

Canon ImageRUNNER Advance: Secure Printing

Confidential printing using the Secure print feature on the Canon ImageRUNNER Advance model.

From your Computer

1. Open a document and select File. Then select Print and then **Printer Properties.**



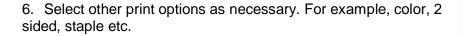
Under the Basic Settings tab, click the Output Method's drop-down menu and select Secured Print.



3. Click Yes to confirm you are switching output methods to Secured Print and want to set the user information.



- 4. Enter a PIN number. This number can be made up on the spot and can be anywhere from 1 to 9999999 digits.
- 5. Click **OK** to save and close the **Secured Print Details** window.





- 7. Click **OK** to save and close the print driver window.



8. Lastly, click the **Print** button to send the document to the Secured Print queue.



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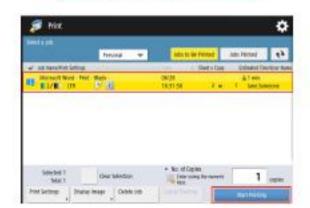
Releasing a document from the Secured Print queue

At the Printer/Copier

- 1. Log on if necessary.
- 2. From the Main Menu, select the Secure Print icon.

Note: If Secure Print isn't visible on the Main Menu screen, press the Show All button and scroll to the Secure Print icon.

- 3. Select the document in the queue.
- 4. Press the Start Printing button.



- 5. Enter the PIN number you entered when you send the document to the secured print queue.
- 6. Press OK to release the document from the queue and print.

