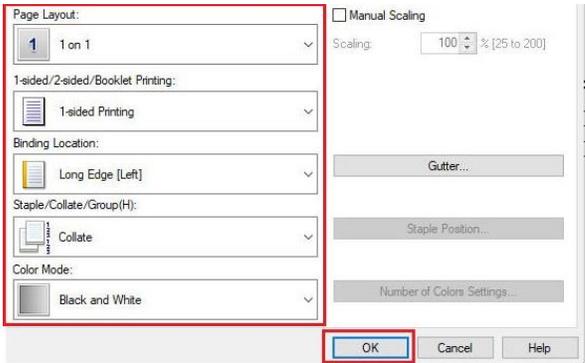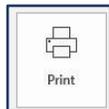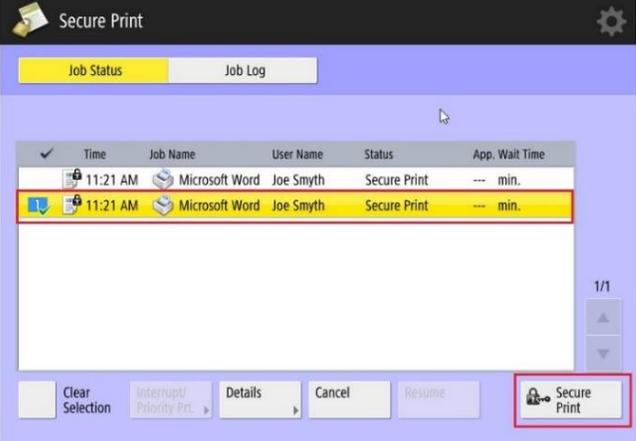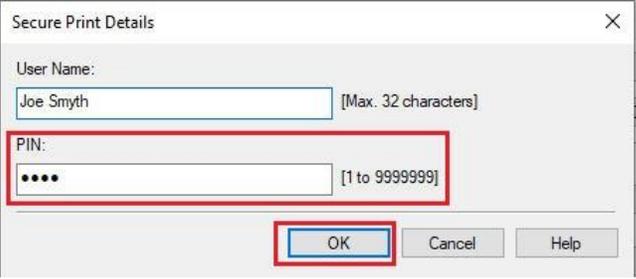# Canon ImageRUNNER Advance DX: Secure Printing

Confidential Printing using the Secure Print feature.

Sending a Document from the Secure Print Queue	
1. From an open document: Select **File** → **Print** → **Printer Properties.**	
2. Under the **Basic Settings** tab: Select the **Output Method** drop-down menu and select **Secure Print**.	
3. Select **Yes** to confirm switching the **Output Method**.	
4. Enter a numerical **PIN** number. • PIN Code can be up to 7 digits. 5. Select **OK** to save and close the **Secure Print Details** window.	
6. Select print options as necessary (ex: color, 2-sided, staple, etc.). 7. Select **OK**.	
8. Select the **Print** button to send the document to the Secure Print queue.	
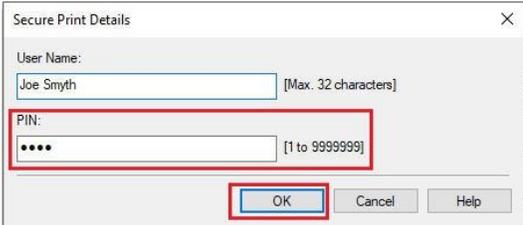
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Releasing a Document from the Secure Print Queue

1. Select the **Secure Print** icon from the Main Menu screen. **Note:** If Secure Print isn't visible on the Main Menu, swipe a finger to the right across the screen to access more pages (similar to a phone or tablet).	
2. Select one or multiple document(s) in the queue. **3.** Select the **Secure Print** icon. **Note:** Print jobs will automatically delete out of the Secure Print queue by a specific timeframe. (The manufacturer default is 1 hour.)	
4. At the prompt, enter the **PIN** number chosen in the print driver. **5.** Select **OK** to print the document.	
6. A message will appear to confirm the PIN code is authentic and the document has released to print.	

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12/1/2022

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