



GUIDE FOR CANON SINGLE FUNCTION PRINTERS

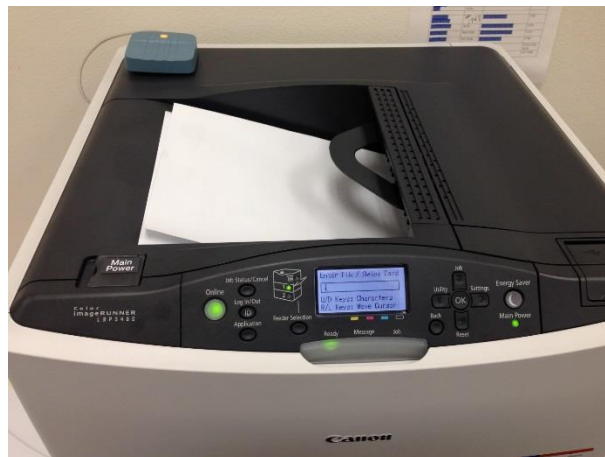
Secure Print

The print jobs that you send to the “**AASD Secure Print**” printer will now be temporarily stored in a print queue until you release them at a Canon device. This prevents the need to shuffle through unclaimed printer jobs, provides secure printing of confidential documents, cuts down on waste, allows you to print out several documents throughout the day and retrieve them at your convenience, and provides you the ability to retrieve your print job at ANY available Canon device.

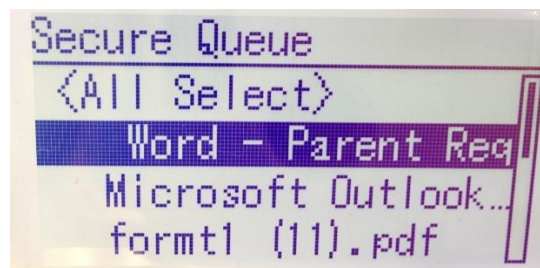
Device Log-In and Releasing Print Jobs

NOTE: Prior to using a single function printer, you must utilize one of the multifunctional devices first.

1. Place your **Appleton Area School District Identification/Proximity card** over card reader located on the device.



2. Your secure print queue will open.

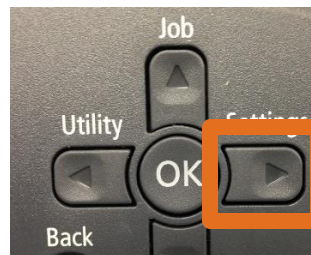




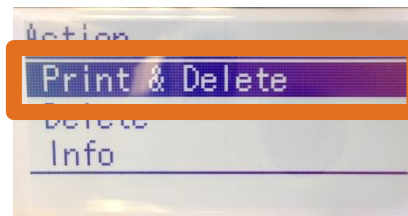
3. Select the desired job to print by selecting the **OK** button.



4. A check mark will be placed by the print job name. Press the **Right Arrow Key**.



5. An *Action* screen will appear. Utilizing the arrows, ensure **Print & Delete** is selected.



6. Press **OK**



Note

- If your print queue contains a job that you no longer need or don't wish to keep, simply select that job and tap the Delete icon.
- All print jobs within your Secure Print Queue will automatically purge after 24 hours

