Windows:

Hello, my name is Natalie and in this video I will be showing you how to use the secure print function at CERN on a Windows PC

There are three main steps in this video:
1. Explaining what is secure print
2. Showing how to set secure print by default on your PC
3. Demonstrating how to release your print job at the machine

So what is secure print?

secure printing is where you send your print job with a pincode chosen by you
Your print job will not be printed until you input this pincode at the machine itself

And what are the benefits?

By far the most important benefit is confidentiality: no one can walk off with your printout

Also, security: your print job is automatically deleted after printing – so it is secure

And finally, this function helps to save paper by ensuring we only print what we really need – and if you do not release your print job within 12 hours, it is automatically deleted (please note this delay is 4 hours on some smaller models)

Now how often have you seen piles of printed paper next to a printer that no-one has collected?

We therefore ask you to please help us reduce this wastage by using the Secure Print function!
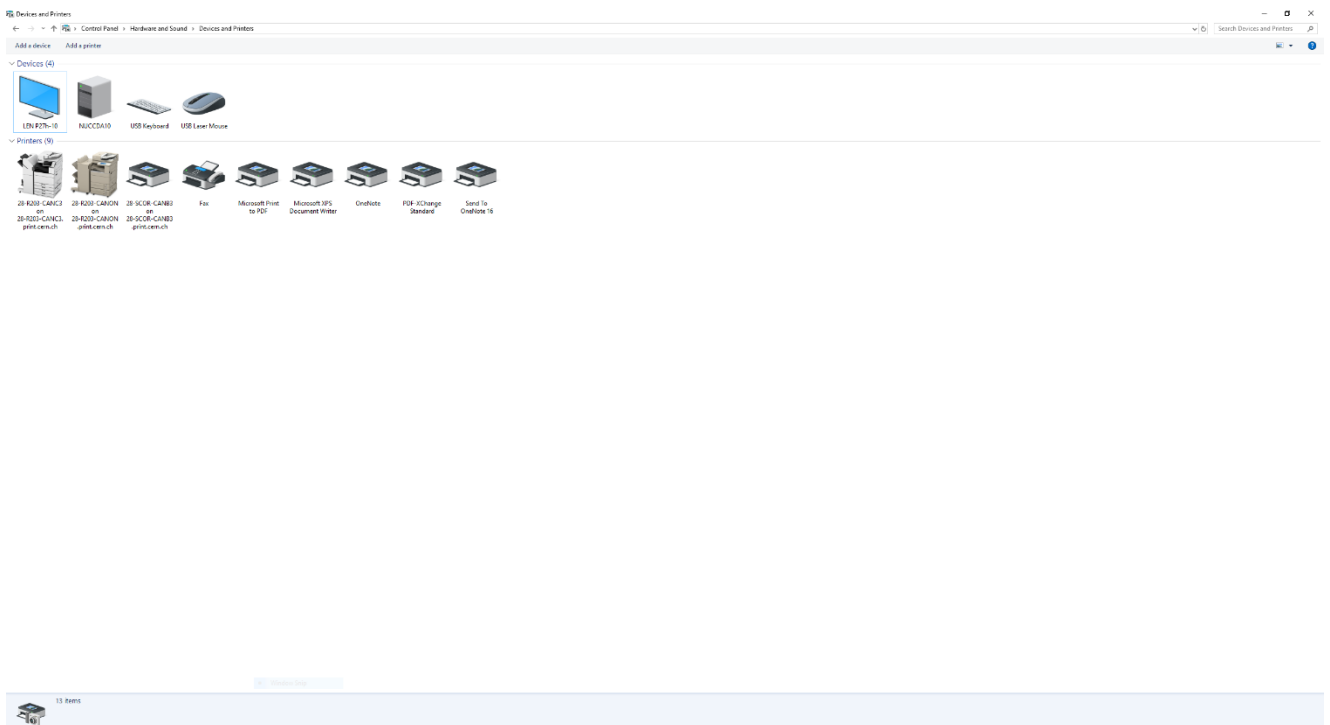
A quick word on machine types: At CERN we recommend this function for printing on Canon machines only as they have a number keypad.

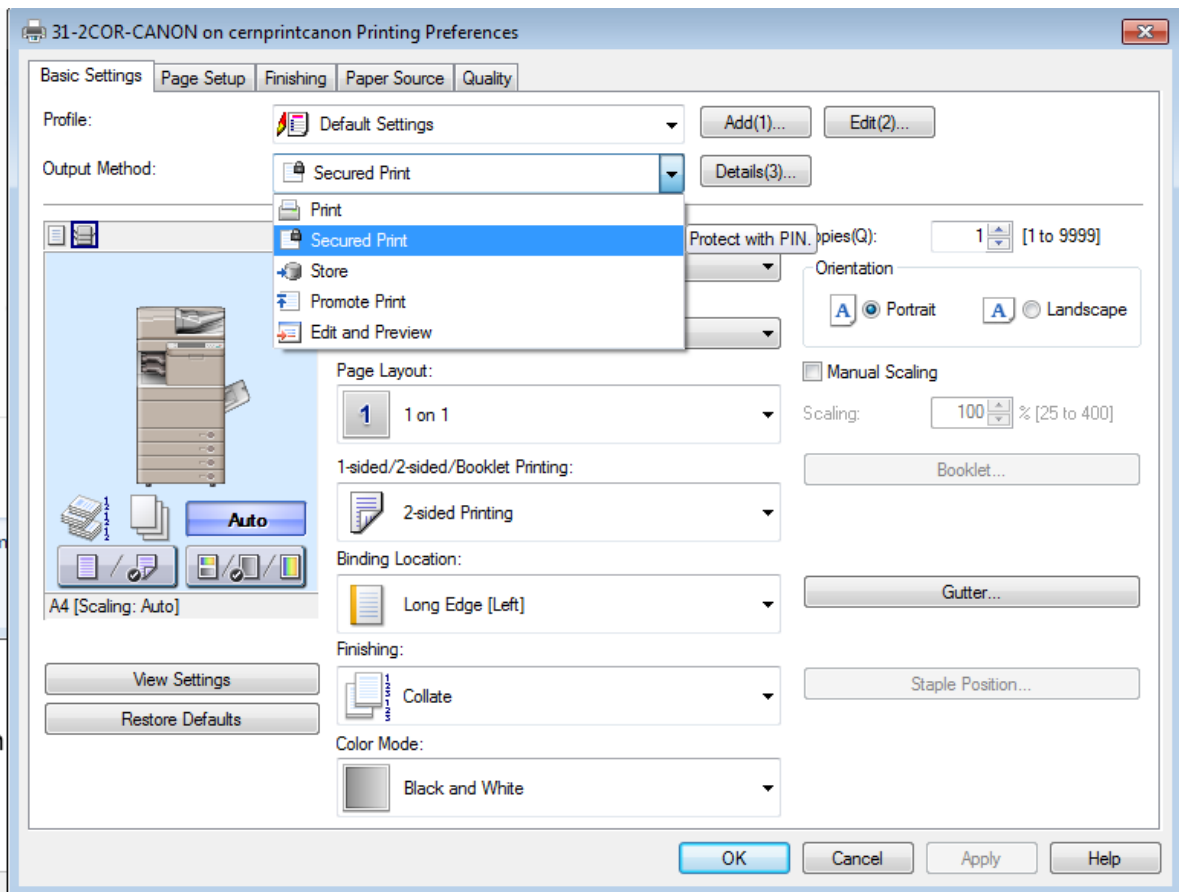**How to set secure print by default**

Now, I am going to show you how to set this secure print function by default for all your print outs

On your PC, please click on the Start button. Then write on your keyboard **control panel.** Click on the corresponding icon.
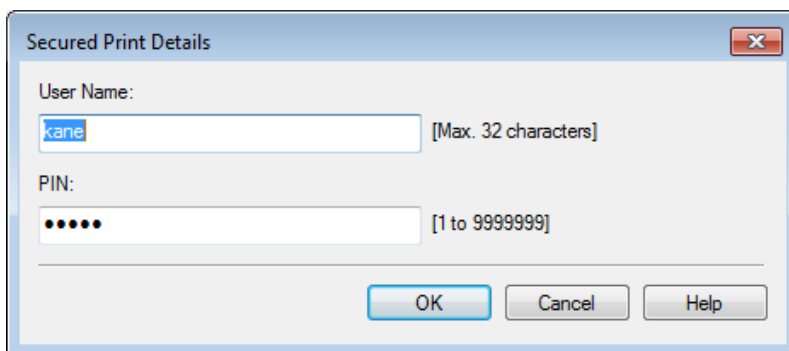
Once the new window has opened, right click on the printer you wish to use and select "Printing Preferences"

In the "Output method" change this to "Secured Print"

Click "Yes" in the pop-up window that asks you to set the user information now
Then in the "Secured Print Details" window you can now enter your username and pincode

Please ensure you remember this pincode as you will need it to release the print job at the machine!
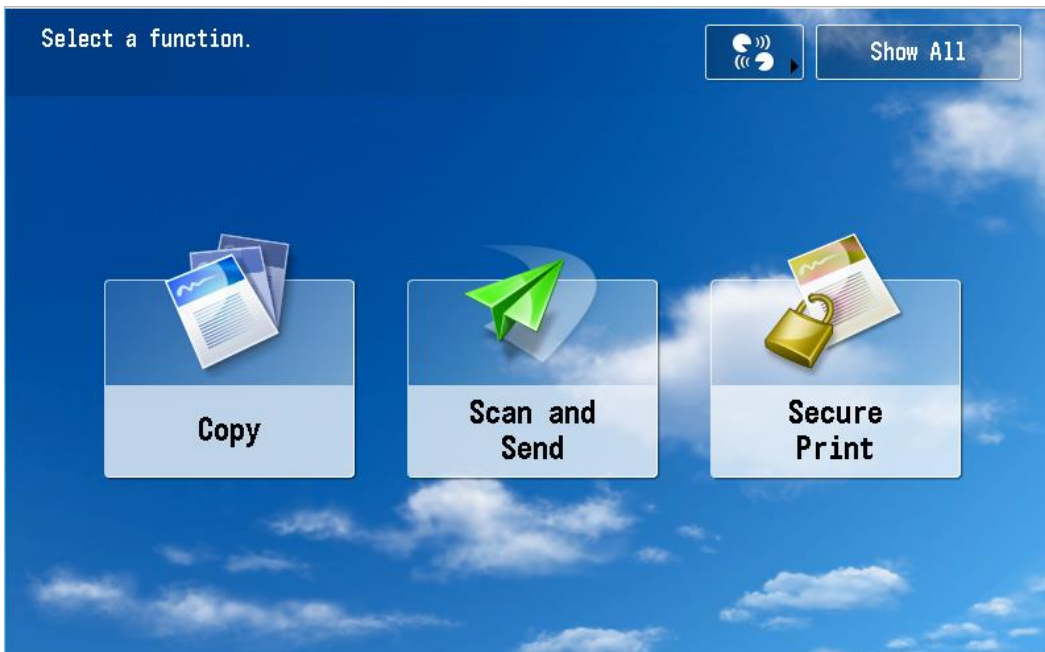
Click on OK, then Apply, then OK again to close the window
And that's it! The secure print function will be used every time you print to that printer!
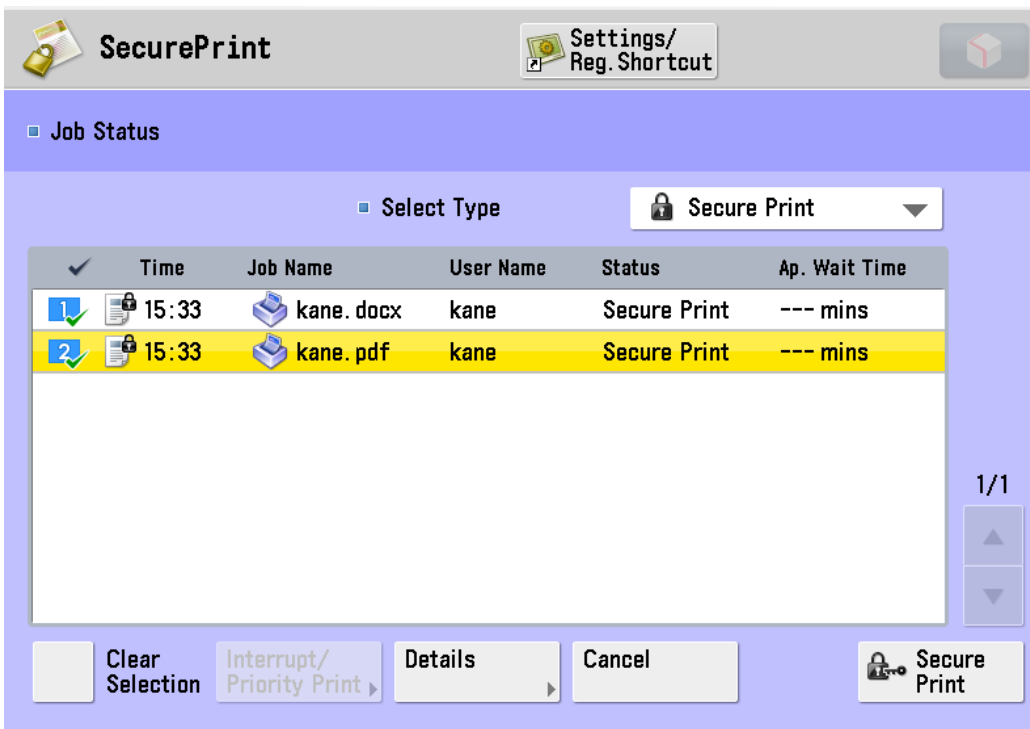So you can go ahead and print as normal, and of course, you can set this for ALL the Canon printers you have installed on your PC
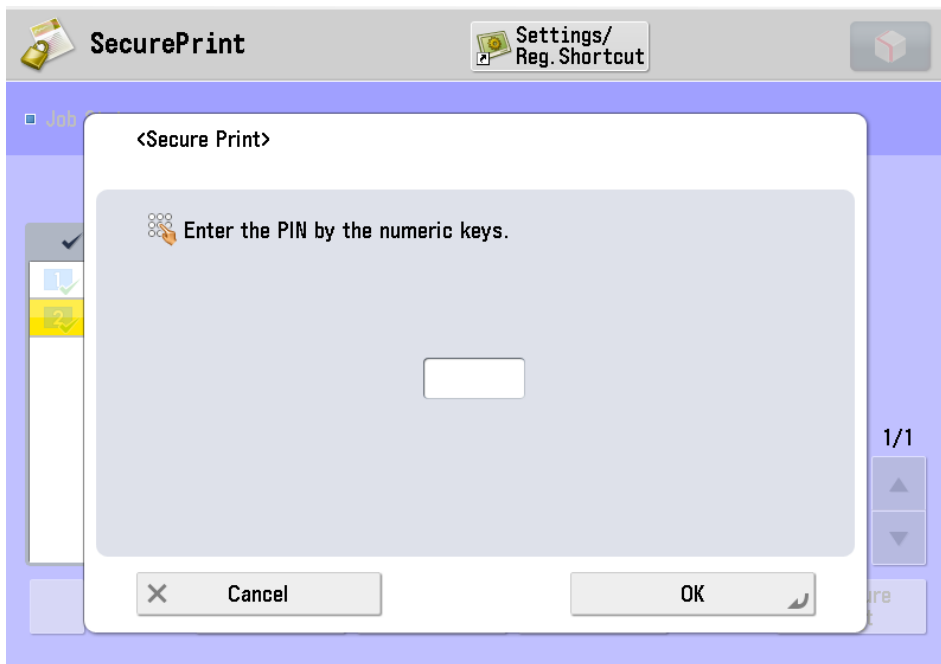
How to release your secured print job
And finally let's look at how you can release your print job at the machine:
On the touchscreen, select "Secure Print"

In the list of jobs, select your print jobs that you wish to print (I've got two here) and then click on the "Secure Print" button in the bottom right corner

Then enter your pincode using the keypad
And click OK

Printing will start straight away or be queued as the next print job if the machine is already printing

Please can we ask you to help us spread the word about this function: please mention it to your colleagues & ask them to use it – particularly as this video is available with instructions for PC, Mac and Linux users!
Let's work together to reduce paper waste at CERN!
Thank you!