



UNIVERSITY OF MIAMI
MANAGED PRINT SERVICES
MAKING SMARTER IMPRESSIONS

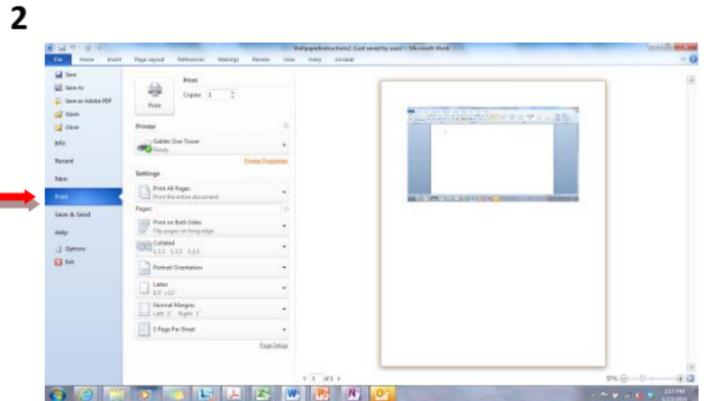
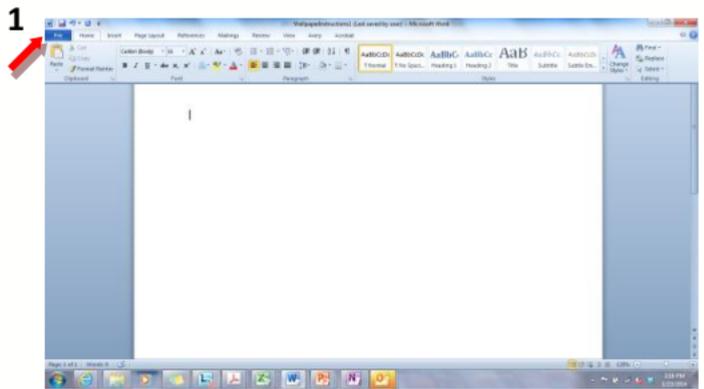
QUICK REFERENCE GUIDE

What you need to know about using **SECURE PRINT**

Secure Print Instructions

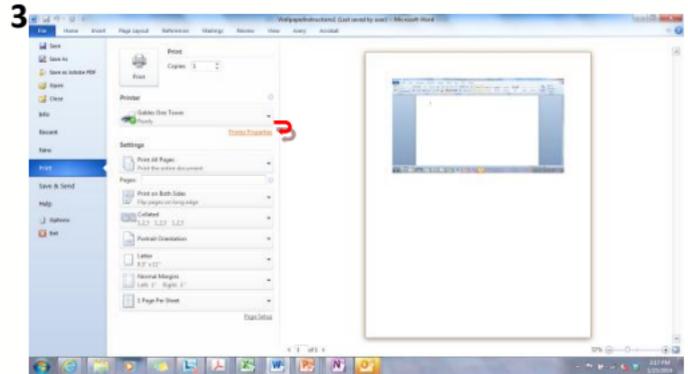
(MS Word example)

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**.

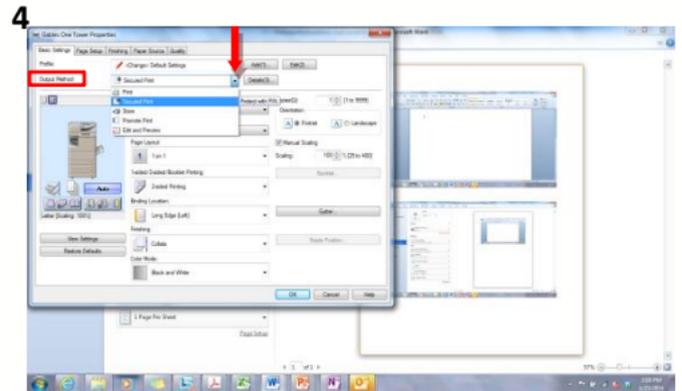


Secure Print Instructions

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.

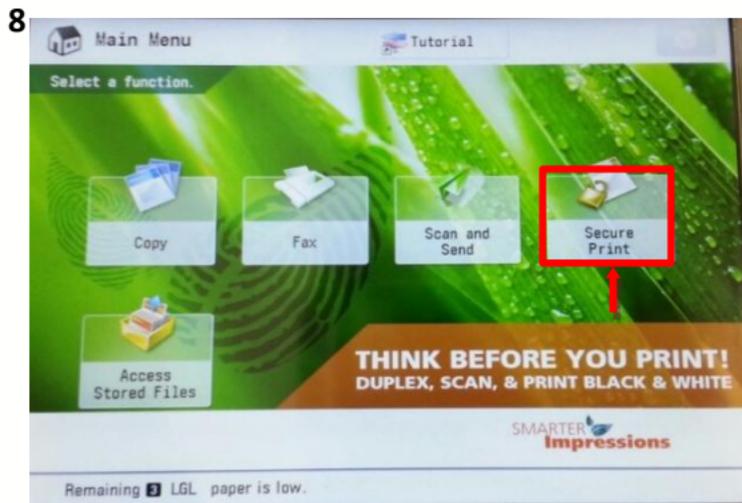
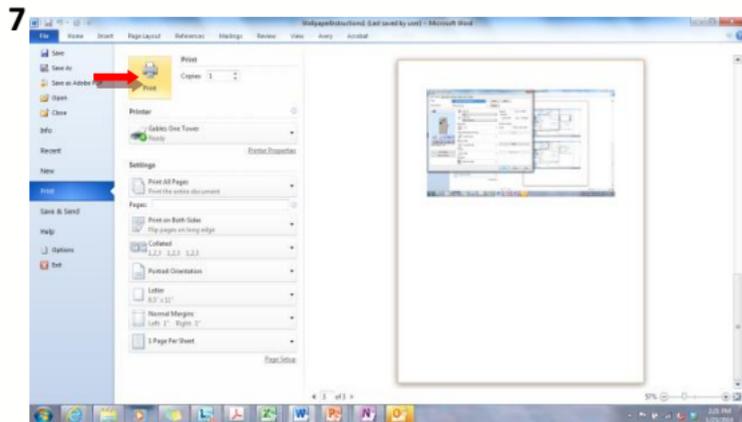


4. Next, select the dropdown box listed next to Output Method, and select **Secure Print**.



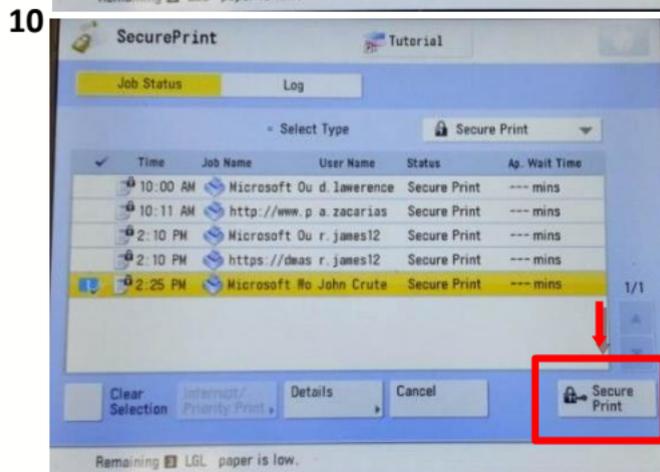
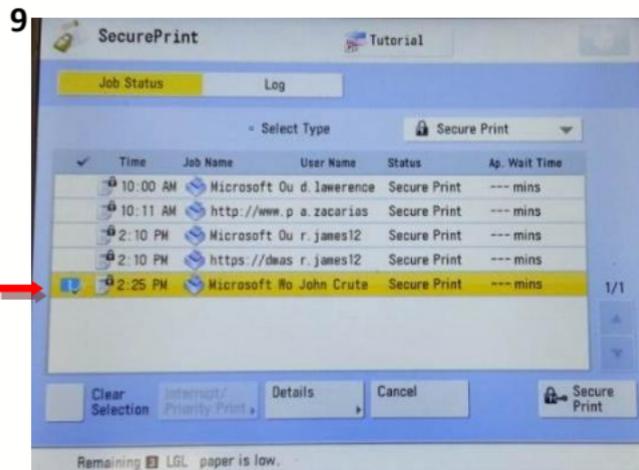
7. Select **Print** to submit your job to your device's **Secure Print** queue

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



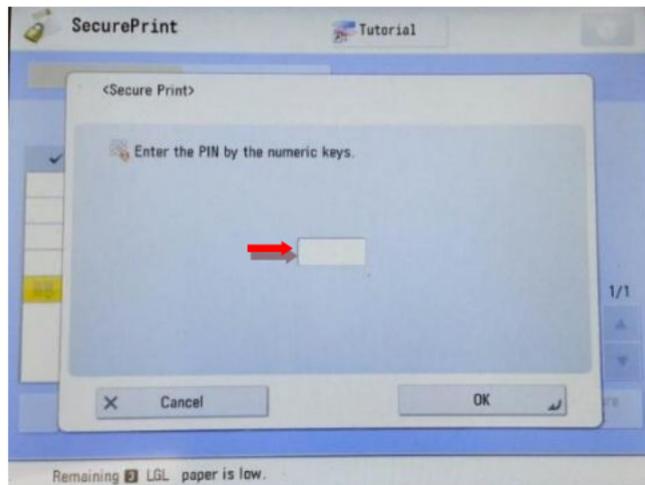
9. Select your print job from the touchscreen job list.

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



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.



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