

Releasing Secure Print Jobs

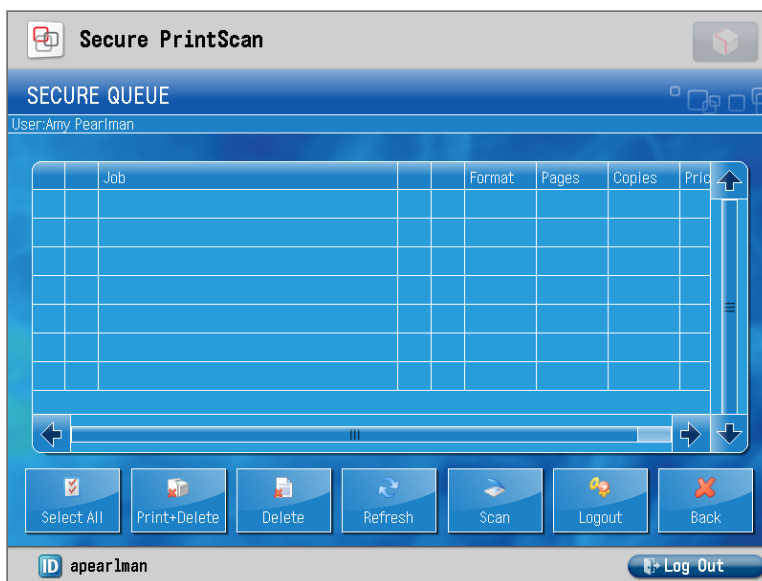
Printing to an All-Campus Print Release (Secure) Queue

Install Canon-Secure and CanonColor-Secure. Jobs printed to Canon-Secure can be retrieved from any campus Canon, and jobs sent to CanonColor-Secure can be retrieved from any Canon color MFP.

These queues can be used to avoid busy times or a broken machine by retrieving jobs from a copier that is more available, or to conveniently pick up a print on the way to a meeting in another location. They can also be used for printing confidential documents as the job will not print until you log in at the MFP console.

Logging In

1. While standing in front of the multifunction copier, use your Bryn Mawr ID card (OneCard) or your College username and password to log in. Please note—to retrieve your print jobs, you must log in with your own ID card.



Releasing Documents

1. Press the **Secure Print Scan** button, then press **Print**.
2. Select the job(s) you wish to print by tapping once on each, or press **Select All** on the bottom left of the screen.
3. Press **Print + Delete**. Your print jobs will immediately start to print.

Please note: Print jobs are held for release for four (4) hours after which they are automatically deleted. If it has been more than four hours since you printed, you will need to print again in order to claim your job.

1. Press the Main Menu button to the left of the screen to return to the first screen.
2. When you are done, press the Log Out button.



If you have any questions or problems, contact the Help Desk at x7440 or help@brynmawr.edu