## 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.
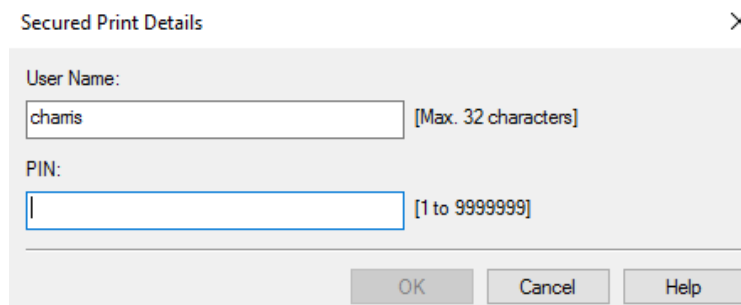
- open document to print
- click **File** and select **Print**
- select *your department's Canon printer* from Printer drop-down menu
- select **Printer Properties**
- within the **Basic Settings** tab, select **Secured Print** under **Output Method**
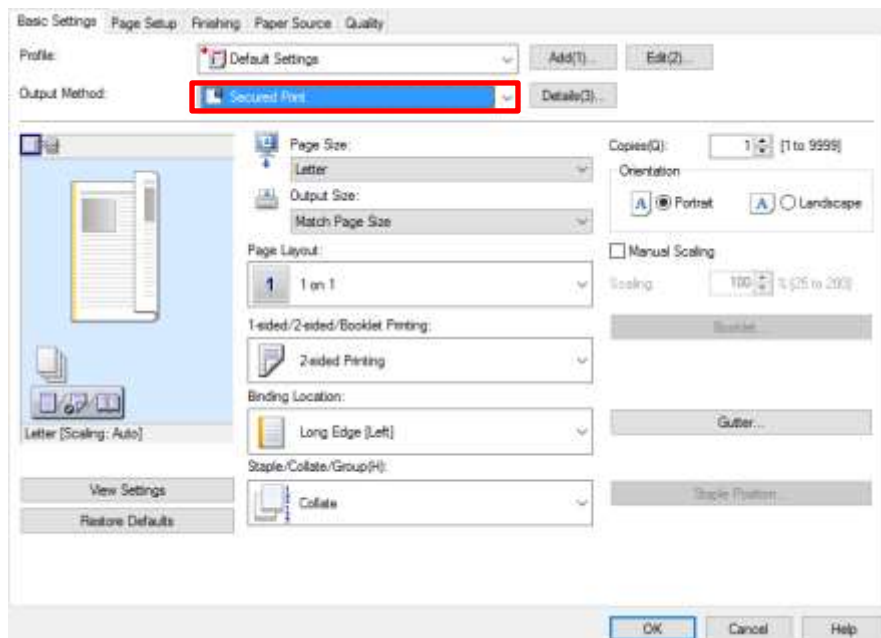
The message output method will be switched to [Secured Print] displays.

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

The Secured Print details box displays.

- 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**