Secure Printing on Canon Printer

Introduction

The following are instructions on how to print to a departmental Canon Printer using Secure 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.
• 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