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How to Secure Print with a Canon Copier

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1. PURPOSE

The purpose of this document is to show how to print to a canon copier using secure print

2. INSTRUCTIONS

1. Open a Document you wish to print. This can be a Microsoft Office document or a PDF or whatever document allows you to print from it. Then select the print option.



- 2.
3. In the print drop down box select the Canon copier that you use.
4. Then left click Printer properties



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The screenshot shows a software interface with a blue sidebar on the left containing a back arrow and menu items: Info, New, Open, Save, Save As, Print (highlighted), Share, Export, Close, Account, and Options. The main area is titled 'Print' and includes a 'Copies' dropdown set to 1, a 'Print' button, and a 'Printer' section showing 'Eden-Tech-Canon on csdfs' as the selected printer. Below this is a 'Settings' section with various options like 'Print All Pages', 'Print on Both Sides', 'Collated', 'Portrait Orientation', 'Letter', 'Office 2003 Default Margins', and '1 Page Per Sheet'. Two yellow arrows point to the printer name and the 'Printer Properties' link.

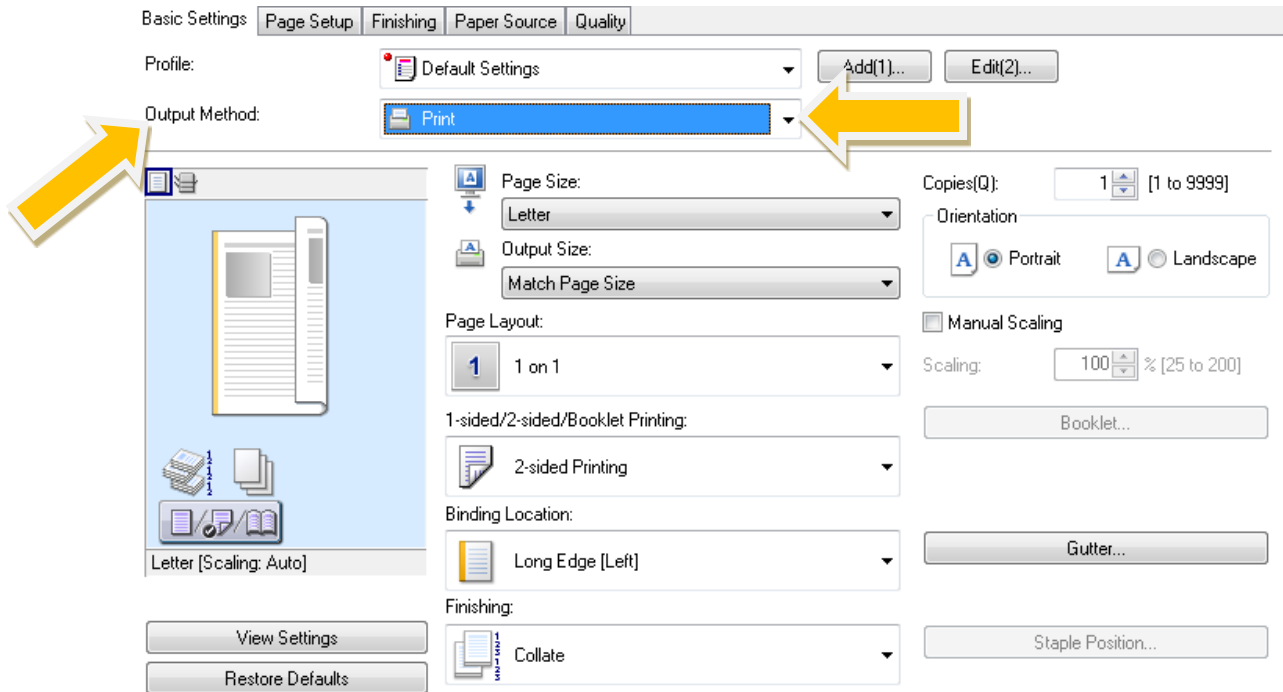
5.

6. In the printer properties box left click the drop down titled **Output Method** and changed to **Secure Print**.



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7. _____
8. Once you have selected Secure Print you will be prompted to set the user information.
9. Click **YES** to setup user information and to create a secure PIN fore this session. The pin can be any number combo up to 7 digits.
10. Once you have created a Secure PIN left click apply then left click print to send the print job to the Canon printer.
11. On the Canon Copier you will see an option on the display screen that says **SECURE PRINT**. Click this option and you will see all the Secure Print jobs waiting to be printed.
12. Select your print job your created then select print and you will be prompted for the secure PIN you created. After entering your PIN and pressing ok the job will now print.
13. Print Jobs are held in the que with your code for 24 hrs.