

UNIVERSITY OF MIAMI MANAGED PRINT SERVICES MAKING SMARTER IMPRESSIONS

QUICK REFERENCE GUIDE

What you need to know about using SECURE PRINT

Secure Print Instructions (MS Word example)

1. Select **File**, located in the top left corner of the screen.

2. Next, select the **Print** tab, located on the drop list below **File**.



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Secure Print Instructions

3. Be sure the correct printer is selected, then select **Printer Properties** to open the device driver options, located below the printer driver dropdown box.

4. Next, select the dropdown box listed next to Output Method, and select **Secure Print**.

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5. If it is your first time setting up secure print, you will be prompted to enter a PIN#. Once done, select **OK**.

6. If all driver options are correct, select OK to close Printer Properties







7. Select Print to submit your job to your device's Secure Print queue

8. Next, at your device, select Secure Print on the touchscreen Main Menu





9. Select your print job from the touchscreen job list.

10. Next, select the active **Secure Print** button in the lower right corner of the touchscreen box

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11. Lastly, enter the pin # you created at your desktop, followed by pressing **OK**.

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Additional Information

If you have additional questions, please refer to our website at www.miami.edu/mps for additional details, information, instructions and training materials. You may also contact the Canon UM Helpdesk at 855-477-4783 to request personalized or group training or contact Derek Lawrence at dlawrence@miami.edu.

