# Secure Print (OSX 10.9 and Newer)

To prevent wasted paper, time, and effort, we recommend all staff always use secure print. Some things, such as confidential IEPs, transcripts, and medical information, must always be printed securely.
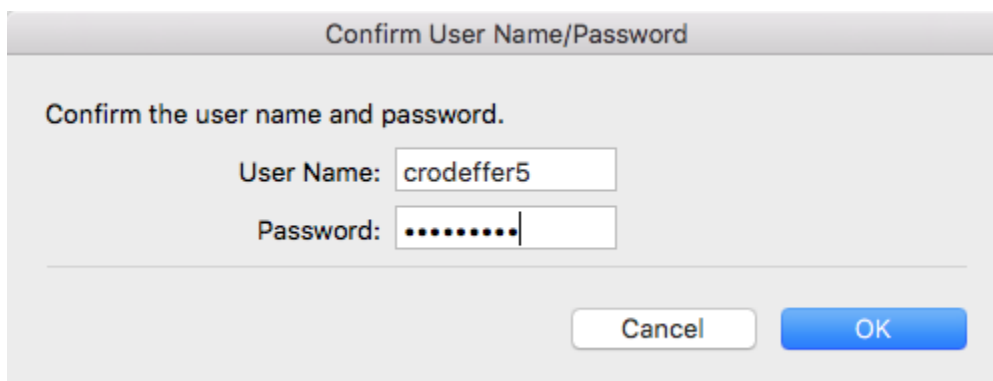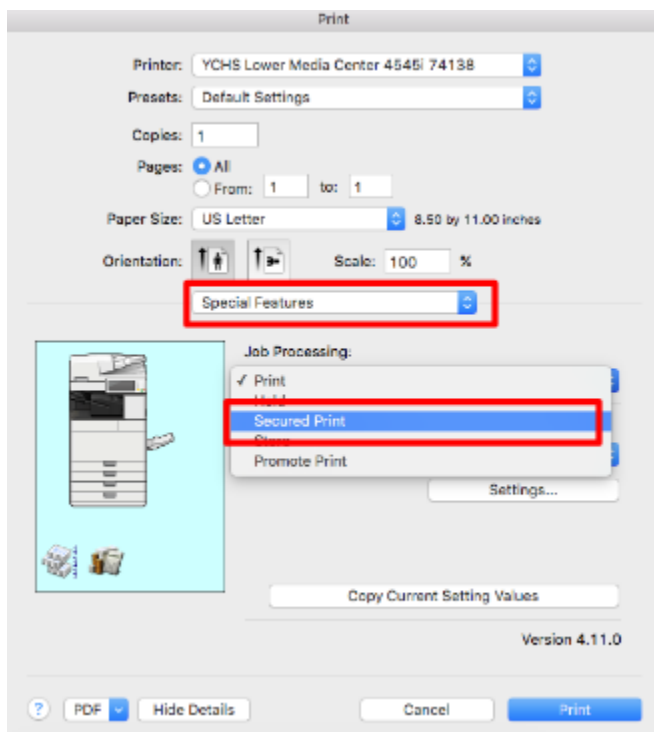
1. When printing a document, make sure to go through the system dialog. When printing from Chrome (for example) this may require an extra click. When printing from any Microsoft Office 2008 program such as Word, Excel, or Powerpoint, be sure to use File → Print. Do not click on the Print icon.
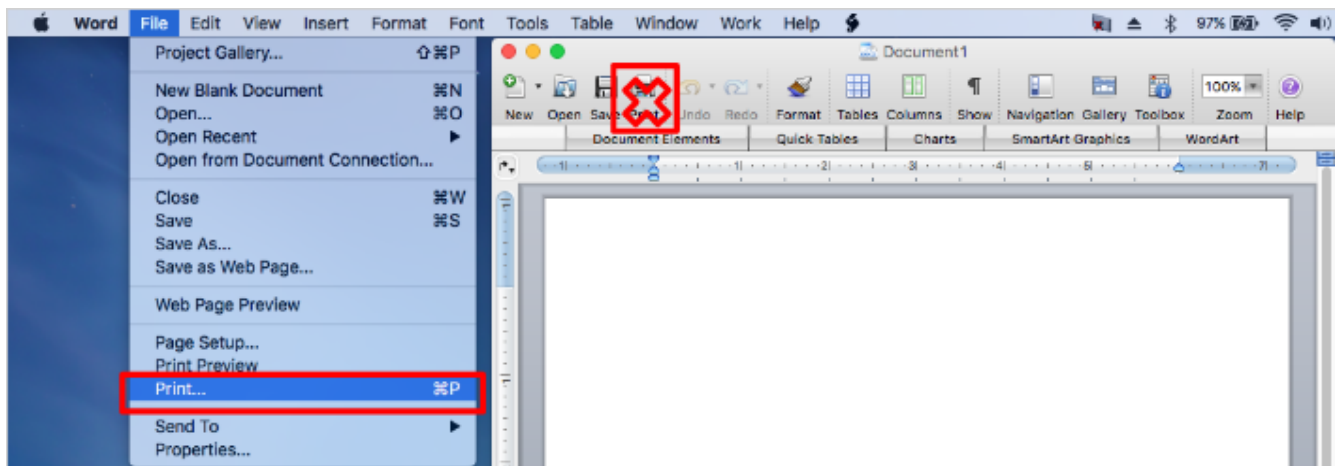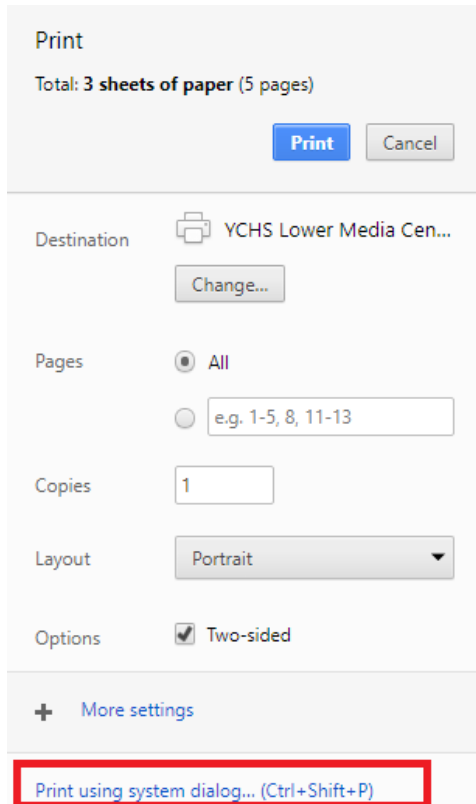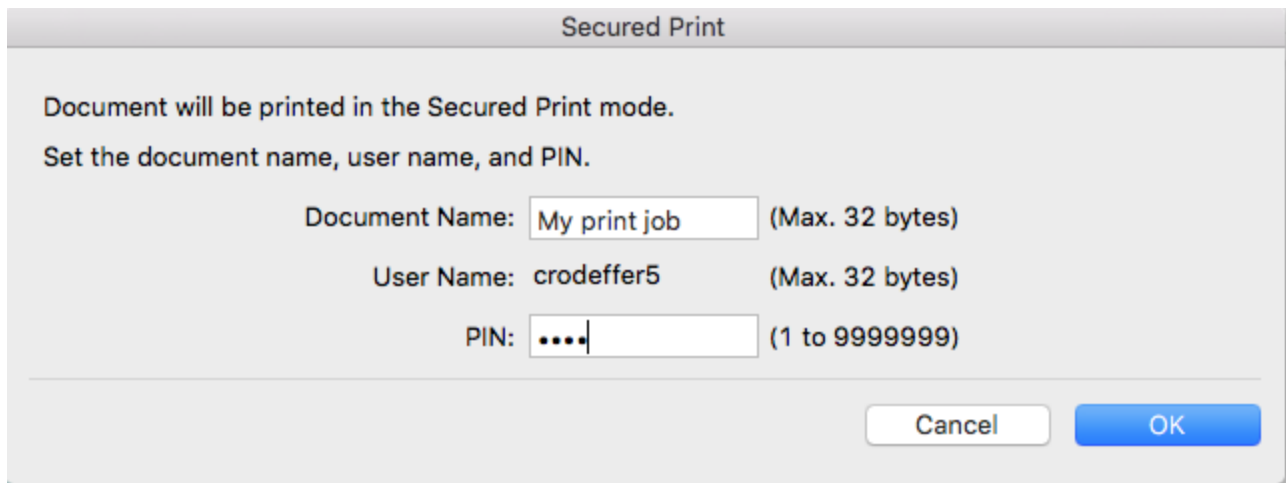
2. In the Print dialog, click Show Details (only if details are not already showing)
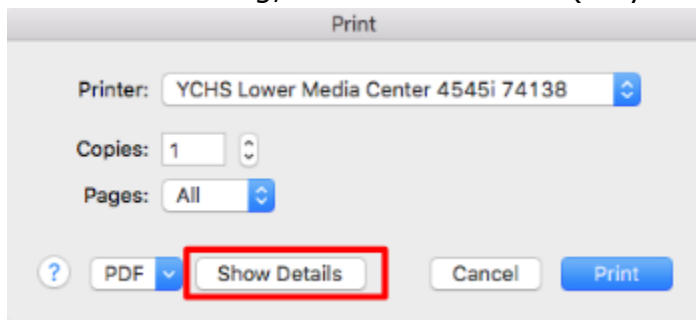
3. Near the center of the Print dialog, choose Special Features from the pull-down menu, then choose Secured Print from the Job Processing pull-down menu, then click Print. The operating system environment should automatically pass your username to the print dialog. If asked for an authentication password, use the same password you use to log onto the computer. When asked for a document name, you may use anything you like. When asked for a PIN for secure printing, we recommend using your four-digit phone extension.

Secured Print

Document will be printed in the Secured Print mode.
Set the document name, user name, and PIN.

Document Name: My print job   (Max. 32 bytes)

User Name: crodeffer5   (Max. 32 bytes)
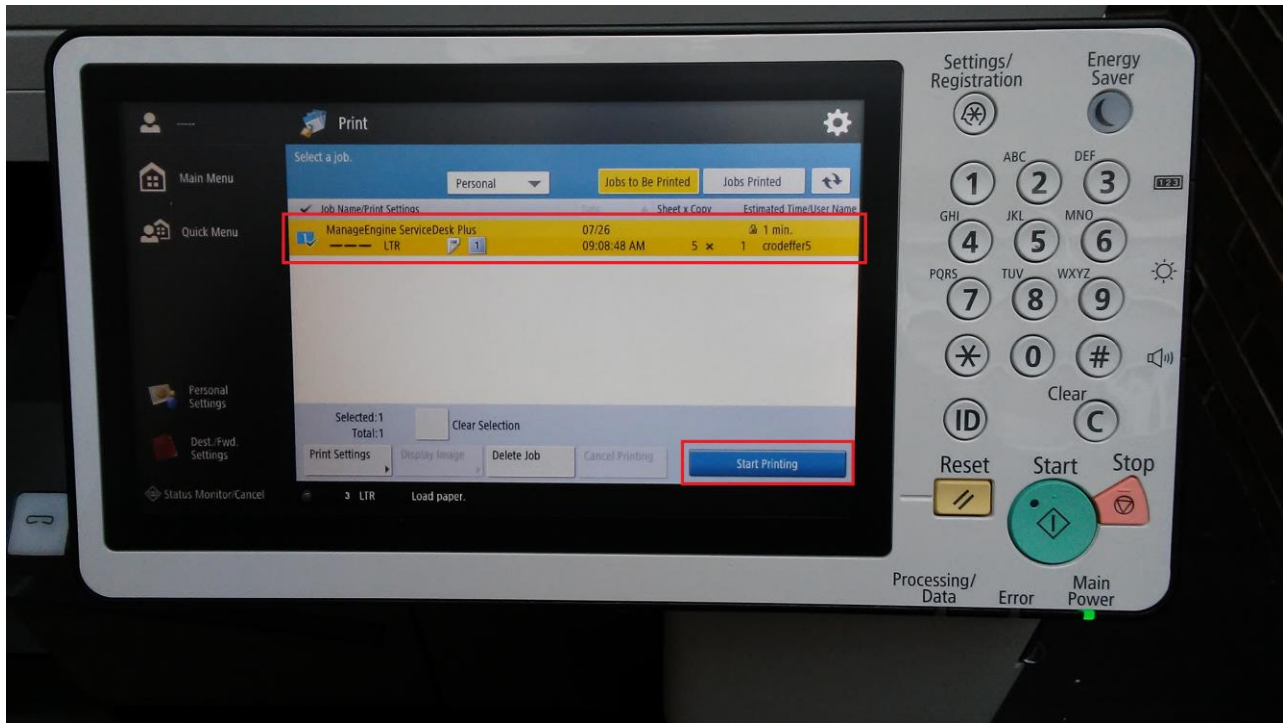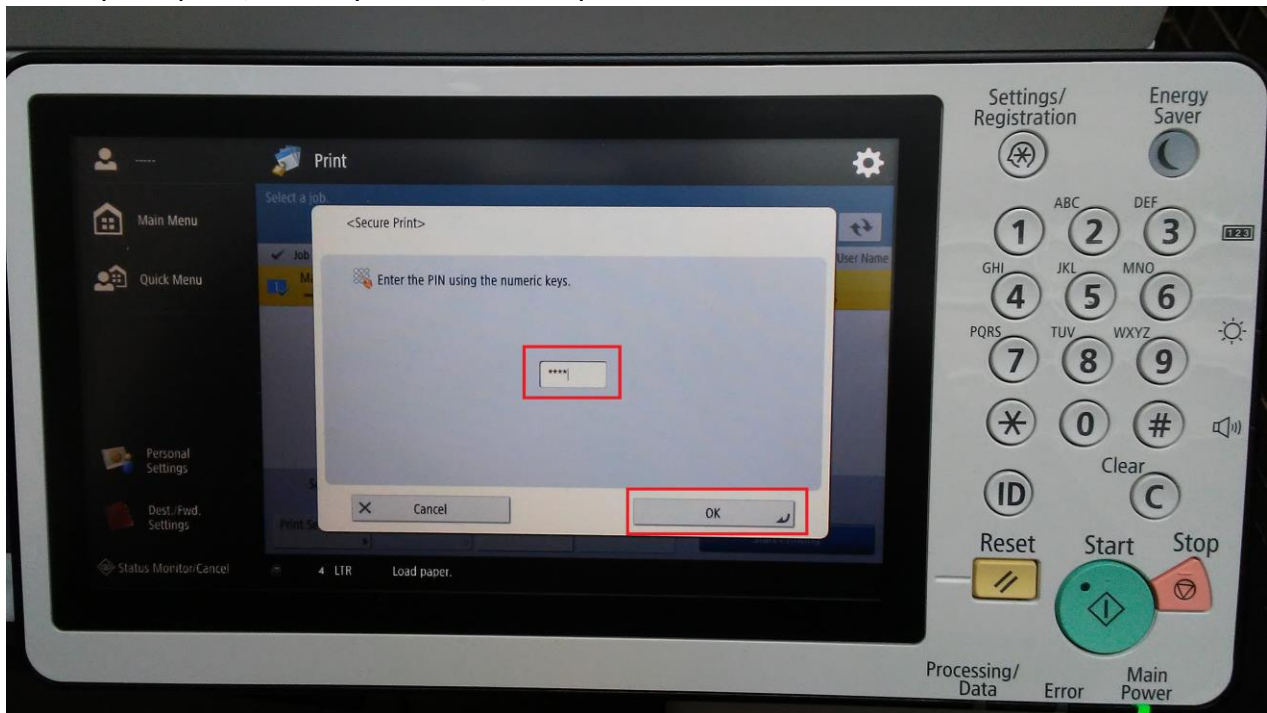
PIN: ••••   (1 to 9999999)

Cancel   OK

4. Click OK as needed. OK. This will send your print job to the selected Canon printer, where it will be held until it is released.

5. At the Canon Main Menu, press Print

6. From the Canon Print Menu, find your saved Secure Print job, select it, then press Start Printing

7. When prompted, enter your PIN, then press OK

This file is available at https://goo.gl/SpDdke