How Can I Print Sensitive Documents on a Shared Copier/Printer?

If you need to print very sensitive material on a shared copier/printer, you can give print instructions to hold the print job until you are able to enter a password at the copier/printer.

1. From the document you want to print, press File>Print. Your printer dialog box will open. Select the Canon machine if it is not already chosen by default.
2. In the upper right area, click “Preferences” or “Properties”. (This option wording depends upon the program from which you are printing.)
3. In the next window, in the upper right hand area, click on the drop-down box for "Output Method" where you see "Print" is the default. Select "Secured Print".
4. A message will appear giving you some instructions to open the [Secured Print] dialog box located next to the Secured Print drop-down list box. Just click OK on the message. You will enter your password later.

5. After you have clicked OK on the printer dialog box, a new window will pop up for you to input your numerical password. Put your password in. (It can be any number.) Click OK.

6. The print job is sent to your printer but does not print until you go to the copier and login with your I.D. number and budget number. (If the Canon copier screen is blank, press the Power button.)

7. Login on the copier, inputting your ID number and your printing budget number. After you login on the copier, you will see the basic copier screen, but there will be a large black arrow in the upper right part of the screen. Press the arrow, and you will see a "My Print Job" dialog box.
8. Press to select your print job, click Secured Print button.

![Secured Print Screen](image)

9. Put the numeric password you entered in step 6 in the Secured Print dialog box. Press OK, and the job will print.

![Password Entry Screen](image)

10. Log out of the copier when you are done by pressing ID on the control panel.

If you have further questions about this or any other technology topic, please visit [http://help.nnu.edu](http://help.nnu.edu).