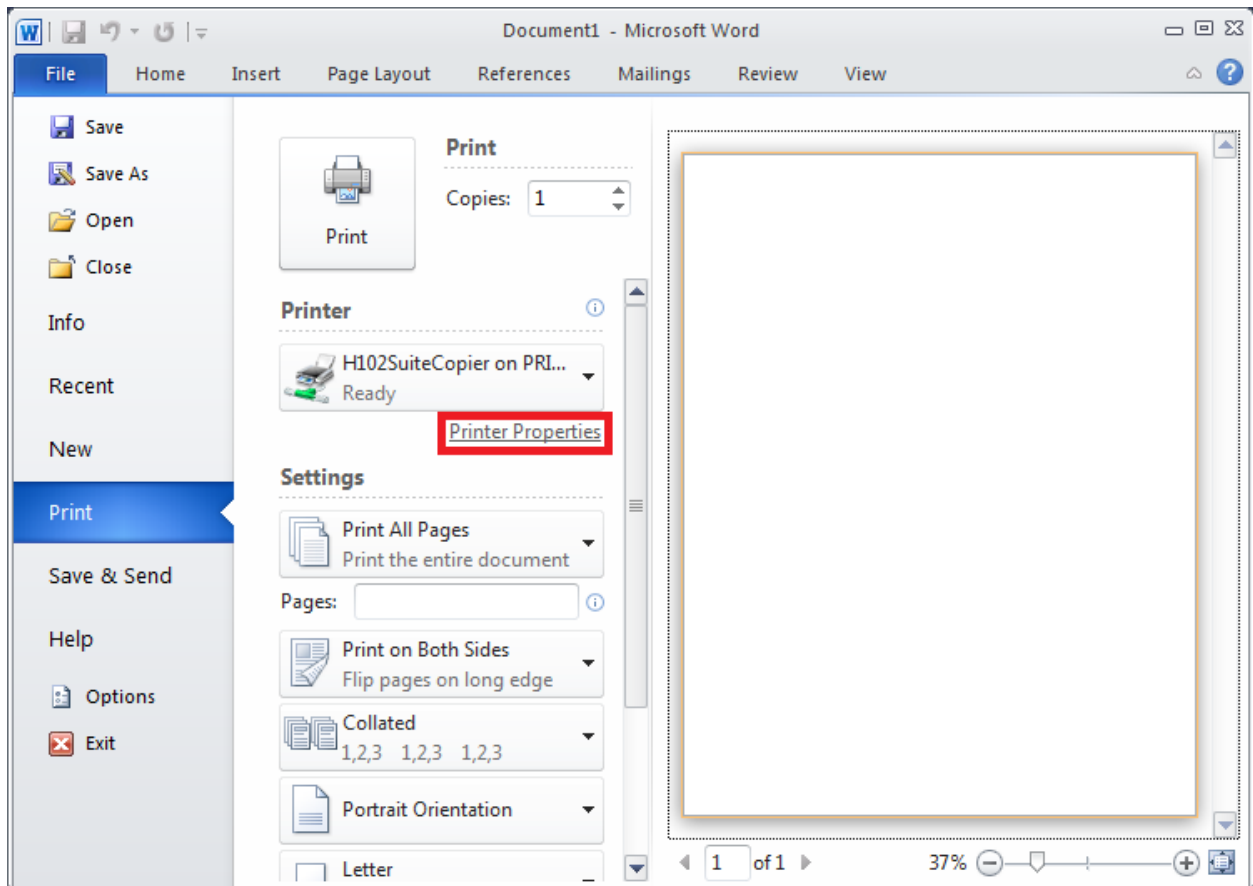


Secure Printing to Canon Copiers

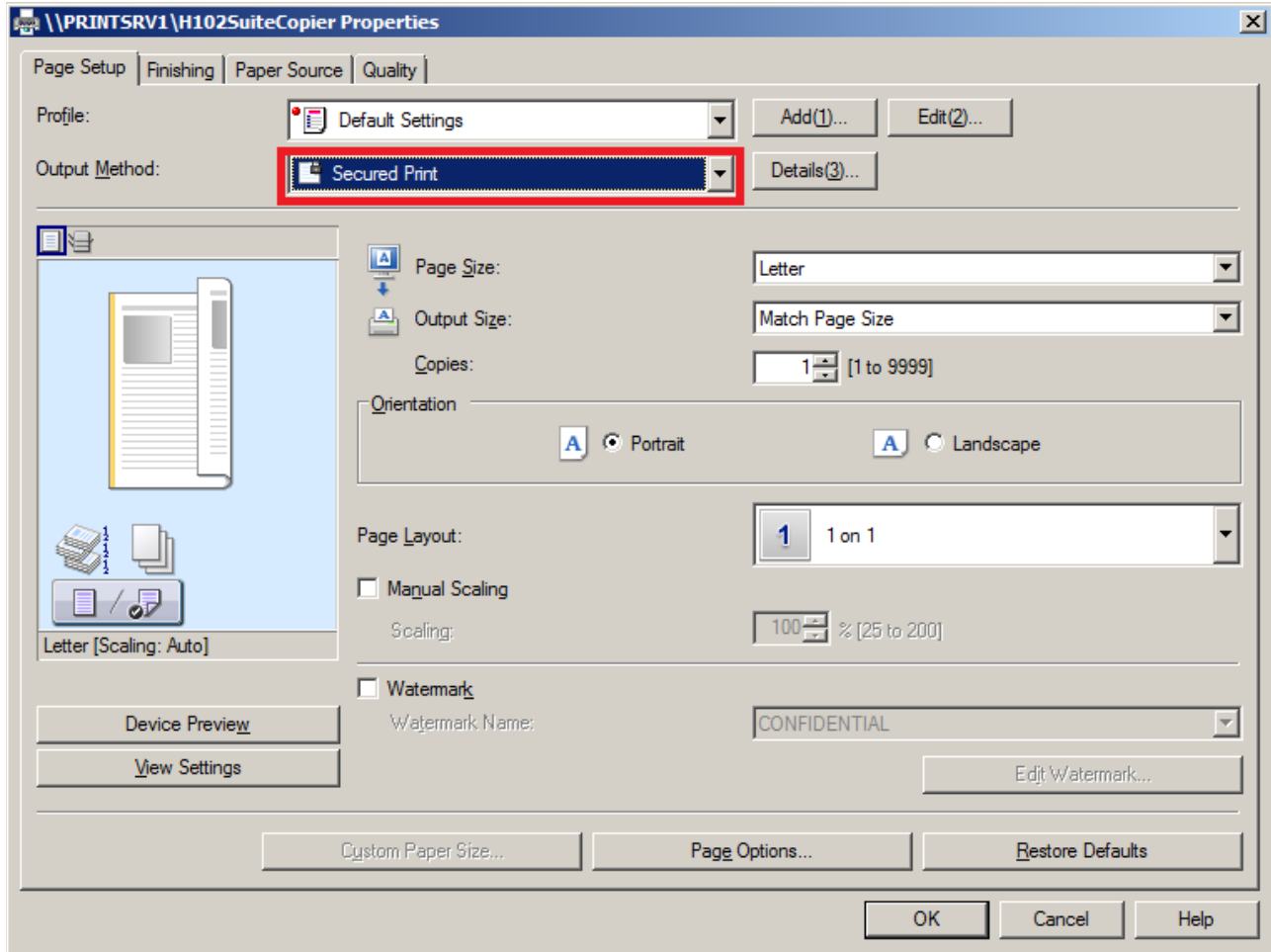
The Canon copiers on campus support secure printing. When print jobs are sent to a copier in secure mode, the job is not output on the copier right away; the user must go to the copier and enter a PIN to print the job. This functionality is built in to the Windows driver, but a couple of additional steps are required on the user's part.

To print a Word document using secure print on a Canon copier, take the following steps:

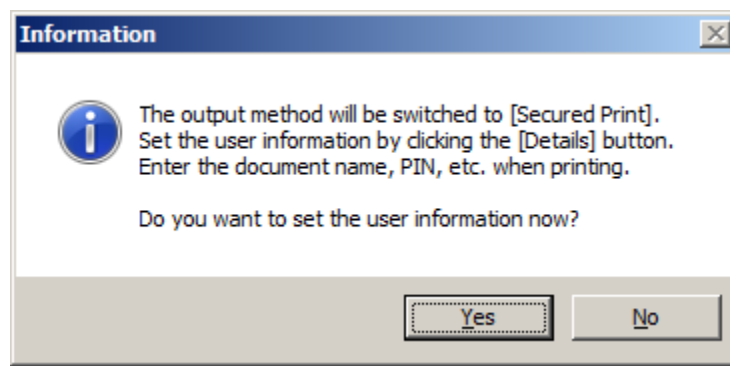


**Click File -> Print, and ensure that the desired Copier is selected.
Then click "Printer Properties"**

Secure Printing to Canon Copiers

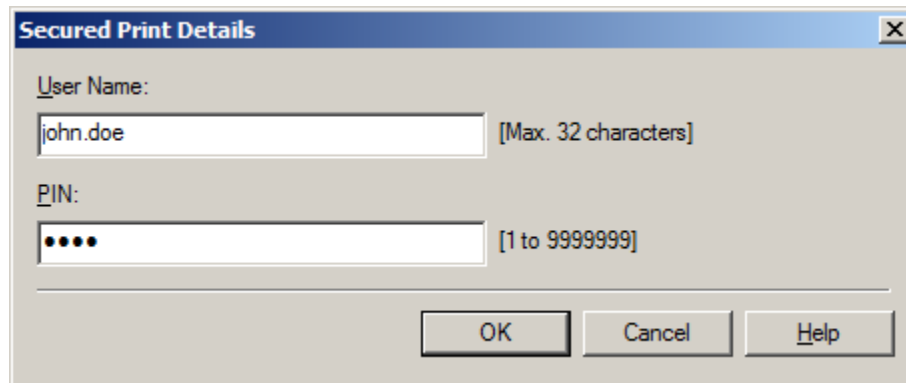


Now, you should see the Canon printer properties dialog. Click the selection box for “Output Method” and select “Secured Print”



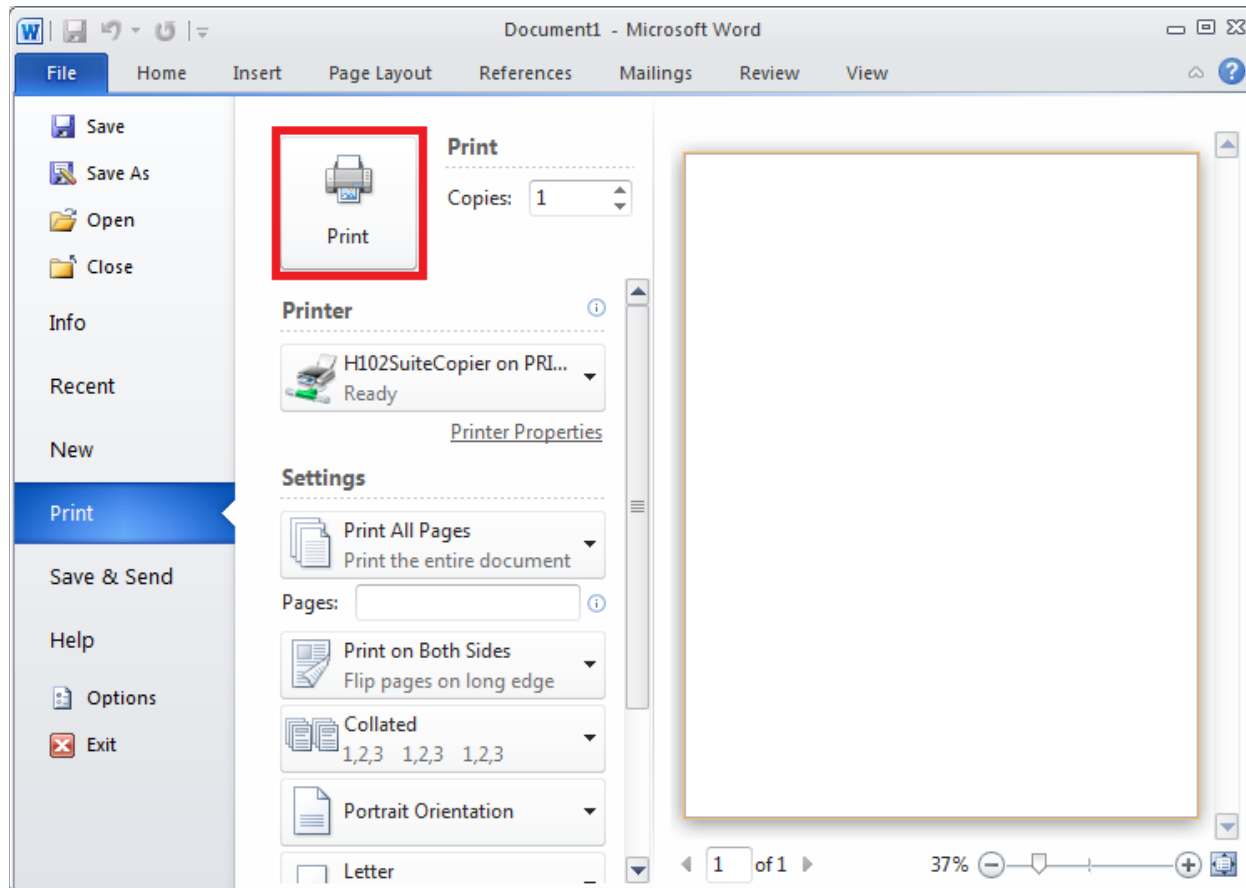
If this is the first time you have used secure printing, click “Yes” to enter your username and a PIN of your choosing. If you have used secure printing before, you may click “No,” to use the stored credentials from last time. (You may also click “Yes” if you wish to enter new credentials).

Secure Printing to Canon Copiers



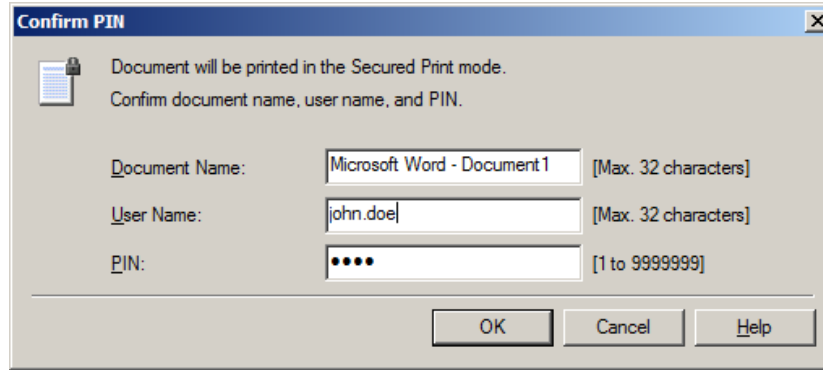
The image shows a dialog box titled "Secured Print Details". It has a blue header bar with a close button (X) in the top right corner. Below the header, there are two input fields. The first is labeled "User Name:" and contains the text "john.doe". To the right of this field is the text "[Max. 32 characters]". The second field is labeled "PIN:" and contains seven dots. To the right of this field is the text "[1 to 9999999]". At the bottom of the dialog, there are three buttons: "OK", "Cancel", and "Help".

The first time you open the secured print user information dialog, your Windows user name should be automatically filled in. If not, enter your Windows user name in the “User Name” field. The PIN must be a numeric string from 1 to 7 digits in length. It is recommended to make the PIN *at least* four digits long.



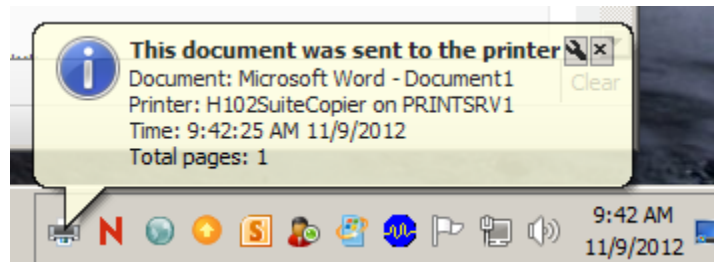
Now, go back to your Word window, and click the “Print Button”

Secure Printing to Canon Copiers

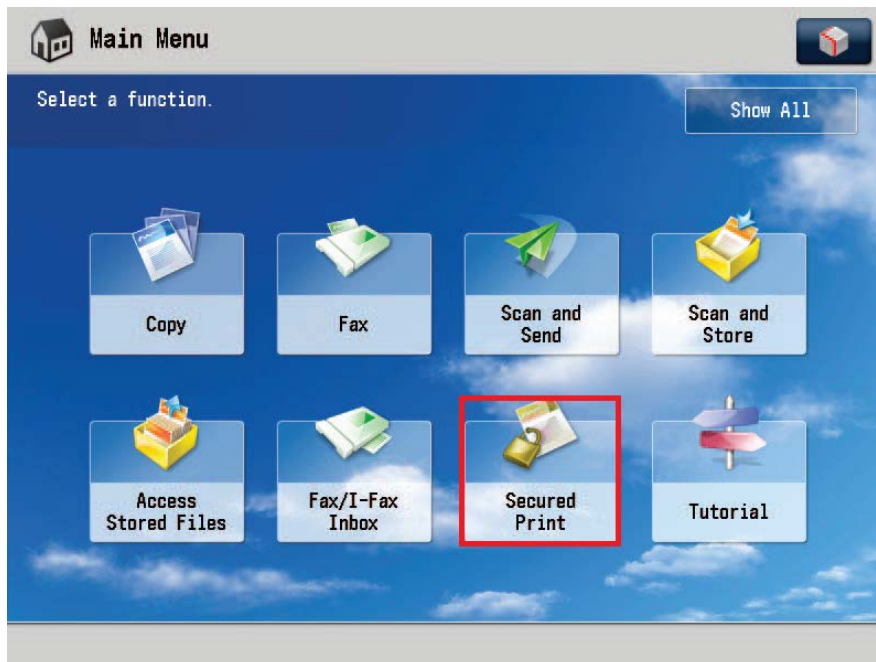


A dialog box titled "Confirm PIN" with a close button (X) in the top right corner. It contains a document icon and the text: "Document will be printed in the Secured Print mode. Confirm document name, user name, and PIN." Below this are three input fields: "Document Name:" with the text "Microsoft Word - Document1" and "[Max. 32 characters]"; "User Name:" with the text "john.doe" and "[Max. 32 characters]"; and "PIN:" with four dots and "[1 to 9999999]". At the bottom are three buttons: "OK", "Cancel", and "Help".

You will be asked to confirm your PIN. Just Click OK, unless you need to change any info here.

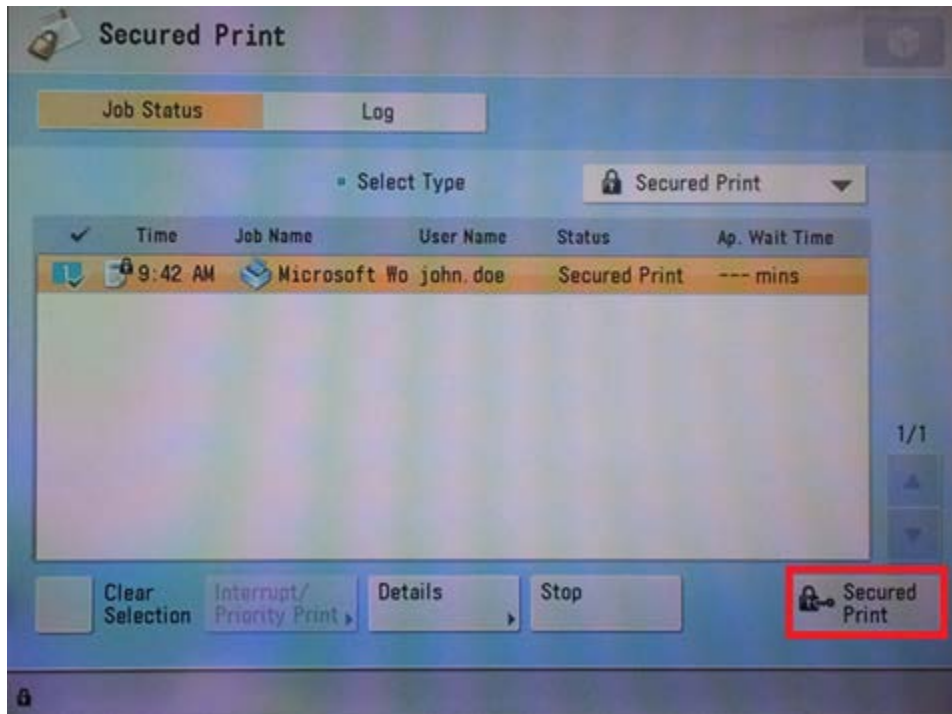


Upon a successful print, you will see a balloon tip telling you that the job was sent to the printer. Now, you may go to the copier to retrieve your printout.

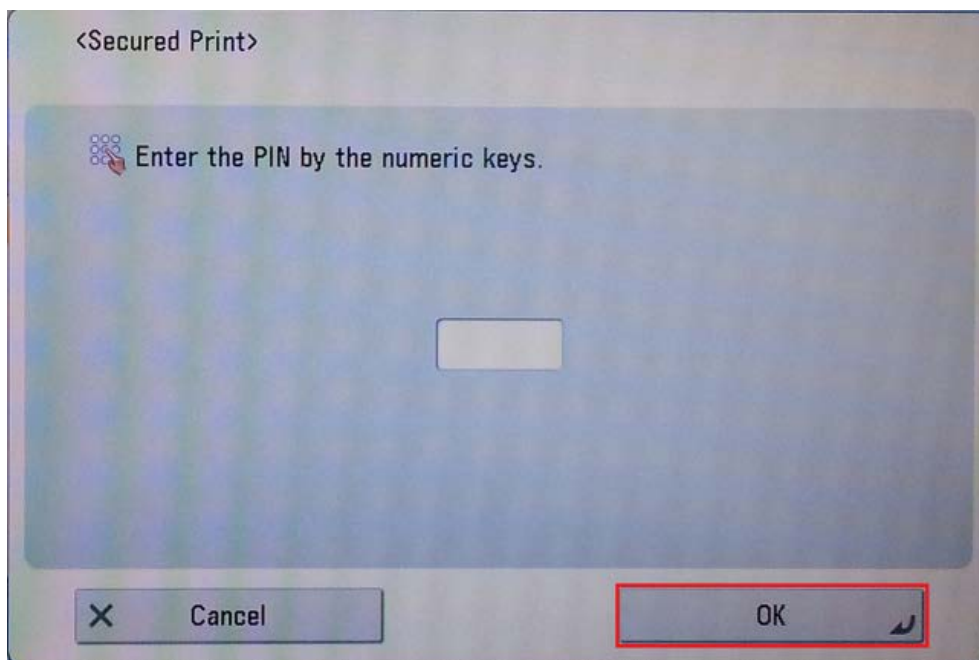


At the main screen of the copier, touch the "Secured Print" button

Secure Printing to Canon Copiers



At the “Secured Print” page, touch the document you want to print, and then touch the “Secured Print” button.



Enter your PIN, and touch “OK” to print your document.