

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.	Save As Print Canot: IR-ADV C5525/5540 PC Printer Properties
2.	Under the Basic Settings tab: Select the Output Method drop-down menu and select Secure Print .	Basic Settings Page Setup Finishing Paper Source Quality Profile: Change> Default Settings Output Method: Print Secure Print Store Promote Print Edit and Preview Protect with PIN.
3.	Select Yes to confirm switching the Output Method .	Information The output method will be switched to [Secure Print]. Set the user information by clicking the [Details] button. Enter the document name, PIN, etc. when printing. Do you want to set the user information now? Yes No
4. 5.	 Enter a numerical PIN number. PIN Code can be up to 7 digits. Select OK to save and close the Secure Print Details window. 	Secure Print Details × User Name: Joe Smyth [Max. 32 characters] PIN: •••• [1 to 9999999] OK Cancel Help
6. 7.	Select print options as necessary (ex: color, 2-sided, staple, etc.). Select OK .	Page Layout: Imanual Scaling 1 on 1 Scaling: 1 sided/2 sided/Booklet Printing: Scaling: 1 sided Printing: Scaling: Scaling: Scaling:
8.	Select the Print button to send the document to the Secure Print queue.	L Print

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Releasing a Document from the Secure Print Queue		
 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). 	Secure Print	
 Select one or multiple document(s) in the queue. 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.) 	Job Status Job Log Job Status Job Log Image: Status Job Name User Name Status App. Wait Time International Status App. Wait Time International Status App. Wait Time International Status App. Wait Time International Status App. Wait Time International Status App. Wait Time International Status App. Wait Time International Status App. Wait Time International Status App. Wait Time International Status App. Wait Time International Status App. Wait Time International Status Microsoft Word Joe Smyth Secure Print International Status International Status International Status Internatingenetic Status	
 At the prompt, enter the PIN number chosen in the print driver. Select OK to print the document. 	Secure Print Details × User Name: Joe Smyth [Max. 32 characters] PIN: ••••• [1 to 9999999] OK Cancel Help	
 A message will appear to confirm the PIN code is authentic and the document has released to print. 	Authentication is complete.	

