

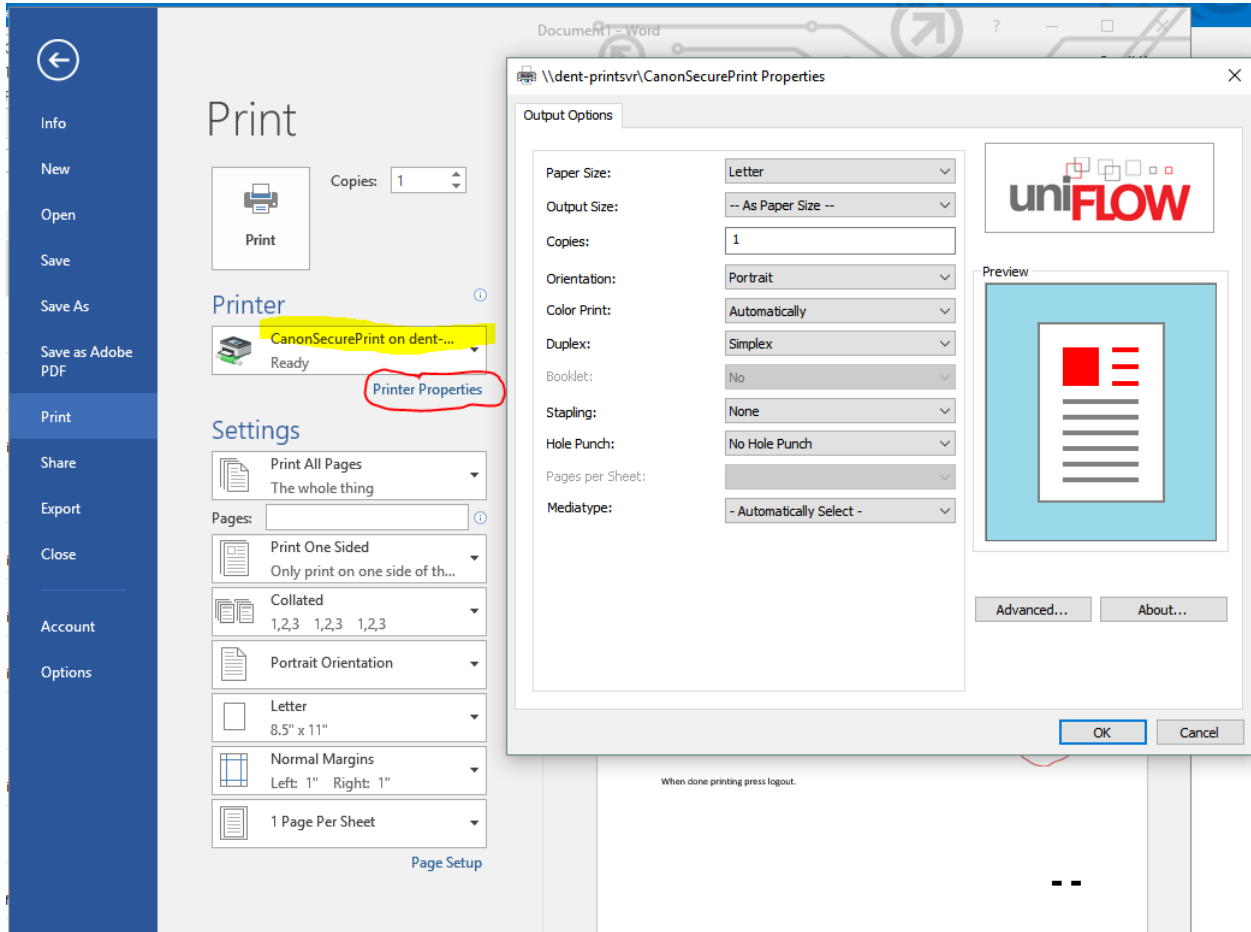
# Canon Secure Print





## Authenticated Printing

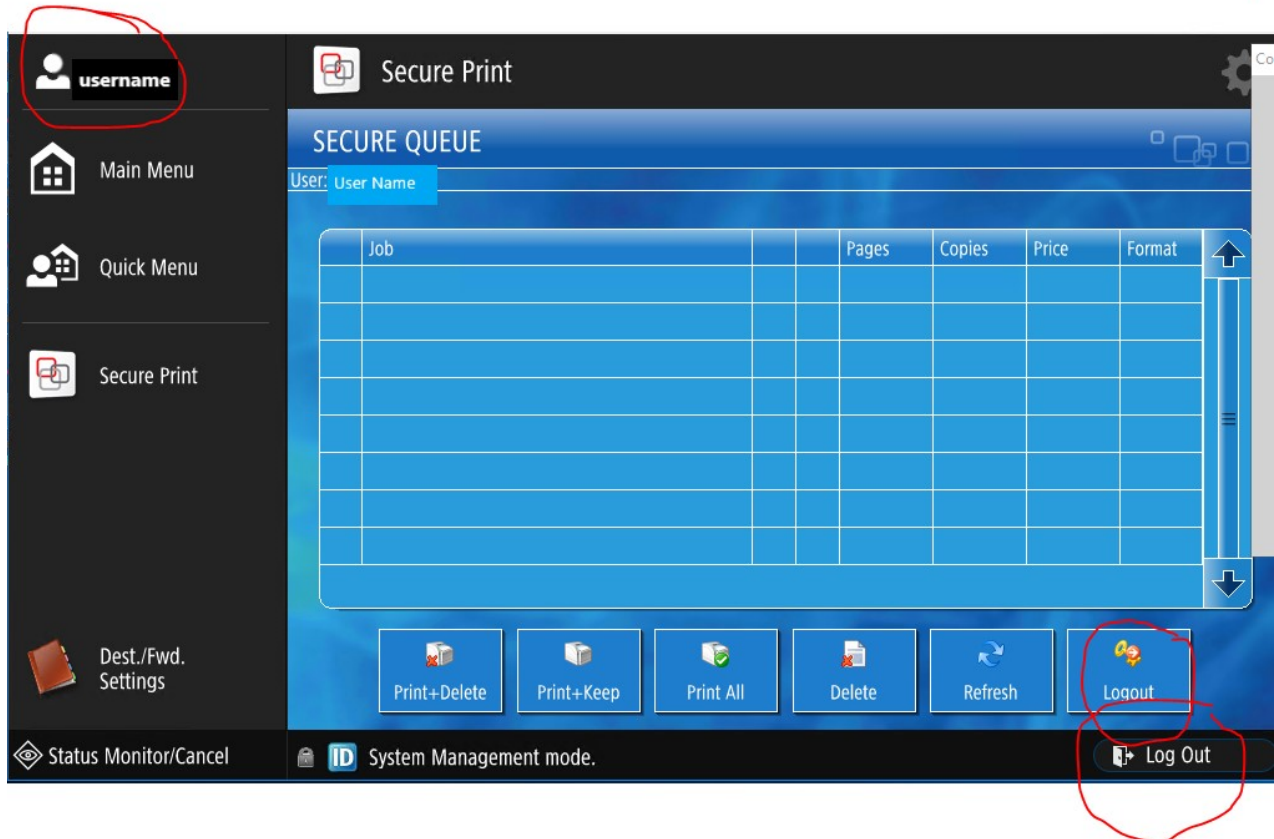
To print to any of the Canon printer, from your computer or application make sure CanonSecurePrint is selected as your printer. Depending on the application (most applications will allow, axiUm will not) you will be able to select printer properties for orientation, stapling, and hole punch if needed.



You can send multiple print jobs, they will be saved in the queue until you are ready to release them

At the printer, tap your card on the card reader, you will notice that the user changes to your user name and the printer starts printing.

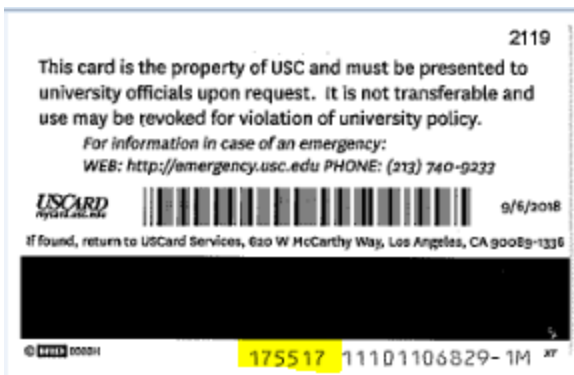
If you sent multiple print jobs, the printer will print all of them.



When done printing, press **Logout**. Note the screen changes and the user is switched to the generic user.

Note: If you forgot your USC ID card or your card is desensitized do the following:

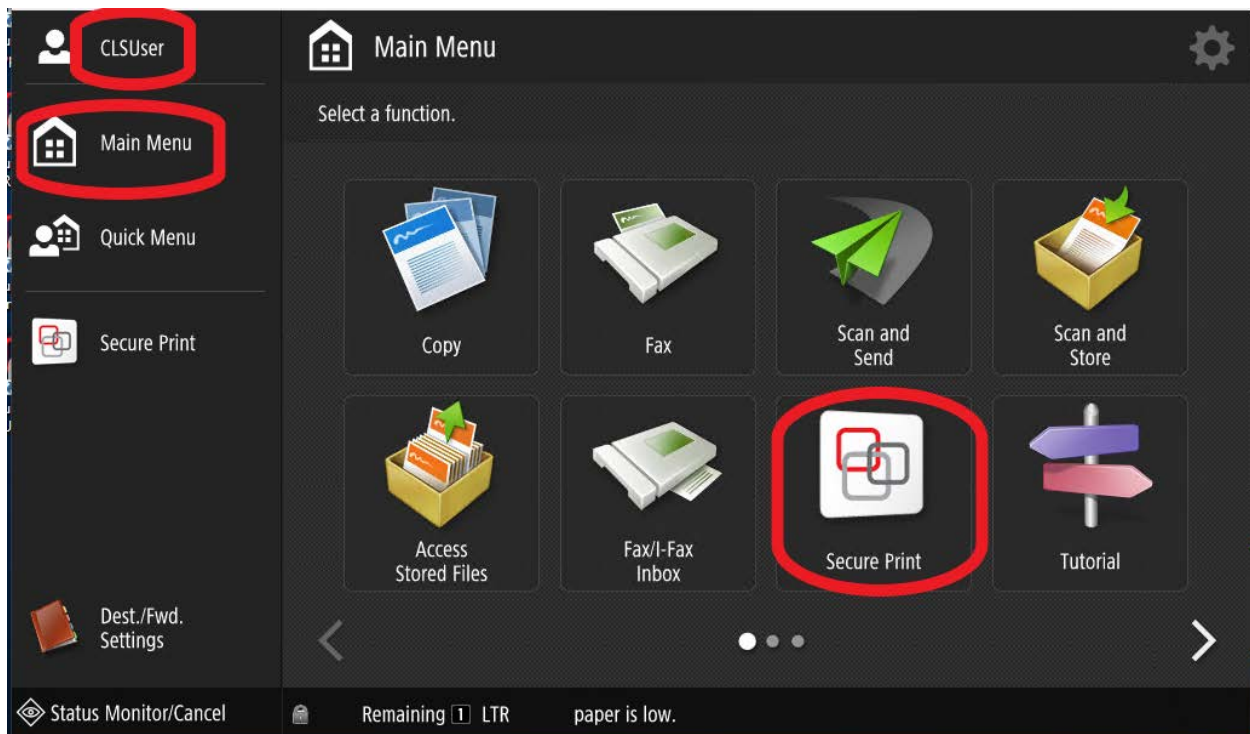
Make sure you keep a record of your 6 digit prox ID number, see example below highlighted in yellow.



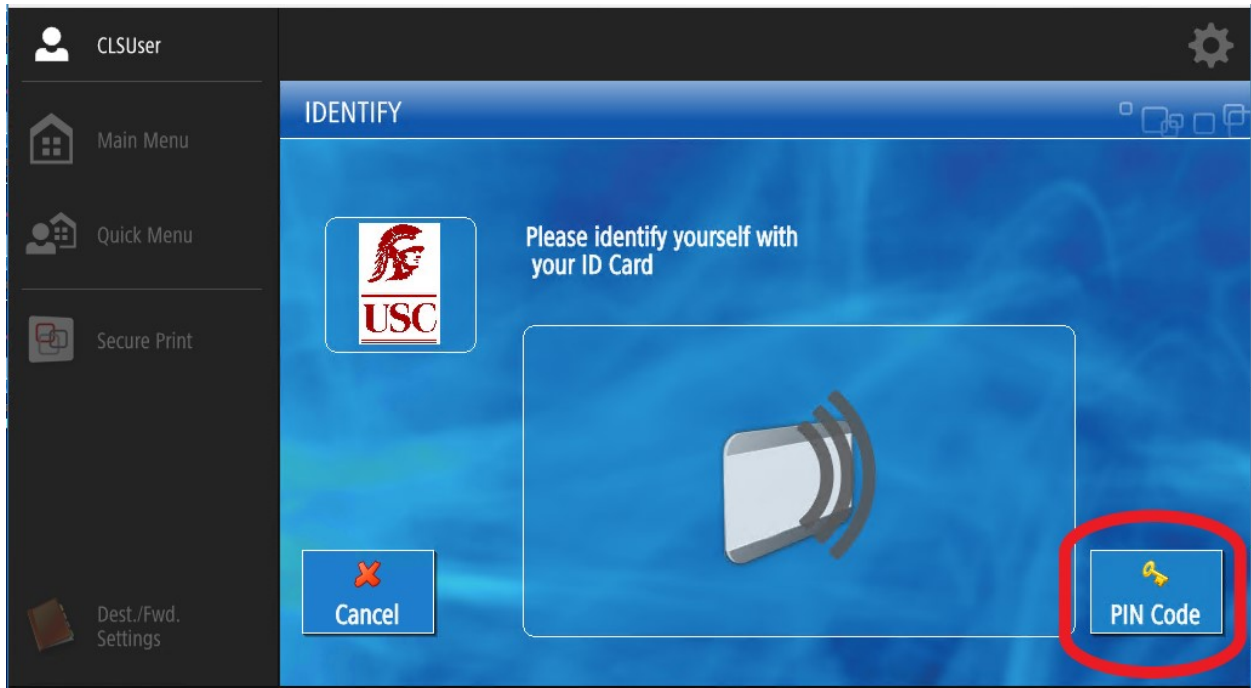
Send your print job(s) as instructed above.

At the printer do the following

Press the [Home button (Main Menu)] then Press [Secure Print].



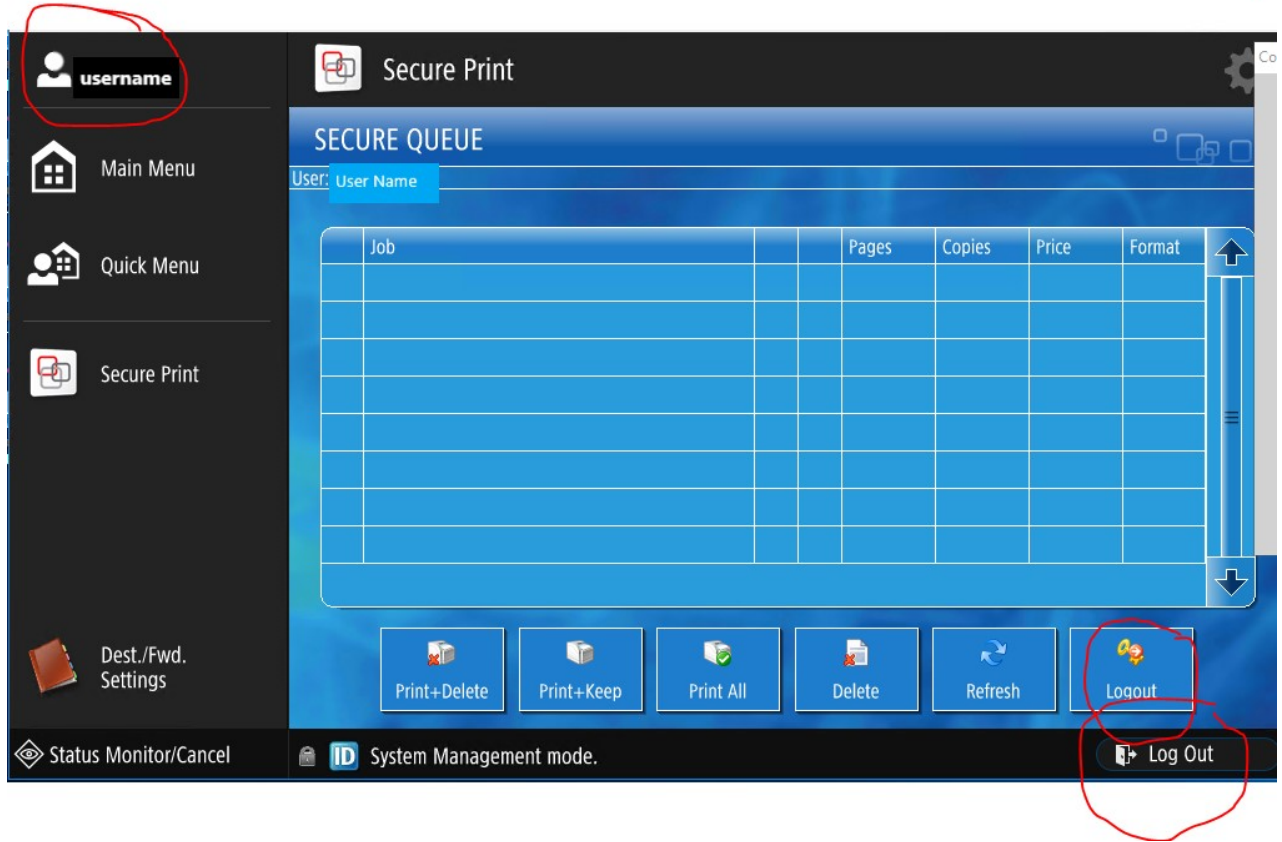
Press [Pin Code]



On the external numeric keypad, enter your 6 digit prox ID and press [Login]



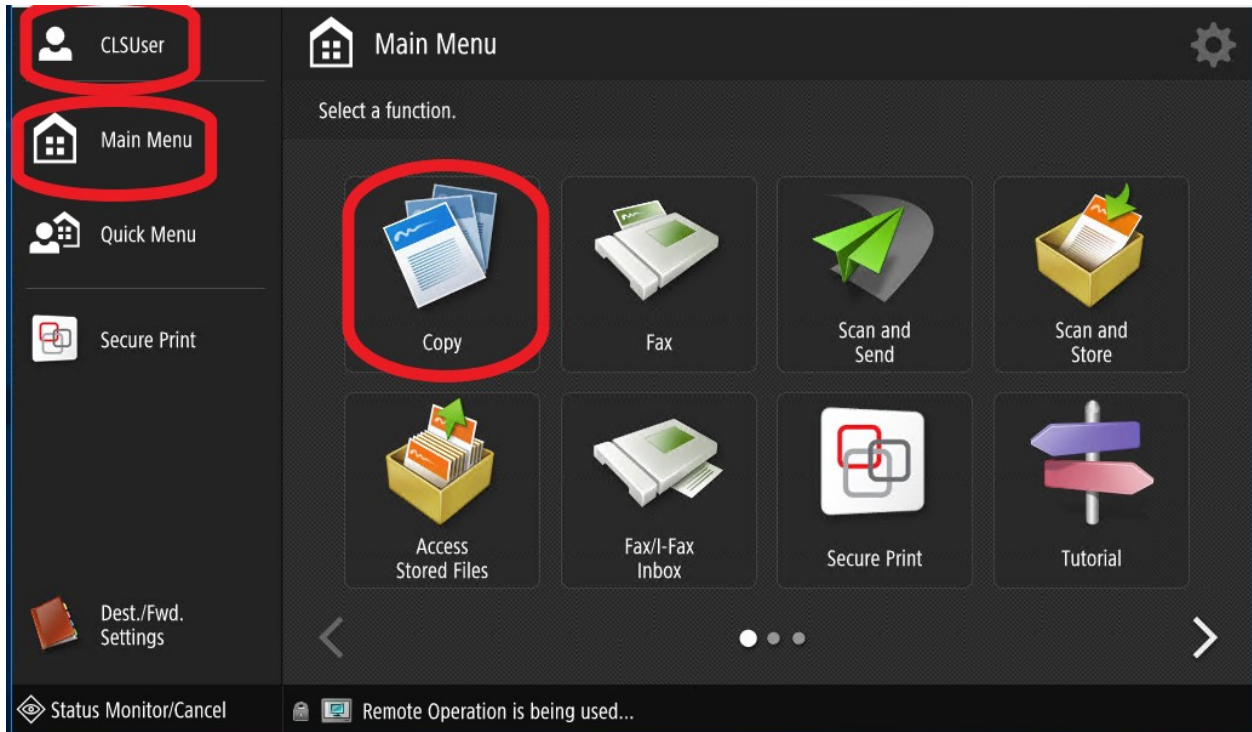
The printer should start printing. Note the user changes to your user name



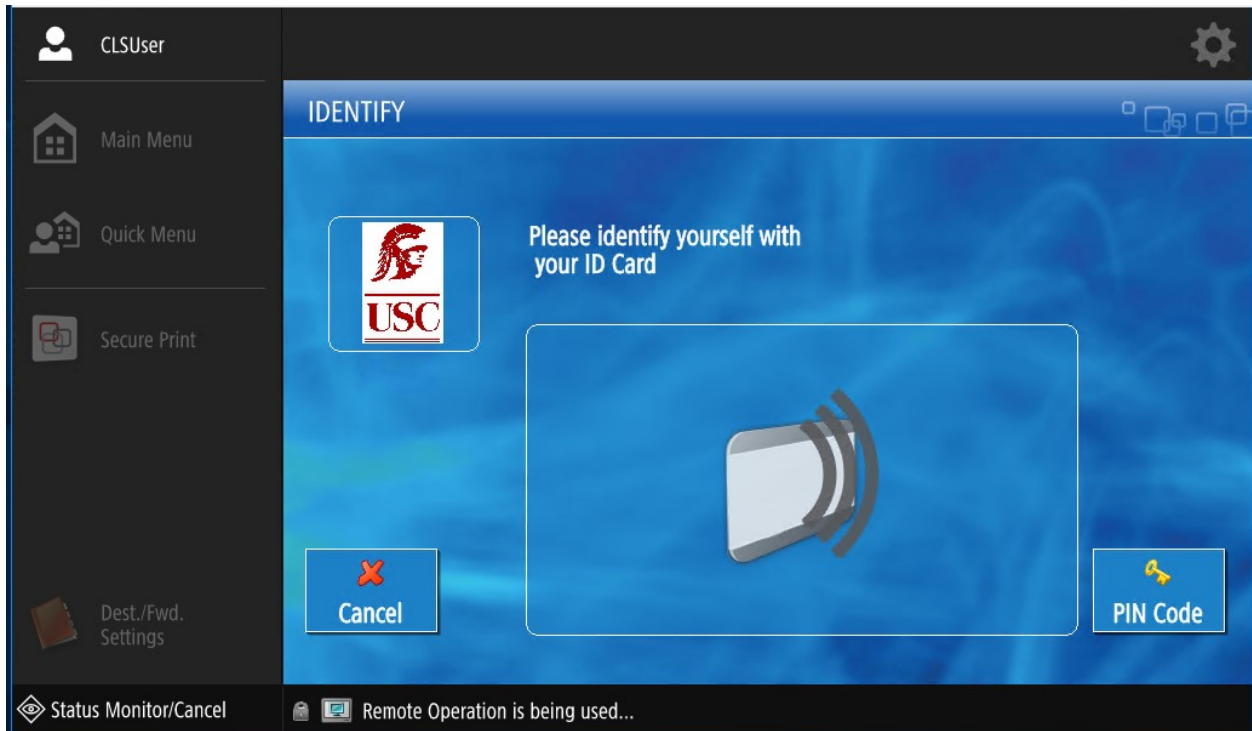
When printing is completed press [Logout].

## Authenticated Copying

Press [Home (Main Menu)] then Press [Copy]

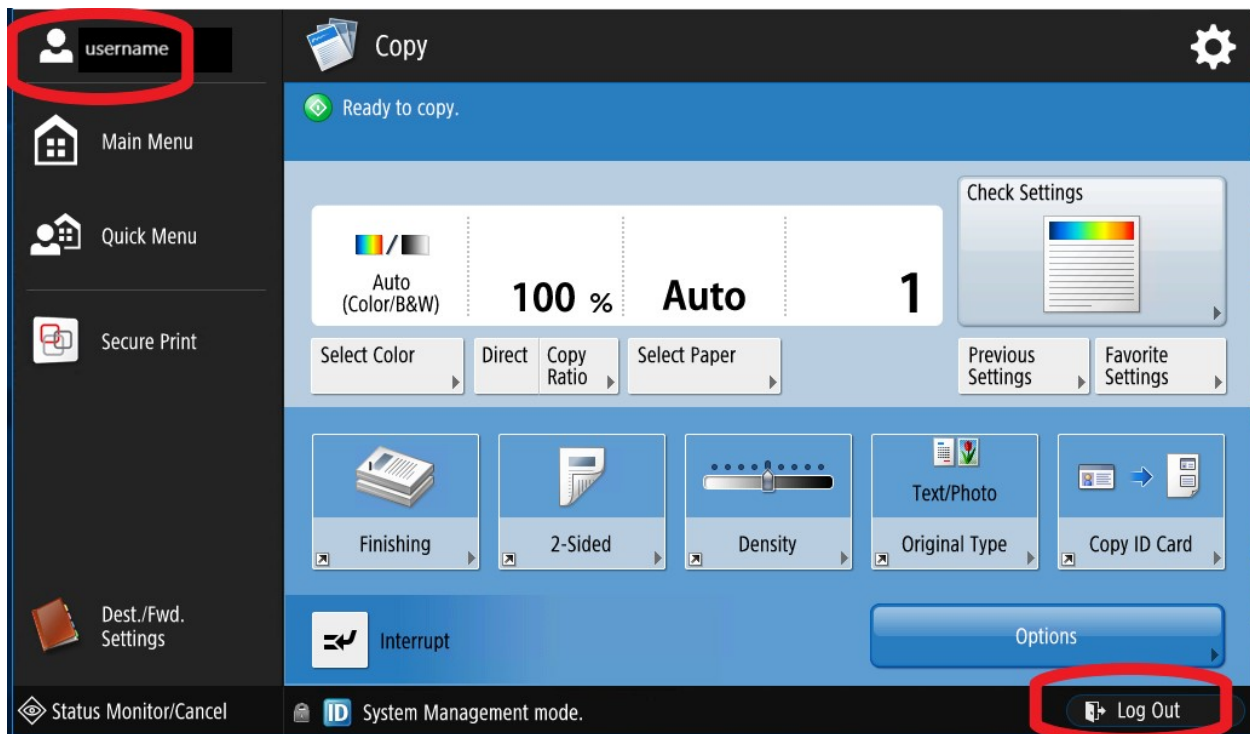


Tap your card when asked





Note the screen shows your user name.



Start your copy job and customize it as needed.

You can make multiple copy jobs for the duration of your login session.

When done copying, make sure you logout by pressing [Log Out].