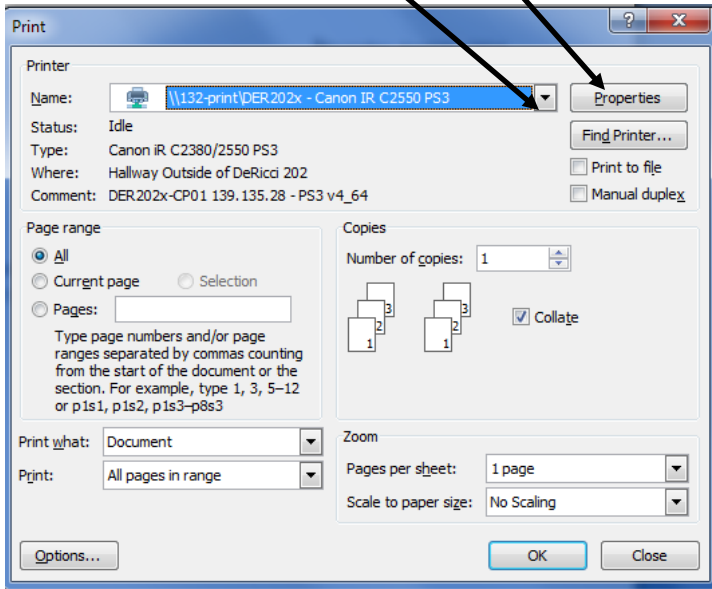
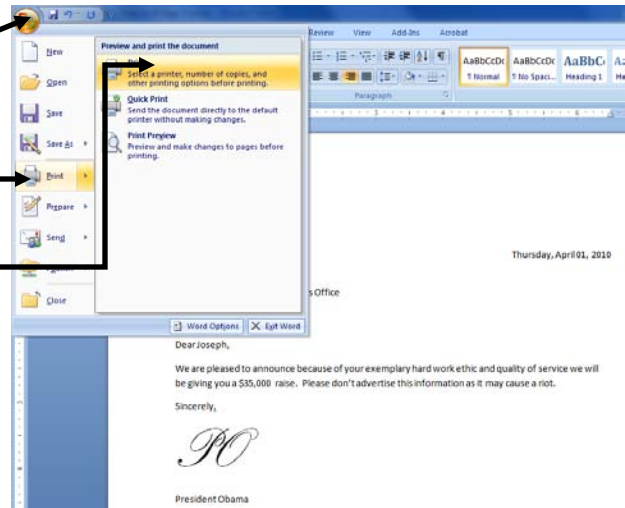


Canon Secure Printing

Secure Printing from a PC

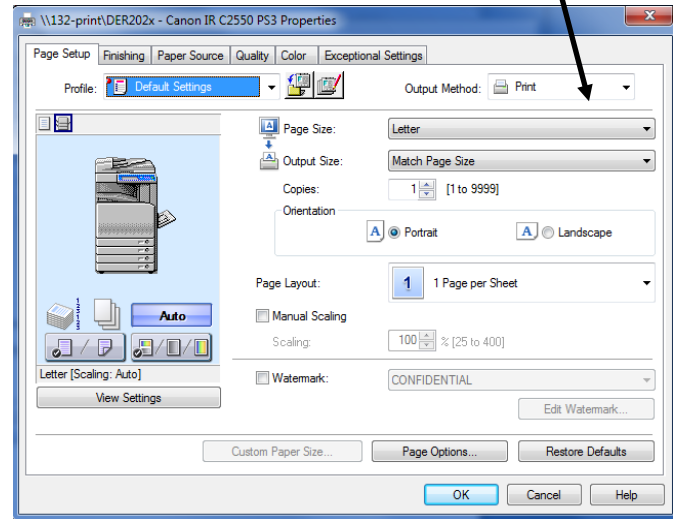
For these instructions we will use Word 2007.

1. Click on Print from the File/Office menu.

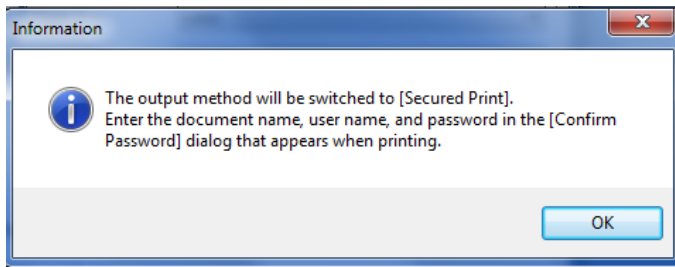


2. Change the printer to the canon printer/copier you will be printing your documents.

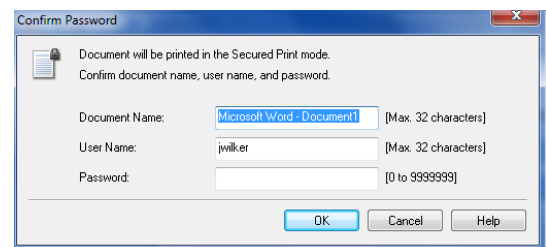
3. Click on Properties.



4. Change the "Output Method" to "Secured Print".
5. A warning dialog will appear, just click ok.



6. Click Ok, then ok to get out of all the print dialog boxes.
7. Give it a document name
8. Type in your computer username all lowercase (i.e. jwilker)
9. Create a numeric password and type it in the password field. (Don't forget it. You will need it later.) Click ok when finished.
10. Skip ahead to the "Releasing Secure Print" section.

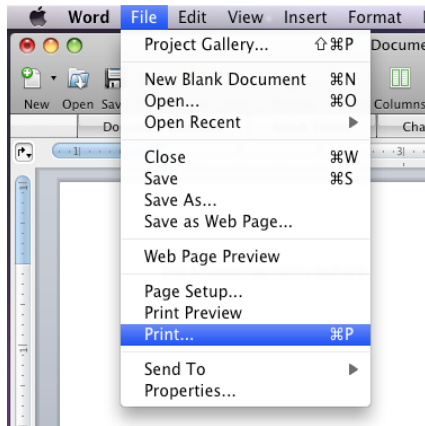


Canon Secure Printing

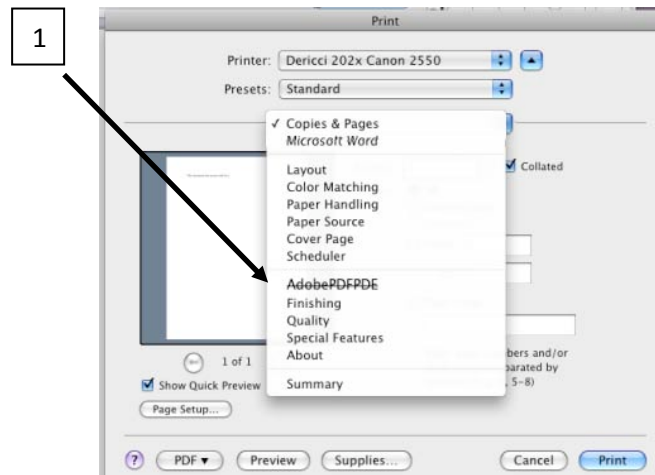
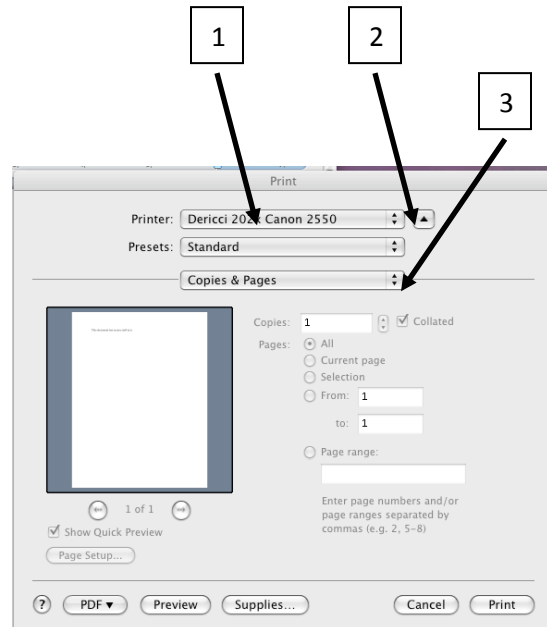
Secure Printing on a Mac

I will be using Word 2008 in this example.

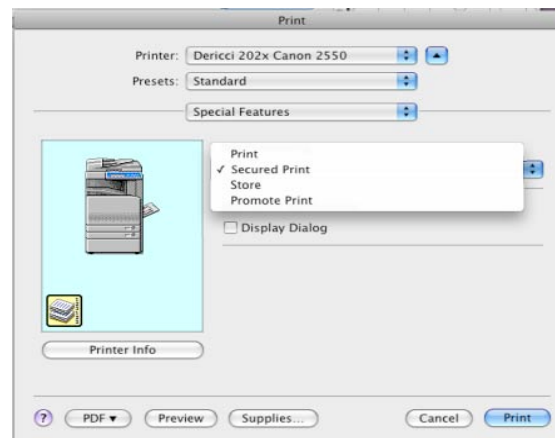
1. Go to File > Print



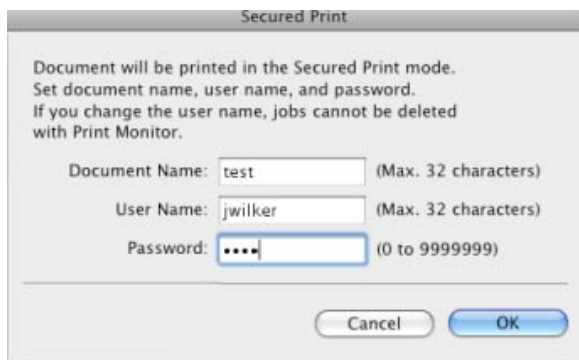
2. Select the Canon Copier/Printer you wish to print to from the pull down menu. (1)
3. If the preferences are not already expanded, expand by clicking on the Arrow. (2)
4. Next click on the 3rd pull-down (3) and select "Special Features".



5. Next change the Output method from Print to Secured Print.



6. Then click Print.

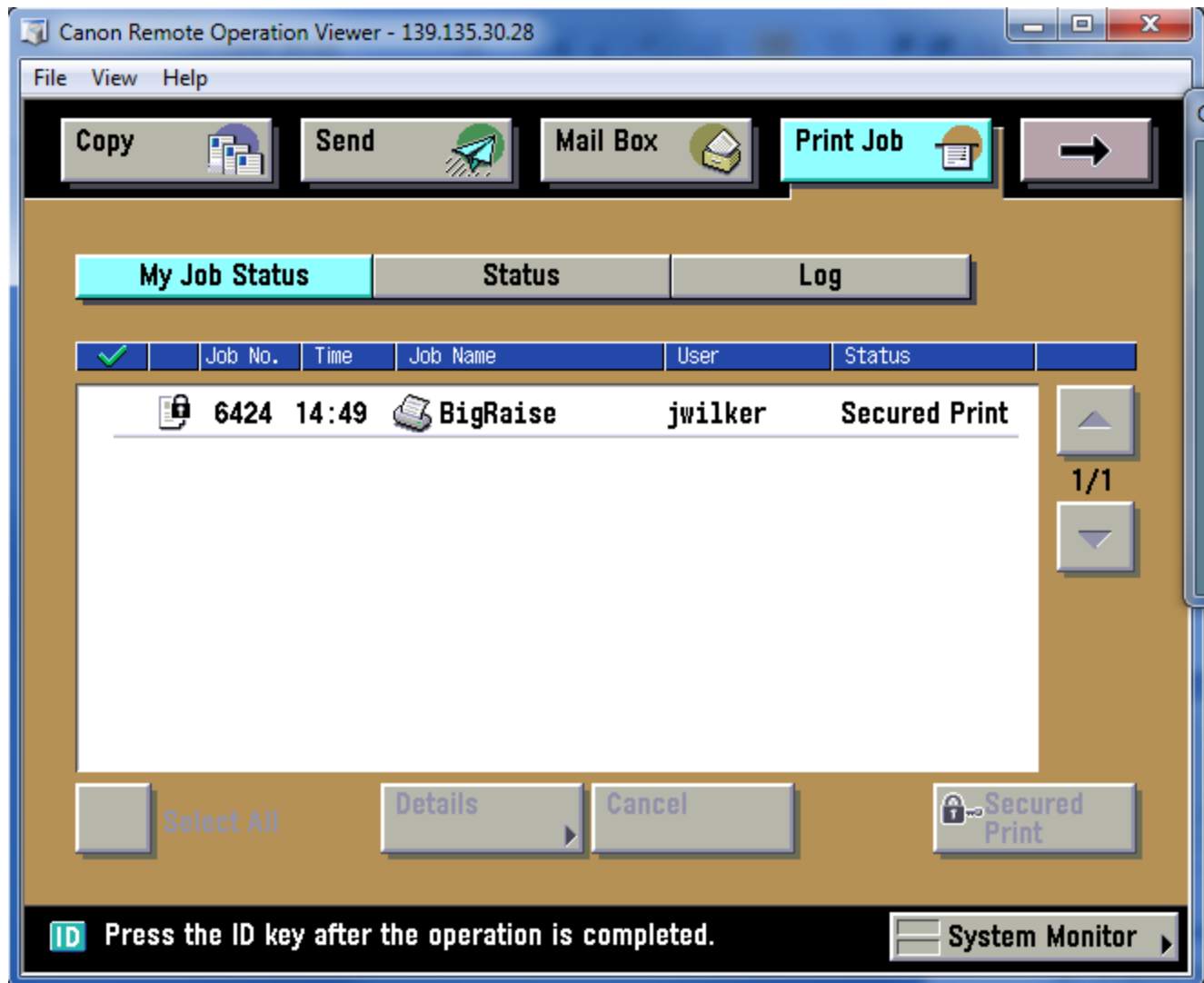


7. On the next dialog, make up a document name.
8. On the username field, delete whatever is in there and type in your computer username all lowercase. "i.e. jwilker"
9. In the password field create a numeric password. (Don't forget it. You will need it later.)
10. Click OK when finished.
11. Continue on to the "Releasing Secure Print" section.

Canon Secure Printing

Releasing Secure Prints

1. Physically go to the copier/printer you sent the secure print job.
2. Login to the copier. It is very important that use type in your username all lowercase. Refer to the Canon Copier instructions at each copier for login instructions.



3. Click on the Print Job Menu at the top. If Print Job is not an option click the → button for more menus.
4. Under My Job Status, your print job should be shown. If it is not shown, and it is shown under Status, then contact the Technology Assistance Center for assistance.
5. Select the job, and click the Secure Print button at the lower right.
6. You will then be prompted for your password. This will be the numeric password you set previously when you sent the job to the printer.