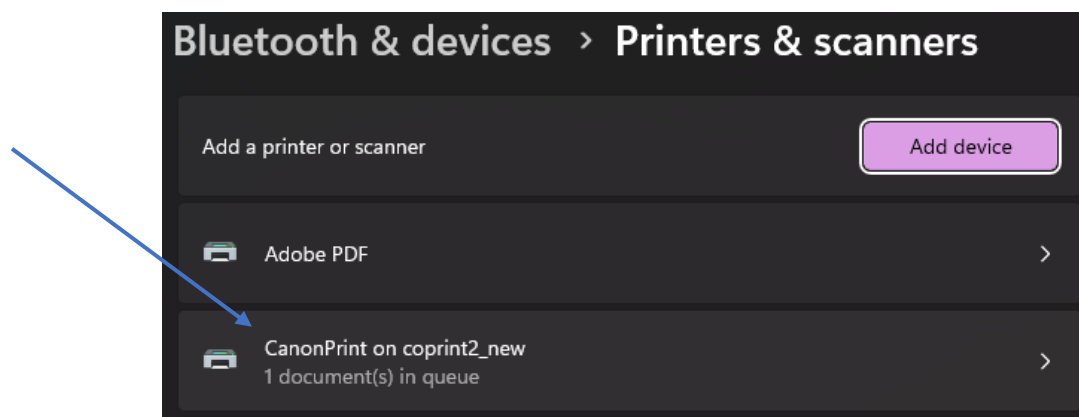


## USING AND INSTALLING CANON SECURE PRINT

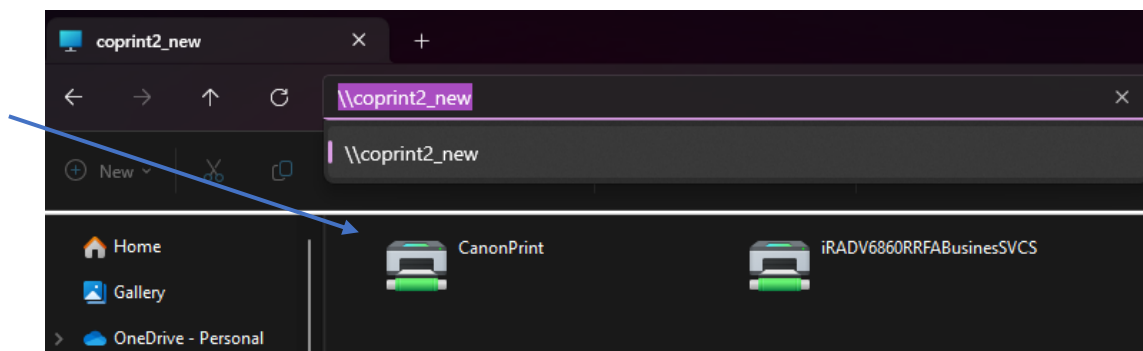
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What does the Canon Secure printer look like? (CanonPrint on coprint2\_new)



### Installing Canon Secure Print:

This printer will be deployed to all users via group policies, if this fails the printer can be installed manually by accessing the `\\coprint2_new` share in File Explorer. Then double click on **CanonPrint** to install the printer.

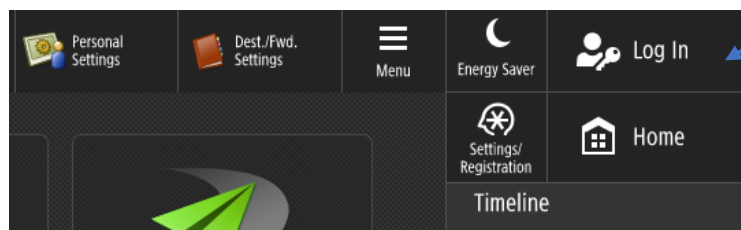


## Registering Badges:

To utilize the Canon Secure Print, the user needs to register their badge. To do so locate the badge scanner located to the side of the printer display. Then scan the badge to begin the registration process, the printer will make a noise when scanning.



After scanning the badge, select the **LOG IN** button in the top right of the printer.



The user will be prompted to register their badge by utilizing their username and password. This is the user's everyday computer login information, short name and password. Then select Login once more.

REGISTER CARD

Your ID Card is unknown.  
Please log in with your user name and password  
to register your ID Card.

User Name:

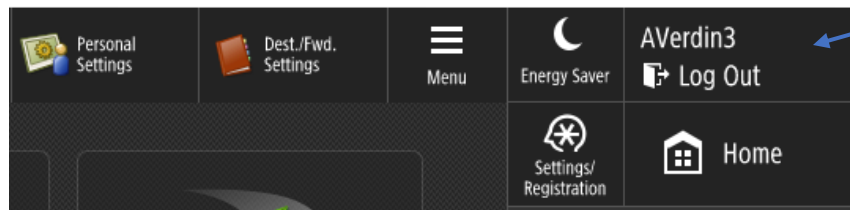
Tap to open keyboard

Password:

Tap to open keyboard

Cancel Login

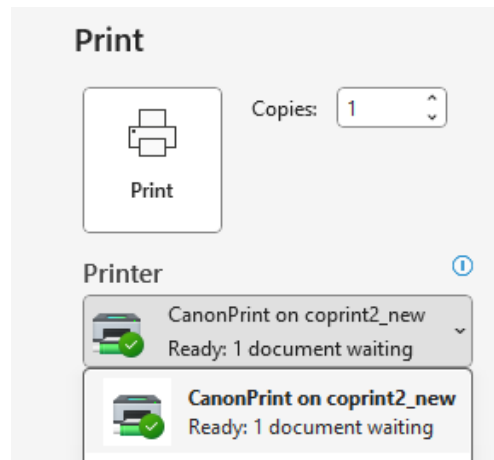
Once the badge is registered and the user is logged on, the user's information will be displayed in the top right corner.



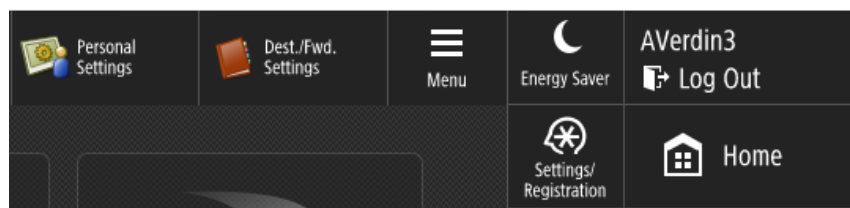
From here, proceed and **LOG OUT** and scan the badge one more time. The printer will recognize the badge and log the user in without having to input credentials. If the badge does not work, try the registration process once more.

### Using Canon Secure Print:

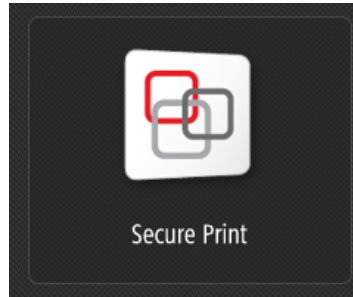
To utilize the Canon Secure Print, navigate to the Print option of a document. Then select the **CanonPrint on coprint2\_new**, then print.



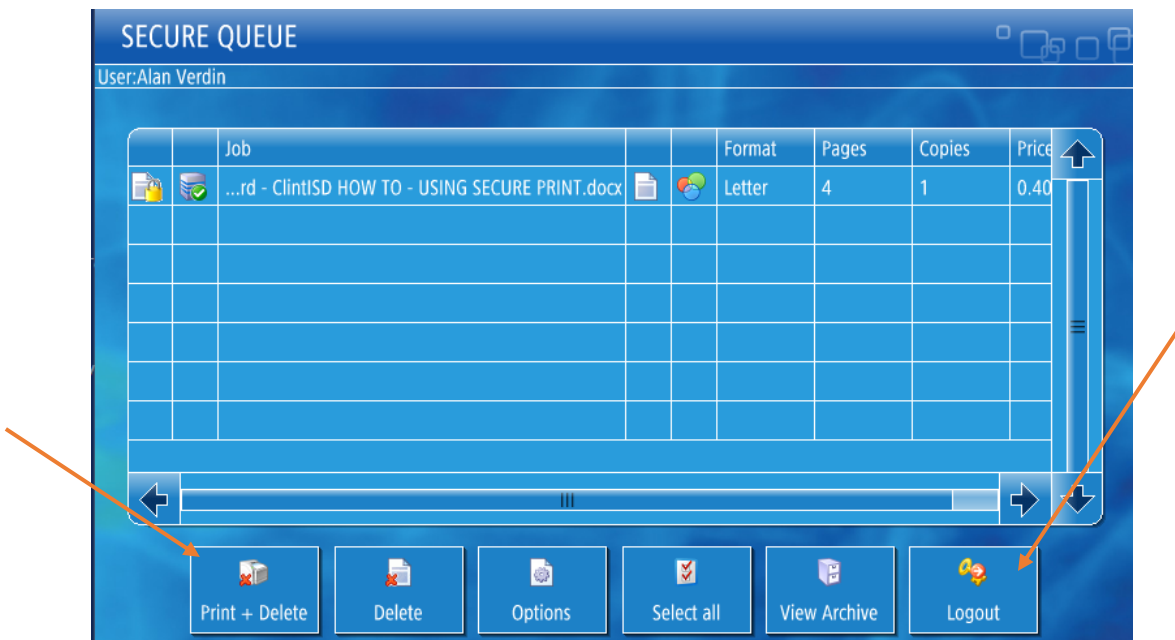
Once the document has been sent to the printer, login to the Canon Printer using your badge or credentials. You will know you are logged on, as soon as you see your username in the top right corner.



Once logged on, navigate to the **Secure Print** application within the Canon Printer. Then select the application to open the secure print queue.

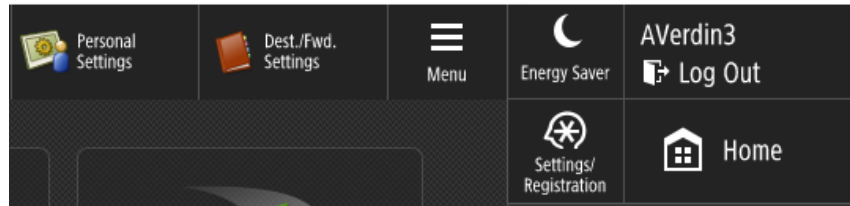


The queue will contain the documents sent to the **CanonPrint on coprint2\_new** printer. Select the document and press **Print + Delete**. This will print the document and delete it from the queue. Then press **LOG OUT**.

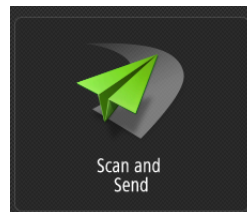


## Scan to Email Forwarding:

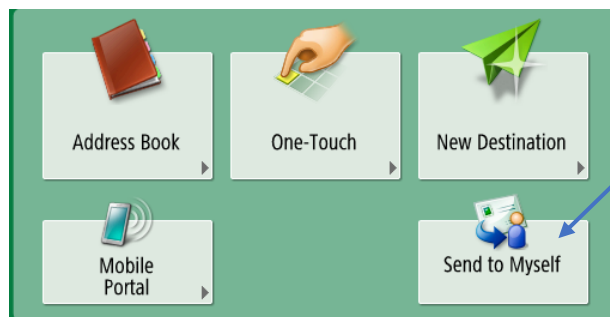
To forward a document to email, login to the Canon Printer using your badge or credentials. You will know you are logged on, as soon as you see your username in the top right corner.



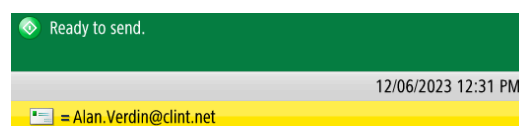
Select the **Scan and Send** button in the Canon Printer.



Then select the **Send to Myself** option.



Confirm that the email displayed is yours.



Once the email confirmed, press **START**. This will forward the document to your email from [canon.print@clint.net](mailto:canon.print@clint.net).

