

Print Confidential Documents in Complete Privacy!

Enter the PIN at the Machine and Watch Your Document Being Printed.

Alleviate your concerns about information leakage from printouts being mistakenly taken. Use the Secure Print function to restrict printing to users with a specified PIN.



Making Use of the Secure Print Function

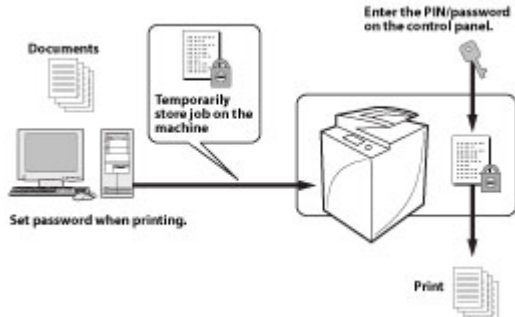
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Overview of This Function

The Secure Print function enables you to prevent other users from viewing the documents you are printing. When using this function, you must enter a PIN/password to start a print job. Also, if you use the optional Encrypted Printing Software, you can encrypt print data.



Setting a PIN for Print Data (Secure Print)

You can print out documents (print data) that have been assigned a PIN and sent to this machine from a computer.

Documents with a PIN are called "secured documents." Secured documents sent to this machine are displayed with a locked document icon (🔒) on [Secure Print] on the Main Menu, and are queued for printing.

Encrypting Print Data (Encrypted Secure Print)

Print data that is encrypted using the Encrypted Printing Software is called "encrypted secured documents." Since the data is encrypted, security is enhanced at the queued stage. Encrypted secured documents sent to this machine are displayed with a locked document icon with a dotted pattern (🔒) on [Secure Print] on the Main Menu, and are queued for printing. To print these documents, you need to enter the correct password. This prevents unauthorized people who do not know the password or are not logged in from printing or accessing the documents.

Document data is encrypted before being sent to this machine. This allows you to print within a more highly secured environment compared to a secured document.

Flow of Secure Print Operations

To print from the Secure Print screen, follow the steps below.

You can press either [My Job Status] or [Job Status] on the Secure Print screen to check the print job status.

[My Job Status] is displayed when you are using the SSO-H login service, and only jobs for the user currently logged in to the machine can be checked on the My Job Status screen. For instructions on using the SSO-H login service, see ["Overview of Login Services."](#)

If you press [Job Status], you can check the jobs for all users.

IMPORTANT

Only the currently logged-in user can print secured documents and encrypted secured documents. You can set secured documents and encrypted secured documents to be automatically erased, even if not printed. You can change the time until auto erase in [Function Settings] (Settings/Registration) → [Printer] → [Printer Settings] → [Settings] → [Secure Print Delete Time]. (See ["Secure Print Delete Time."](#))

For information on the optional products required to use the Encrypted Secure Print function, see ["Tillvalsprodukter som krävs för varje funktion."](#)

To display [My Job Status] when you are using the SSO-H login service, the user name entered when you assign a PIN/password at the computer and the user name entered when you log in must match.

NOTE

If you are managing users by login service, such as SSO-H, you can specify the following settings. (See ["Enkla verifieringsinställningar för säker utskrift."](#))

Printing secured documents without PIN

Excluding domain name to determine my job

1.

Press [Secure Print].



If the desired function is not displayed on the Main Menu screen, press [Show All].

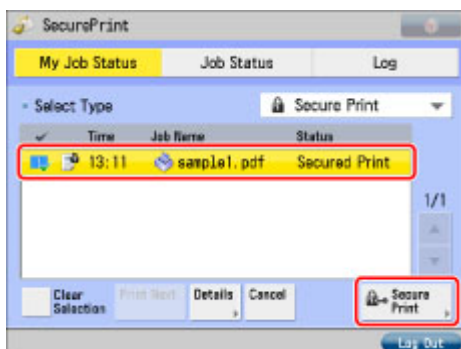
2.

Press [My Job Status] or [Job Status].



3.

Select the document that you want to print → press [Secure Print].



To display only secured documents (including encrypted secured documents) in the [Job Status] list, select [Secure Print] in the type selection drop-down list.

To select all of the jobs, press [Select All]. (If a destination is already selected, this key changes to [Clear Selection].)

IMPORTANT

You can set this machine to receive only encrypted print jobs by selecting [On] for [Only Allow Encrypted Print Jobs] in [Function Settings] (Settings/Registration). The job will be cancelled and an error message displayed if a print job other than an encrypted secure print job is received. (The default setting is 'Off'.) (See "Tillåt endast krypterad säker utskrift.")

NOTE

You can cancel a selection by selecting the job again.

To cancel all selections, press [Clear Selection]. ([Clear Selection] changes to [Select All].)

You cannot print a secure print job and encrypted secure print job at the same time.

4.

Select and print the document (print data).

To print a secured document:

To print an encrypted secured document:

To print a secured document:

Enter the PIN using **0** - **9** (numeric keys).

Press [OK].

Printing starts when you press [OK].

Select [Cancel] if you do not want to print the document.

To print an encrypted secured document:

Enter the password → press [OK].

Press [OK].

Enter the same password (alphanumeric characters) that you originally assigned to the document at the computer. Once the correct password is entered, the machine is ready to print the document.

If the password you enter is incorrect, the message <There are no jobs to authenticate.> appears. Confirm and enter the correct password.

If you select multiple jobs and the password you enter does not match all of the selected jobs, the message <Authentication process of XX/XX of the selected jobs was successful> appears, and only the jobs which the password matched are printed.

Printing starts when you press [OK].

Select [Cancel] if you do not want to print the document.

IMPORTANT

Assigning a PIN/password at the computer is performed using the printer driver. (See "[Printing Documents from a Computer.](#)")

Secured documents and encrypted secured documents are erased after they are printed.

You cannot change the print settings of secured documents or encrypted secured documents (set using the printer driver).

The number of secured documents and encrypted secured documents that can be stored at one time is 90. If the number of jobs reaches the maximum, subsequent jobs will be ignored.

Make sure to read the Readme.txt file included on the CD-ROM before installing "Encrypted Secured Print Driver Add-in for Client PC."

NOTE

Secure print jobs and encrypted secure print jobs sent by other users are displayed as asterisks (***********), and operations cannot be performed on them.

If you are logged on as the SSO-H administrator, jobs sent by all users are displayed, and you can view the details of or cancel the jobs. However, secured documents and encrypted secured documents can only be printed by the user that sent them.

When printing a secured document/encrypted secured document, enter the same PIN/password that you originally assigned to the document using the printer driver. If there is a current or reserved job, it will be queued for printing.

If multiple or all secured documents/encrypted secured documents have the same PIN/password, you can select them and clear their PINs/passwords simultaneously.

Set a different password for each encrypted secured document.

For instructions on entering characters to set a password, see "[Grundläggande funktioner.](#)"

If there are jobs currently being printed or waiting to be printed, the secured documents/encrypted secured documents will be printed after those jobs are completed.

You cannot simultaneously select secured documents and encrypted secured documents from the job list to clear their PINs/passwords.

The printer driver must be installed in the computer before installing the Encrypted Secured Print Driver Add-in for Client PC.

Install the Encrypted Secured Print Driver Add-in for Client PC before using encrypted secure printing.

The Encrypted Secured Print Driver Add-in for Client PC can be installed in the following printer drivers. For information on the system requirements for printer drivers, see the manual included with each printer driver.

- Canon UFR II Printer Driver for Microsoft Windows Version 20.85 or later

- Canon PCL5c Printer Driver for Microsoft Windows Version 20.85 or later

- Canon PCL6 Printer Driver for Microsoft Windows Version 20.85 or later


- Canon PS3 Printer Driver for Microsoft Windows Version 20.85 or later

For information on sending encrypted secured documents from your computer, see the Readme.txt and help files included with the Encrypted Secured Print Driver Add-in for Client PC.

Flow of the Job Confirmation Operation

Print jobs can be operated from [Secure Print] in the Main Menu.

The table below describes the icons that are displayed on the screen.

Icon (Job Status)	Description
	Executing
	Waiting
	Error
	Cancelling
	Paused
	Secure Print
	Encrypted Secure Print

Operating Jobs from [My Job Status] or [Job Status]
Checking Jobs from the Job Log Screen

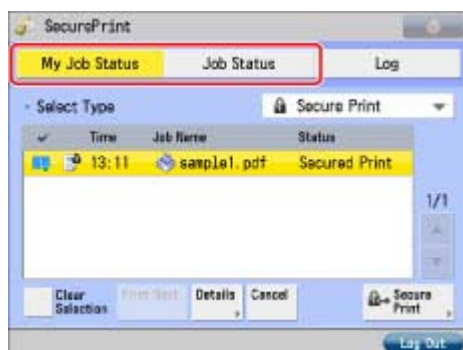
Operating Jobs from [My Job Status] or [Job Status]

1.

Press [Secure Print] on the Main Menu screen.

2.

Press [My Job Status] or [Job Status].



3.

Select the desired operation.

You can select the following operations:

[Interrupt/Priority]: Press [Interrupt and Print] to suspend the current job and perform priority printing for the selected job.

Press [Priority Print] to perform priority printing for the selected job after the current job is complete.

[Cancel]: Cancels the selected job. Press [Cancel] → [Yes] to cancel the job.

[Details]: Displays detailed information for the selected job. Check the detailed information → press [OK] to return to the Job Status or My Job Status screen.

If you select a print job and display its detailed information, you can perform the following operations:

Press [Pause] to temporarily stop the job.

Press [Paper Feed] to forcibly print the print data remaining in the memory.

Press [Skip Error] to temporarily disable errors and continue printing.

IMPORTANT

To cancel multiple jobs, select the jobs in the order you want to stop them → press [Cancel].

NOTE

If jobs sent by other users are included in the selected jobs, those jobs are not stopped. However, you can cancel jobs sent by other users if you are logged in as an administrator.

[Pause] changes to [Resume] when you pause a print job. Press [Resume] to resume printing.

For information on the errors that can be temporarily disabled by pressing [Skip Error] after you select a job, see "[Printer.](#)"

The cancelled job appears as <NG> (No Good) on the Log screen.

Checking Jobs from the Job Log Screen

1.

Press [Secure Print] on the Main Menu screen.

2.

Press [Log].



3.

Select the desired operation.

You can select the following operations:

[Details]: Displays detailed information for the selected job. Check the detailed information → press [OK] to return to the Log screen.

[Print List]: Prints the job status list. Press [Print List] → [Yes] to print the list.

IMPORTANT

If [Log] in [Management Settings] (Settings/Registration) is set to 'Off', [Log] for each screen is not displayed. ([See "Ställa in manöverpanelens visning."](#))