Secure Print

When you are ready to print a document, you will notice a selection in the printer list called “Secure Input on Flavius.” If you select Secure Input on Flavius, your print job is saved on the printer server. It will not print until you go to the desired printer and login (or swipe your ID card).

There are two types of Canon machines on campus. Below are examples of how to use the ID card reader on each (also called a Prox Card Reader).

**Prox Card Reader - Canon Image Runner**

You may login on any Canon machine on campus. Below are examples of how to find your Secure print job.
You may select a job and print, delete it, or simply logout without printing it. Your print job will remain on the server for 24 hours, after which it will automatically delete from the queue.