

**Send sensitive documents to network printers and print the job only when you are physically standing in front of the device.**

### STEP 1

#### LOG IN (AUTHENTICATE)

- At the device, log in using one of the following methods:
  - **ID Card**
  - **PIN code**
  - **User Name & Password** (Active Directory®)

#### ID Card:

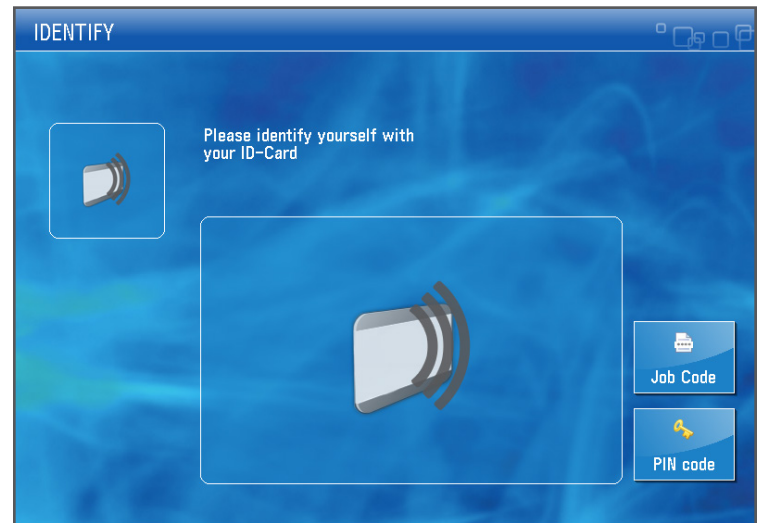
- Place your card on the card reader to log in

#### PIN Code:

- From the authentication screen, press **PIN code**
- Enter your unique PIN code
- Press **OK**

#### User Name & Password:

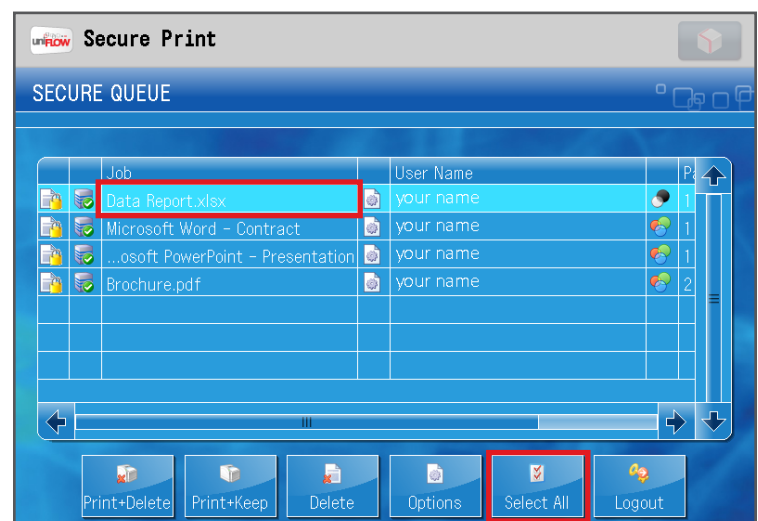
- From the authentication screen, press **AD Login**
- Tap to select the **User Name** field
- Use the on-screen keyboard to enter your Active Directory® user name
- Press **OK**
- Tap to select the **Password** field
- Use the on-screen keyboard to enter your Active Directory® password
- Press **OK**
- Press **OK**



### STEP 2

#### SELECT THE JOB(S) TO PRINT

- Access the uniFLOW secure print queue
- Tap to select individual print job(s)
  - or —
 Choose **Select All** to select all of the jobs in your secure print queue

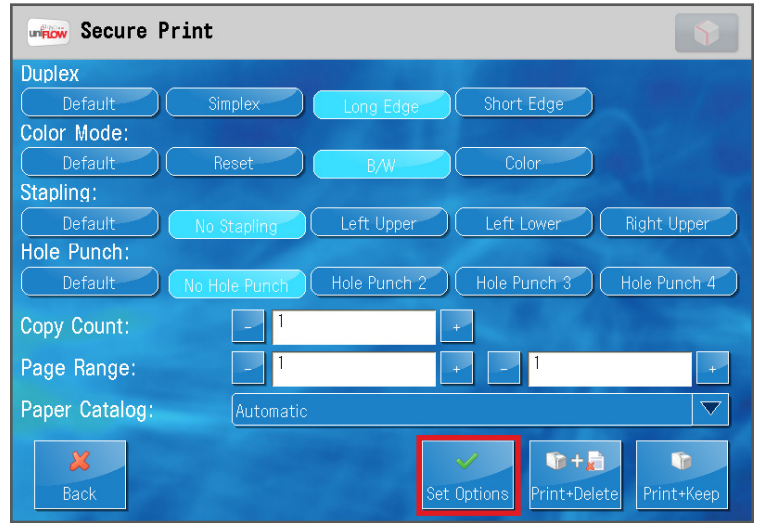


STEP 3

**IF DESIRED, ADJUST THE OUTPUT SETTINGS**

The output settings options may vary by device.

1. With the desired print job(s) selected, press **Options**
2. Make the desired changes to the output settings
3. Select **Set Options**



STEP 4

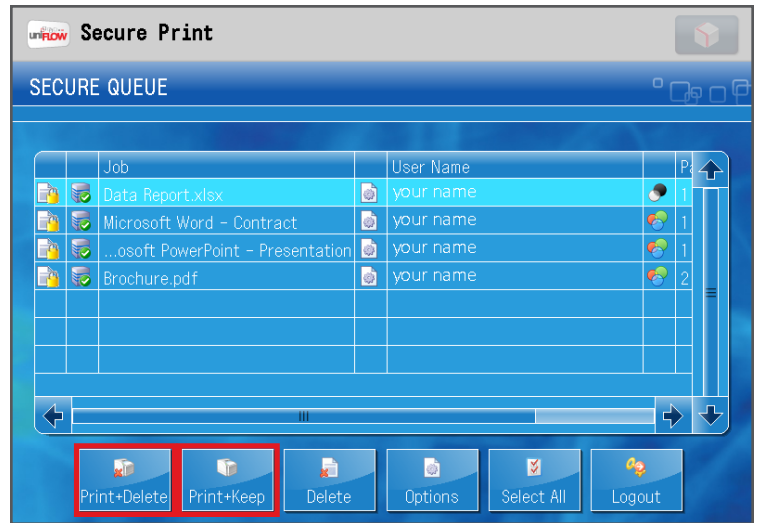
**PRINT THE SELECTED JOB(S)**

The available secure queue buttons may vary by device.

1. With the desired print job(s) selected, choose:
  - **Print + Delete:** Print the selected job(s) with the new output settings and then delete it from the secure print queue
  - **Print + Keep:** Print the selected job(s) with the new output settings and keep it in the secure print queue where it will be available for a short period of time

**To delete a job from the secure queue:**

1. Tap to select the job(s) to delete
2. Press **Delete**  
— A confirmation screen will appear —
3. Press **OK**



STEP 5

**LOG OUT**

- From the uniFLOW secure print queue, press **Logout**  
— or —
- In the bottom-right corner of the touch screen display, press **Log Out**  
— or —
- From the numeric keypad, press **ID**  
— You will be logged out of the device —



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