SECURE PRINT SETUP

How can I Set it up?

- 1. On your keyboard, hold down the Windows key and press the R key to open the Run window.
- 2. In the Run window, type <u>control printers</u> and press the <u>OK</u> button.
- 3. A window should open with a list of installed Printers.
- 4. Right click on the Printer and select <u>Printer</u> <u>Properties</u>.
- 5. Click the Preferences Button.
- 6. Change the <u>Output method</u> from Print to <u>Secure Print</u>.



🖶 Secure Print Printing Preferences	5	×
Basic Settings Page Setup Finishing	Paper Source Quality	
Profile:	Change> Default Settings ~	Add(1) Edit(2)
Output Method	ecure Print	Details(3)
	rint	
2	ecure Print	Protect with PIN. pies(Q): 1 [1 to 9999]
	romote Print dit and Preview	A Portrait A Landscape
	rage Layout.	Manual Scaling
	1 on 1	✓ Scaling: 100 ♣ % [25 to 400]
	1-sided/2-sided/Booklet Printing:	Origin at Center(5)
	2-sided Printing	~
	Binding Location:	
A4 [Scaling: Auto]	Long Edge [Left]	∽ Gutter
	Staple/Collate/Group(H):	
View Settings	Collate	~
	Color Mode:	
Hestore Defaults	Black and White	~
		OK Cancel Apply Help

Click Yes to the Prompt and then enter a PIN of your choosing in the PIN field.

Secure Print Details	×
User Name: rwhelan	[Max. 32 characters]
PIN:	
•••••	[1 to 9999999]
	OK Cancel Help

Informat	ion	×
1	The output method will be switched to [Secure Print]. Set the user information by clicking the [Details] button. Enter the document name, PIN, etc. when printing. Do you want to set the user information now?	
	Yes No	

How to default all users to Secure Print

If your print queue is shared from a server, you can set the printing defaults to Secure Print so that all users will default to the Secure Print output method.

This is essentially the same steps as above, but you use the Printing Defaults option instead of Printing Preferences.

Tip: Make sure to leave the PIN field empty.

- 1. On your keyboard, hold down the Windows key and press the R key to open the Run window.
- 2. In the Run window, type <u>control printers</u> and press the <u>OK</u> button.
- 3. A window should open with a list of installed Printers.
- 4. Right click on the Printer and select <u>Printer</u> <u>Properties</u>.
- 5. Click the <u>Advanced</u> tab and then select <u>Printing Defaults</u>.
- 6. Change the Output method from Print to Secure Print.
- 7. Click No to the Prompt so that the PIN field remains blank. The user can set this themselves when they send a print.

Secure P	rint Properti	5							
eneral Sł	naring Ports	Advanced	Color Management	Security	Device Settings	Profile			
Always	s available								
🔾 Availal	ble from	00:00	÷ To	00:00	* *				
Priority:	1	•							
Driver:	Canon	ieneric Plus	PCL6	~	New Driver				
Speed	print docum	ente co progr	ram finishes printing	factor					
⊖ Spoor	ert printing af	ter last page	is spooled	ruster					
⊙ Sta	irt printing in	mediately							
Print d	irectly to the	printer							
_									
_ Hold n	nismatched o	locuments							
✓ Print s	pooled docu	ments first							
Keep p	rinted docur	nents							
	advanced p	inting featur	res						
✓ Enable	ng Defaults	Prir	nt Processor	Separa	ator Page				
Enable Printi	-g e creation								
Enable Printi	ig o crooksin								
Printi	- y c c c c c c								
Printin									
Printi									