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Canon Secure Print

Secure Print

Secure Print allows you to print a file to your department's Canon Multifunction Copier, however it will not begin printing until you physically are at the print and enter in a pre-defined username and password.

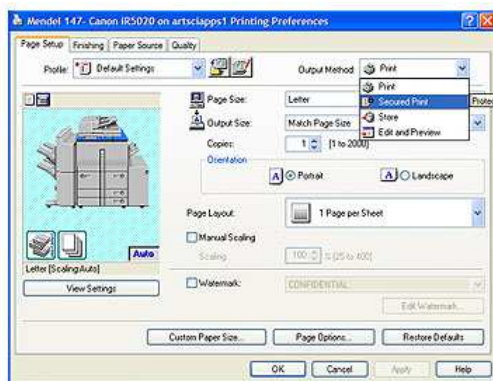
Please note: The instructions below for using this feature may differ slightly depending on the Canon model used by your department.

In Windows, go to **Start > Settings > Printers and Faxes**

Right-click on the **Canon Copier** (name will differ across departments) and select **Properties**.

Click on the **Printing Preferences** button (towards the bottom).

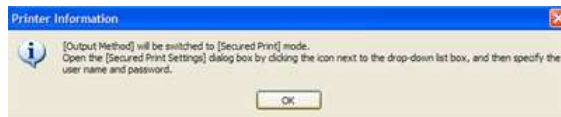
In the **Page Setup Tab** (first tab on left), under **Output Method**, select **Secure Print** from the drop down menu.



Next, you will get this message:

Click **OK**.

Then Click **OK** again to get out of these settings.



When you go to **Print a Document** you will get the following window:

You can give the Document a descriptive name if it doesn't already have one. For username, enter the Department ID assigned to you for printing and then your password (Note that you can assign any username and password you like here).

After clicking **OK** it will be sent to the Copier.

When at the Copier:

Enter in your username/password (also called Department ID).

Then select **System Monitor** (bottom right corner of screen). Next, select **Print** (bottom, middle of screen).

Select your job from the print queue and then hit **Secured Print**.

You will be prompted for your password (or both your username and password). Enter this information and the print job will start.

Any questions, please contact an [IT Coordinator](#).