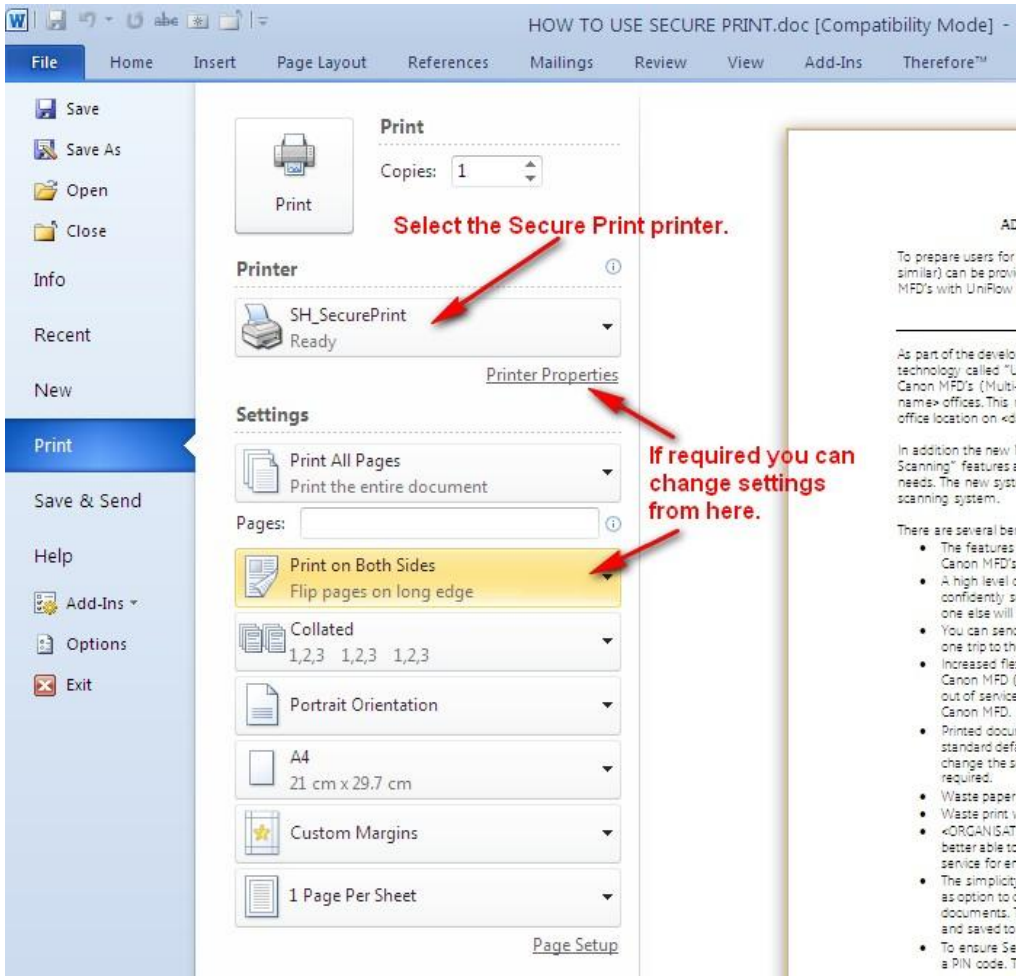
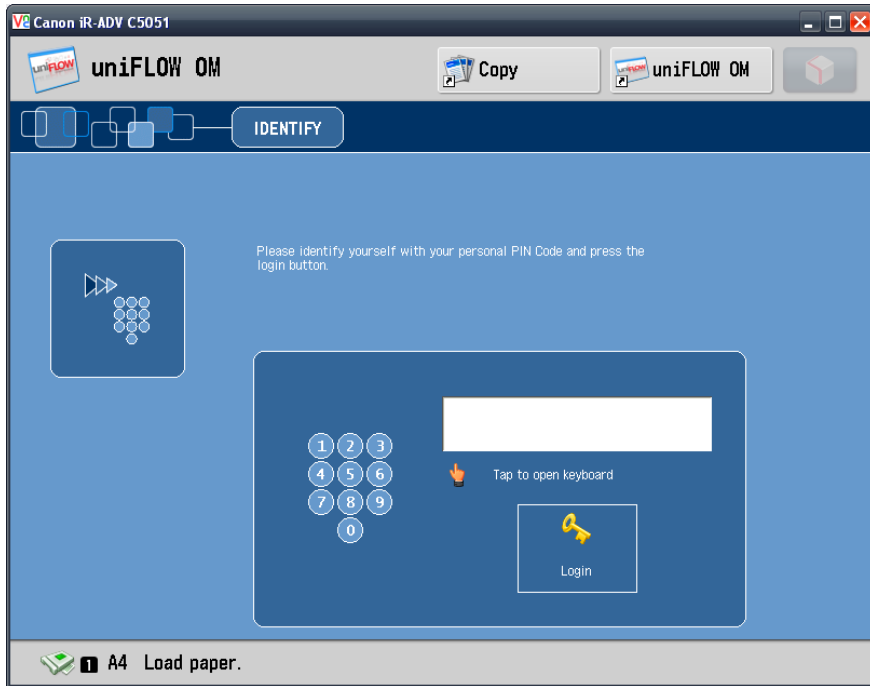


How To: Use Secure Print



- ▶ When Printing – Select to use the new Secure Print Queue for your location.
- ▶ When convenient go to the Canon MFD to collect your print.
- ▶ When you first present your ID card to the reader you will be asked to logon using your standard username and password (this only needs to be carried out at your first visit).

How To: Use Secure Print



- ▶ The MFD screen will prompt you to logon by holding your card over the reader or entering you login details manually (login button bottom right).

Canon

How To: Use Secure Print



- ▶ After logon select the UniFlow Secure Print Button.

Canon

How To: Use Secure Print

The screenshot shows the Canon iR-ADV C5051 uniFLOW OM interface. At the top, there's a header with the uniFLOW logo and 'OM' text. Below that, a 'SECURE QUEUE' button is visible. The user is identified as 'Trust User'. The main area contains a table with the following data:

Job	Color	Format	Pages	Copies	Price
Microsoft Word - projekt_check_list_1_B.doc	B/W	A4	18	1	0.36
"BRIGHTON.PDF"	B/W	A4	1	1	0.02
"Compatibility_List_uF_V3.pdf"	B/W	A4	33	1	0.66
"Board Paper v1.2.pdf"	B/W	A4	33	1	0.66

Below the table, there are several buttons: Print, Print+Delete, Delete, Select All, Refresh, View Archive, and Logout. At the bottom, there's a 'System Management Mode' indicator and a 'Log Out' button.

- ▶ Select any print job or all of your print jobs then use one of the print buttons to print out your work.
- ▶ Press Log Out when finished.

Canon

Secure Print: Summary

- ▶ Users send Print Jobs to a new “SecurePrint” printer.
- ▶ Jobs are held securely on a server waiting to be released.
- ▶ Users logon at any Canon MFD using ID Card
- ▶ Select all or individual print jobs.
- ▶ Print on demand, delete surplus to requirement prints.
- ▶ Release and print jobs at any Canon MFD.

Simple Scanning - Send to Myself

- ▶ After logging on you can select the scan button from the choices on screen. This will take you to the following scan screen. Just place your documents in the document feeder or on the glass and press the 'Send to Myself' button. A colour PDF will be send directly to your registered email account.

