| FSIS NOTICE | 43-19 | 10/30/19 |
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### SECURE PRINT IMPLEMENTATION

### I.  PURPOSE

This notice announces the implementation of Secure Print for FSIS shared network printers and to provide Intranet links for operation and driver installation.

### II.  BACKGROUND

A.  FSIS has concluded implementation of Secure Print installation on Department-leased Canon 5550i Multi-functional printers (MFP) for Shared Network Printing using LincPass.  The MFPs were deployed at Headquarters locations: Whitten Building, South Building, Patriots Plaza III (PP3), and George Washington Carver Center (GWCC).  Points of contacts received prior training on 'Secure Print' and can also advise on its use.  FSIS plans to implement Secure Print in Minneapolis, District offices, laboratories, and field offices in the future.

B.  The objective of Secure Print is to provide enterprise-wide secure printing at FSIS.  Currently, Secure Print allows FSIS employees to retrieve their documents within three calendar days from any Department leased Canon 5550i MFP at Headquarters locations using their LincPass and PIN.  Users can send a print job from their computer or copy directly at the MFP.  Secure Print prevents premature and accidental printing of Personally Identifiable Information (PII).  The initiative also reinforces mandatory use of LincPass.

C.  Upon full deployment of Secure Print, standard printing, copying, and scanning operations will change.  Changes will include all print jobs defaulting to two-sided and black and white.  Changes can always be made to the default printing by selecting printer options as needed.  Information on all changes will be shared prior to implementation through another notice.

### III.  RESOURCES

A.  FSIS employees can use the following Intranet links to find information on installation and use of Secure Print, as well guidance on LincPass.  Please note that access to the following links requires Level 2 e-authentication using LincPass:

1. [Instructions to install 'SecurePrint' driver on your computer](#) (the driver is required to print to the Canon 5550i);

2. [Guidance for Secure Print and Canon 5550i](#);

3. ["How to Guide" using LincPass](#); and

4. [FSIS Location directory of Canon 5550i Secure Print Printers](#)

B.  For paper, supplies, and repair service, please contact USDA's Office of Operations at cds.copierservices@dm.usda.gov or 202-720-0321.

## IV.  QUESTIONS

For questions regarding this notice, please contact the Office of Management, Administrative Services Division, Information Management and Analysis Branch at FSIS.Printing@usda.gov.

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