Canon Secure Print Configuration &

End User Instructions

# Print Server Configuration

1. Navigate to the printer server and open print management.
2. Right click on the Canon Copier and select ‘Set Printing Defaults…’
3. Ensure the ‘Profile’ shown says ‘Default Settings.’
4. Change the ‘Output Method’ to ‘Secured Print’
5. Press the ‘OK’ button.
6. Right click on the Canon Copier and select ‘Properties’
7. Click on the ‘Device Settings’ tab.
8. Check the box ‘Secure Printing Function of Device.’
9. Press the ‘OK’ button.
10. These settings may require a GPUPDATE /force and reboot to take effect.

# Enabling Printing for Photos

1. Navigate to the printer server and open print management
   1. Select ‘All Drivers’
      1. Right Click ‘Canon iR-ADV C3525/3530 UFR II’ or print driver
      2. Set Driver Isolation ‘None’ (note: This is different from System Default (None))
   2. Select ‘All Printers’
      1. Right Click on printer
      2. Select ‘Properties’
      3. Select ‘Sharing’
      4. Deselect ‘Render print jobs on client computers’
      5. Click ‘Apply’ and ‘OK’
      6. Right Click on the printer again
      7. Select ‘Properties’
      8. Select ‘Sharing’
      9. Reselect ‘Render print jobs on client computers’
      10. Click ‘Appy’ and ‘OK’

# Canon Copier Configuration

1. Login as Admin
2. Select Menu
3. Home Management Settings (this is to limit the settings that are shown on the copier itself).
   1. 1st Page
      1. Set ‘Allow Home Screen Customization for Common Use’ to ‘Off’
   2. 2nd Page
      1. Restrict Function Display
         1. Scan and Store
         2. Access Stored Files
         3. Fax/I-Fax Inbox
         4. Tutorial
         5. Dest./Fwd Settings
         6. Scanner
         7. Web Access
         8. Settings/Regist.Shortcut
         9. Personal Settings
         10. Adjust Volume
         11. Adjust Brightness
         12. Scan for Mobile
         13. Mobile Portal
         14. uniflow Online Setup
4. Moving remaining buttons around
   1. Select Menu
   2. Move Buttons
      1. Customize for Common user
         1. *Tip: You may need to put into 15 box mode (Menu/Homescreen/Layout/Settings) to move the buttons around as effectively as possible*
      2. First Page should contain
         1. Copy
         2. Scan and Send
         3. Print
      3. *Only show three icons per screen*
5. Setting Home Screen
   1. Settings/Registration
   2. Device Settings
   3. Preferences
   4. Display Settings
   5. ‘Default Screen after Starup/Restoration’
   6. Select ‘Home’

# End-User Instructions for Secure Printing

## At your computer

### Click on ‘File,’ Select ‘Print,’ and click the ‘Printer Properties’ text

Graphical user interface, application

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### Change ‘Output Method’ to ‘Secure Print’

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### After changing the setting, you will receive a prompt like the one in the image below. Click the ‘Yes’ button.

Graphical user interface, text, application

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### Ensure the username is your Arete username. Input your PIN and click the ‘OK’ button.

Graphical user interface, text, application

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### You can now go to the printer and it the print job will be waiting for you to enter your PIN with the instructions below.

## At the printer

### Press the ‘Print’ button

A screenshot of a computer

Description automatically generated with medium confidence

### Select your ‘Print Job’

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### Press the ‘Start Printing’ buttonA screenshot of a computer Description automatically generated

### Enter your PIN you set and press the ‘OK’ button

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