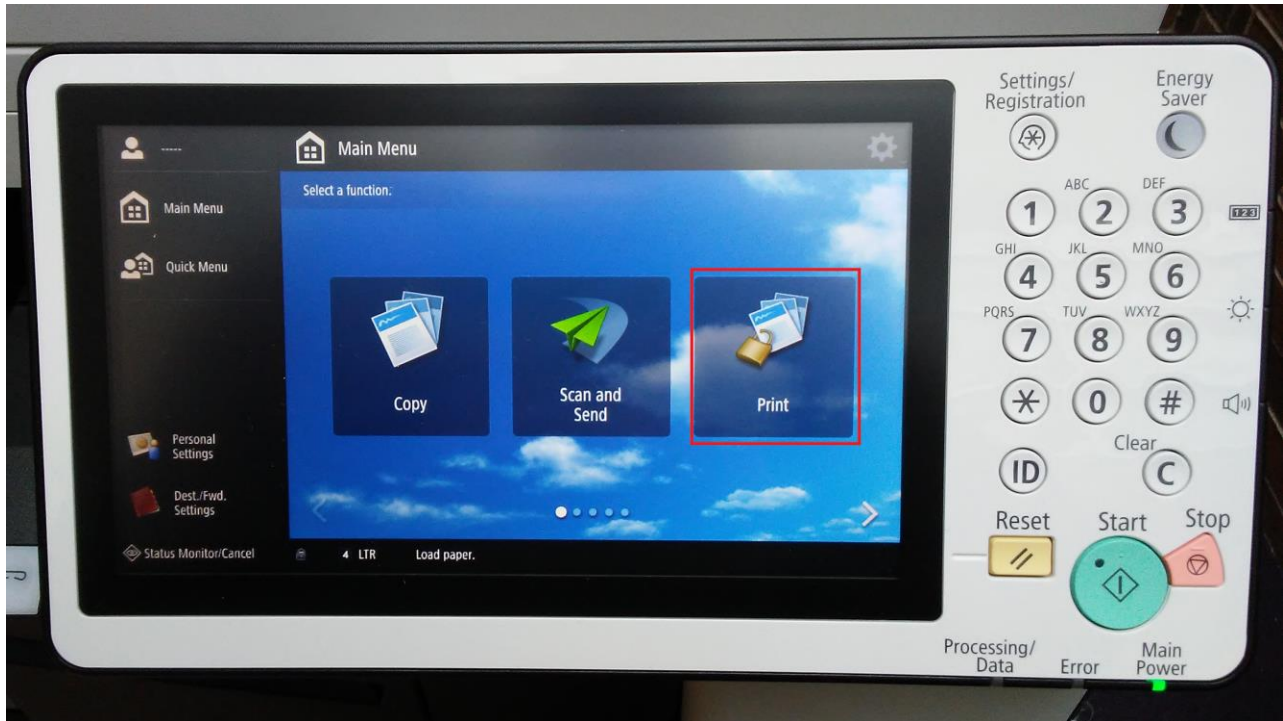
3. In the Printing Preferences dialog window, under the Basic Settings tab choose Secure Print from the Output Method drop-down menu, then click OK



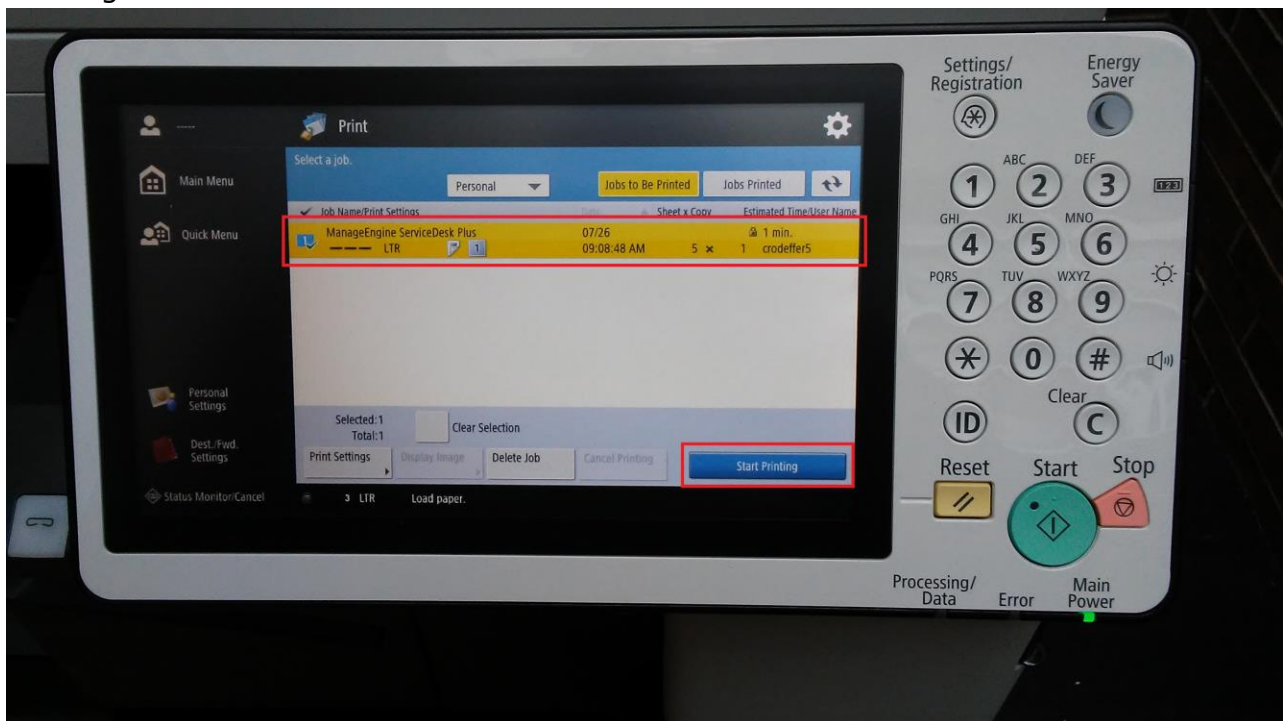
4. The first time you use Secure Print with a Canon, a dialog will ask you if you would like to adjust the settings. Click Yes, then follow the dialog prompts. The operating system environment should automatically pass your username to the print dialog. We recommend using your four-digit phone extension as the PIN



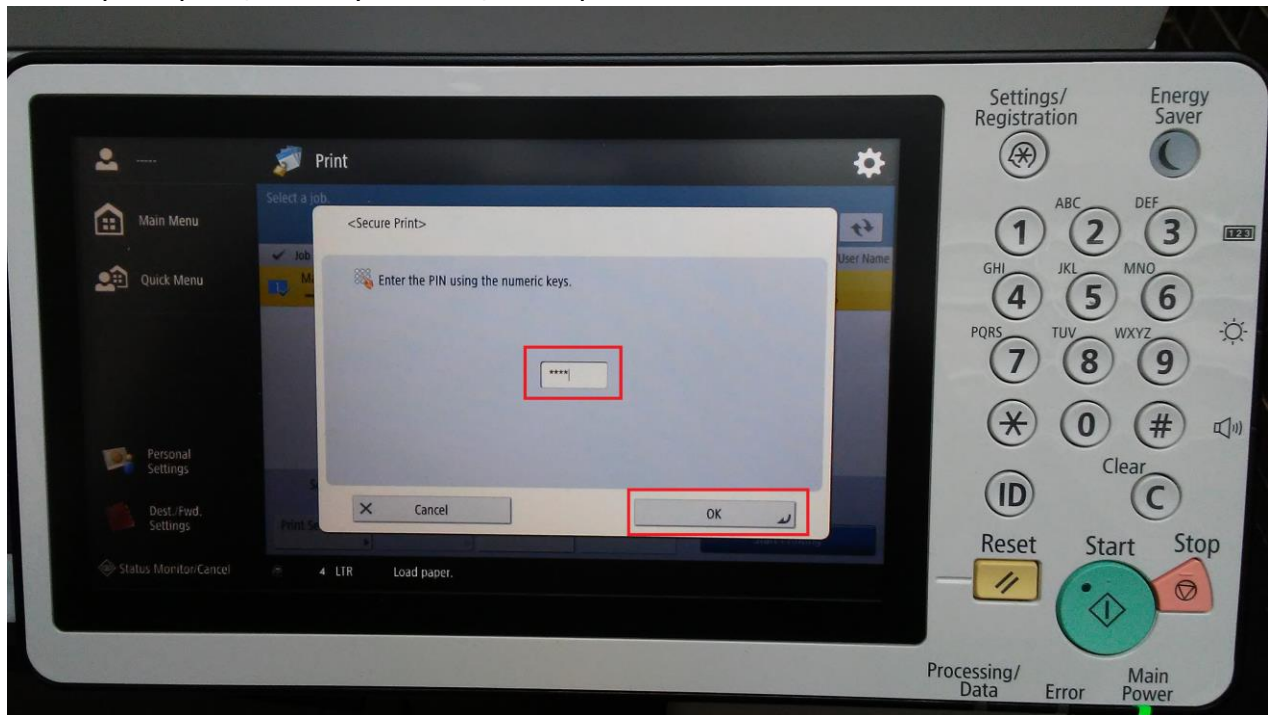
- Click OK, OK, and Print. This will send your print job to the selected Canon printer, where it will be held until it is released.
- At the Canon Main Menu, press Print



- From the Canon Print Menu, find your saved Secure Print job, select it, then press Start Printing



8. When prompted, enter your PIN, then press OK



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