Canon Secure Printing

Secure Printing from a PC

Pages:

Print:

Options...

4.

5.

Information

Print what: Document

Type page numbers and/or page ranges separated by commas counting from the start of the document or the

section. For example, type 1, 3, 5–12 or p1s1, p1s2, p1s3–p8s3

All pages in range

For these instructions we will use Word 2007.



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x

OK

Close

you will be printing your documents.

- 3. Click on Properties. 1 🚌 \\132-print\DER202x - Canon IR C2550 PS3 Properties × Page Setup Finishing Paper Source Quality Color Exceptional Settings - 🚇 🗹 20 Output Method: 📄 Print Profile Page Size: Letter A Output Size Match Page Size 1 🚔 [1 to 9999] Copies: Orientation A O Portrait A Candscape 1 1 Page per Sheet Page Layout: Auto Manual Scaling 100 🔺 % [25 to 400] Scaling 0 - 🕞 🛃 / 🗊 etter [Scaling: Auto] Watermark CONFIDENTIAL View Settings Edit Wat Custom Paper Size. Page Options. Restore Defaults ОК Cancel Help
- 6. Click Ok, then ok to get out of all the print dialog boxes.

Enter the document name, user name, and password in the [Confirm

Zoom

Pages per sheet:

Change the "Output Method" to "Secured Print".

A warning dialog will appear, just click ok.

The output method will be switched to [Secured Print].

Password] dialog that appears when printing.

Scale to paper size:

1 page

No Scaling

OK

•

•

- 7. Give it a document name
- 8. Type in your computer username all lowercase (i.e. jwilker)
- 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)
- Next click on the 3rd pull-down (3) and select "Special Features.



6. Then click Print.

set document name, u f you change the user with Print Monitor.		
Document Name:	test	(Max. 32 characters)
User Name:	jwilker	(Max. 32 characters)
Password:	••••	(0 to 9999999)
Fassword.		(0.00.9999999)

	2	
	Print	\neq
Printer: Dericci 20	X Canon 2550	
Presets: Standard	•	
Copies &	Pages ♥ Copies: 1 ♥ Collated Pages: ● All ○ Current page ○ Selection From: 1 to: 1 Page range:	
1 of 1 Show Quick Preview Page Setup	Enter page numbers and/or page ranges separated by commas (e.g. 2, 5–8)	

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

Printer	Dericci 202x Canon 2550	
Presets:	Standard	•
	Special Features	
	Print ✓ Secured Print Store Promote Print	
10000000000000000000000000000000000000	Display Dialog	
Printer Info		

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.

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.

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ID Pro	ess tl	he ID ke	ey after	the operation	is comple	ted.		System	Monitor ,

- 3. Click on the Print Job Menu at the top. If Print Job is not an option click the \rightarrow 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.