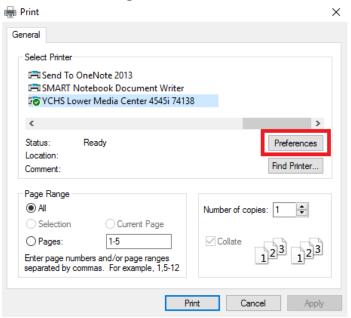
Secure Print (Windows 7 and Newer)

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

Print				
Total: 3 sheets of paper (5 pages)				
	Print Cancel			
Destination	Change			
Pages	 All e.g. 1-5, 8, 11-13 			
Copies	1			
Layout	Portrait 👻			
Options	✓ Two-sided			
More set	ttings			
Print using sys	stem dialog (Ctrl+Shift+P)			

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

🖶 Printing Preferences		×
Basic Settings Page Setup	Finishing Paper Source Quality Exceptional Settings	
Profile:	Default Settings	Add(1) Edit(2)
Output Method:	🖨 Print 🗸	
	- Print	
	Secure Print	Protect with PIN. pies(Q): 1 💽 [1 to 9999]
	-⊀j∎ Store	 Orientation
	Promote Print	A Portrait A Clandscape
	差 Edit and Preview	~
	Page Layout:	Manual Scaling
	1 on 1	✓ Scaling: 100 ♣ % [25 to 400]
	1-sided/2-sided/Booklet Printing:	
	2-sided Printing	~
0/07/00	Binding Location:	
Letter [Scaling: Auto]	Long Edge [Left]	∽ Gutter
	Staple/Collate/Group(H):	
View Settings		Staple Position
	Collate	V Staple Position
Language Settings(W	/) ŝ	
Restore Defaults		
		OK Cancel Help

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

Printing Preferences		×
Basic Settings Page Set	tup Finishing Paper Source Quality Exceptional Settings	
Profile:	● Default Settings V Add(1) Edit	:(2)
Output Method:	Secure Print	
Sec	cure Print Details	1 🚔 [1 to 9999]
	Jser Name: crodeffer5 [Max. 32 characters]	Portrait A Clandscape
	•••• [1 to 9999999]	Caling
	OK Cancel Help	
Letter [Scaling: Auto]	Binding Location:	Gutter
View Settings	Staple/Collate/Group(H):	Staple Position
Language Settings	Collate V	Stapie i Ostrorit
Restore Defau	lts	
	ОК	Cancel Help

5. 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.

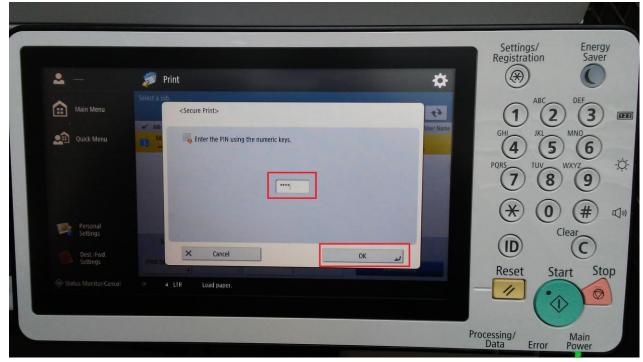


6. At the Canon Main Menu, press Print

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

2 -	🔊 Print	
Main Menu	Select a job. Personal Personal Jobs to Be Printed Jobs Printed Jobs Name/Print Settings Fittings Fit	
Quick Menu	ManageEngine ServiceDesk Plus 07/26 & 1 min. UTR DO:08:48 AM 5 × 1 crodeffer	
Personal Settings	Selected: 1 Clear Selection	(H) (C) (H) (C) (H) (H) (H) (H) (H) (H) (H) (H) (H) (H
Dest./Fwd. Settings	Total:1 Clear section Print Settings Disclars image Delete Job Cancel Printing Start Printing Start Printing	Reset Start Stop
		Processing/ Main Data Error Power

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





This file is available at https://goo.gl/ukfVHy