This guide has been prepared to assist you with the implementation of secure printing at Mountwest Community and Technical College. Each floor of the campus has two Canon Multi-Function Printer/Copiers (aka Print Station) configured to capture and print on-demand print jobs in a secure manner. These print stations have already been installed on all faculty/staff computers. For a listing of secure print stations and other important information visit: www.mctc.edu/information-services/secure-print

1. When printing to a secured printer a popup box will appear asking you for the following:
   - **Document Name**: This field will contain the name of the file you are trying to print
   - **Username**: The User Name will be the same as the MCTCNet username used to log into the computer. This field should be filled out for you.
   - **PIN**: This is the “password” for printing your document. This can be any number you want, but you **must** remember this number in order to print your document.

2. Next you will be prompted to confirm your Department ID/PIN.
   - The **Department ID** will be your **MCTC ID Number without the 94** at the beginning. Example: ID 942012345 will be 2012345.
   - The **PIN must be left blank**.
3. Now you’re ready to go to the Canon Print Station you sent your print job to. On the touch screen panel of the device you will see two* boxes:
   - **Dept. ID:** This is your MCTC ID number without the 94 at the beginning
   - **PIN:** This PIN must be blank

   ![Touch screen panel](image1)

   * *If the copier touch screen is blank simply press the ID/Login button to bring up the login credential screen.*

4. After entering your Dept. ID you will see a list of jobs waiting to print. *(Please Note: The pending print jobs for all faculty/staff printing to that device will also display.)* **Click the document you want to print** and press “Secured Print” at the bottom. You will then be prompted to enter your PIN. Simply enter the PIN you created in Step 1 and your document will print.

   ![Print station interface](image2)