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Secured Print

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The Secured Print function enables you to help prevent other users from viewing the documents you are printing. When using this function, you must enter a password to start a print job.



Required Condition The printer driver is installed.

This section describes how to specify Secured Print settings, and print a document by entering a password.

The screens may differ, depending on the model of the machine and on attached optional products.

The screens may differ, depending on the operating system of your computer.

Follow the procedures below.

Setting a Password for a Print Job

Entering the Password and Printing

Setting a Password for a Print Job

For Windows

1.

From the [File] menu of the application software you are using to print the document, select [Print] to display the [Print] dialog box \rightarrow select the printer to use \rightarrow click [Properties].

Name: Ist Canon Printer		Properties
Status: Idie Type: Canon Printer Where: LPT1: Comment:		Fing Printer
Print range Al Page(s) From: To: Print what Selection Active sheet(s) Table	Copies Number of copies:	1
Preview	C OK	Close

2.

Select [Secured Print] from the [Output Method] drop-down list.



3. Click [No].



The printing method is changed to [Secured Print].

You can also click [Yes] and enter the user name and PIN immediately.

4 Click [OK] to close the printer driver screen \rightarrow click [OK] in the [Print] dialog box.

Frincer				_	
Name:	Canon Print	er.			Properties
Status:	Ide				Find Printer
Type:	Canon Printer				· · · · · · · · · · · · · · · · · · ·
Where:	LPT1:				
Condigits					Print to file
Print range			Copies		
() Al			Number	of copies:	1
Page(s) From:	To:	8		1
Print what			-57	-57	100
O Select	on O	Entire workbook	123	12	Colate
Active	sheet(s)	Table			
E .	aviat water				

The Secured Print Details dialog box is displayed.

5

Enter the user name and PIN \rightarrow click [OK].

Secured Print Details	
Uper Name:	
Administrator	[Max: 32 characters]
PIN	
******	It to sessee)
	OK Dancel Help

The file name is displayed for [Document Name], but you can change it to a desired name. The Secured Print job sent from the computer is stored in the machine.

NOTE

The user name is displayed on the touch panel display of the machine. When using the Secured Print mode, register a user name that can be distinguished from other users.

You must enter the password again to print from the machine. After the password is set on the document, write down the password and keep it in a safe place.

For Mac OS

1.

From the [File] menu of the application software you are using to print the document, select [Print].

File	Edit	Format	Windo
Net	w		36N
Op	еп		HO
Op	en Rec	ent	•
Clo	se		₩₩
Sav	e		₩S
Sav	e As		0%5
Sav	e All		
Rev	vert to	Saved	
Sho	w Pro	perties	THP
Pad	e Setu		OHP
Pri	nt		ЖP

2.

Select the printer to use \rightarrow select the [Special Features] panel.

	Printer: Canon Printer	+
	Presets: Default Settings	:
	Copies: 1 Pages: • All From: 1 to: 1	
-	✓ Layout Color Matching Pa Paper Handling Paper Source Lar Cover Page	•
	Finishing Quality Special Features	\$
(H4 4 101 (H HH)	Supply Levels	tion

The [Special Features] panel is displayed.

3.

Select [Secured Print] from the [Job Processing] drop-down list.

	Printer: Canon Printer :	
	Presets: Default Settings :	
	Copies: 1	
	Pages: • All	
	Prom: 1 to: 1	
	Orientation:	
	Special Features 1	
	Job Processing:	
		-
[iee e 1 of 1 b be]	Promoce Print	
	Set	tings
	Copy Current Setti	ing Values
(2) [PDF +] [Hide Details] A Low Toner	Cancel	Brief



	Printer: Canon Printer ±
	Presets: Default Settings ‡
	Conies:
	Pages: All
	From: 1 to: 1
	Paper Size: A4 1 210 by 297 mm
	Orientation:
	Special Features 1
	Job Processing:
(Het e Infi P PH)	Secured Print
	Use Department ID Management
	Settings
	Copy Current Setting Values
2 INT a Mide Dataila A Law Tenar	Court Day
C [Tor] [The seams] _ tow role	Cancer

The [Secured Print] dialog box is displayed.

5.

Enter [Document Name], [User Name], and [PIN] in the [Secured Print] dialog box \rightarrow click [OK].

	Secured Prin	t
Document will be printed in the Secur	ed Print mode.	
Document Name:	XXXXXXXXX	(Max. 32 characters)
User Name:	XXXXXXX	(Max. 32 characters)
PIN:		(1 to 9999999)
		Cancel OK

The Secured Print job sent from the computer is stored in the machine.

NOTE

Up to 32 alphanumeric characters can be entered for [Document Name] and [User Name]. Up to seven digits (0 to 9999999) can be entered for [PIN].

Entering the PIN and Printing

Enter the PIN on the control panel of the machine to print.

1.

Press [Secure Print] on the Main Menu screen.



NOTE

If the Main Menu screen is not displayed, press [Main Menu].

2.

Select the secured job to print \rightarrow press [Secure Print].

My Job Status	Job Status Log		Log	
Select Type		🔒 Sec	ure Print	Ŧ
🗸 Time Ja	ib Nerne	Sta	tus	
13:11 🕴	🔌 sample1. p	df Se	cured Print	
				1/1
				A
Clear Print Ba	Details (Cancel	A . Se	oure
Calcation	a a contra		10-4 Par	-+

NOTE

A locked icon is displayed for the secured print job in the job list on the touch panel display.

3

Enter the PIN that you entered in the computer \rightarrow press [OK].

Reference Information

Linking to the Authentication Function

If the management mode for the machine is set to User Authentication, only the user that is logged in can print.