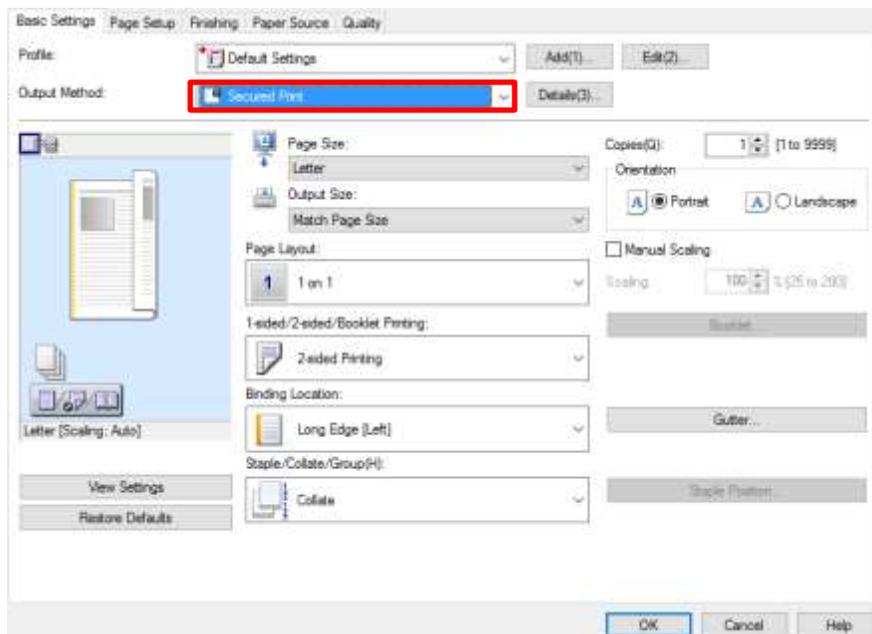


## Secure Printing on Canon Printer

### Introduction

The following are instructions on how to print to a departmental Canon Printer using Secured Print. This feature allows you to send a confidential print job to the copier without it printing until you arrive to release it, entering the PIN number you put in when you created the job.

- open document to print
- click **File** and select **Print**
- select *your department's Canon printer* from Printer drop-down menu
- select **Printer Properties**
- within the **Basic Settings** tab, select **Secured Print** under **Output Method**



*The message output method will be switched to [Secured Print] displays.*

- click **Yes** to confirm a new Output Method

*The Secured Print details box displays.*

A screenshot of the 'Secured Print Details' dialog box. It has a title bar with a close button (X). The 'User Name' field contains the text 'charis' and has a maximum length of 32 characters. The 'PIN' field is empty and has a maximum length of 9999999. At the bottom, there are three buttons: 'OK' (highlighted in blue), 'Cancel', and 'Help'.

- type a **numeric password** (Enter any numeric password. You will use this number for the *Retrieving a Secured Print Job* section.)
- click **OK** and then click **OK** again
- click **Print**

A box may appear with the name of the document, your username and the pin already populated. If it does, click **OK**.

*The confirm department ID/Pin box displays.*

- type **your department's ID and PIN** in the respective boxes and click **OK**

### **Retrieving a Secured Print Job**

When you go to the Canon printer, be sure to click on the button that says “Main Menu” that is located on the upper left corner of the printer.

- type **your Department's ID and Pin**
- tap **Secured Print**
- tap to **select your document**
- tap **Secured Print** (bottom right corner)
- type **your numeric password** (This is your number that you created earlier.)
- tap **OK**
- tap **Logout**