

Secure Print to Canon Multifunction Printers (MFP)

With Secure Print, all faculty and staff will be able to send documents to an on-campus print server. The documents will sit in a queue and users will have the ability to print those documents from any Canon MFP across campus. Simply by swiping the University Stagcard, the document will be released for printing. No longer will confidential information sit at the printer for all to view.

- [Instructions for Secure Printing for Windows & Mac OS X](#)
- [Instructions for Secure Mobile Printing for iOS Devices](#)
- [Instructions for Secure Mobile Printing for Android Devices](#)
- [Canon Multi-Function Printer Locations](#)

Retrieve your Secure Print Document

Slide University Stagcard Card through card reader.

**You may need to enter your NetID credentials the very first time you access the MFP with your stagcard.*

If you have trouble sliding, you may need to slide the card with the magnetic strip side up.

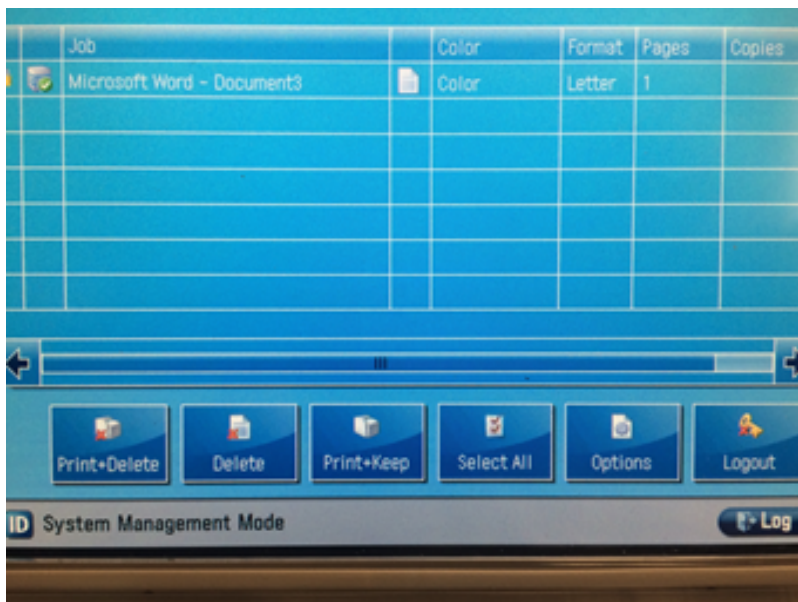


Press **Secure Print**.



Tap the filename of the document you would like to print and choose the following:

- Print+Delete will print the document and delete it from the server.
- Print+Keep will print the document, but keep it on the server to be printed at a later time (or again).
- **Print jobs will remain on the server for 10 hours**
- NOTE: If your email contained any image files (ex. .jpg, png) or web links (ex. .htm) they may show up as printable documents. Simply delete or disregard.



Related articles

Page:Microsoft Teams Installation

Page:Enrolling in and Activating Multi-Factor Authentication (MFA)

Page:Office 365 at Fairfield University

Page:Duo 2FA (Multi-Factor Authentication)

Page:Install Windows Updates

For further assistance, please visit the ITS4U Help Desk located in NYS 215 or call

203-254-4069 during business hours.

Hours can be found here: [ITS4U Help Desk Hours of Operation](#)