# Canon Secure Print Draft IT/End Users

1. Login as Admin
2. Select Menu
3. Home Management Settings
   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*

*End Users Instructions on Next Page*

## Click on File -> Print -> Printer Properties

Graphical user interface, application

Description automatically generated

## Select Output Method -> Secure Print -> Select ‘Yes’

Graphical user interface, application

Description automatically generated

## Create a Pin -> Print Document

Graphical user interface, text, application

Description automatically generated

# At the printer

## Select ‘Print’

A picture containing text, monitor, electronics, computer

Description automatically generated

## Select your ‘Print Job’

Text

Description automatically generated

## Enter Pin

Graphical user interface, calendar

Description automatically generated