Secure Print with Canon (on PC)

Part 1: Sending the Print Job

1) In the print dialogue window, select “Printer Properties” or “Properties.”

2) Open the “Output” dropdown menu and click “Secured Print.” Click “Yes” if prompted.

3) Type in a short numeric PIN in the “PIN:” field and click “OK.” Remember this code.

4) Click “OK” and then “Print.”
Part 2: Retrieving the Print Job at the Printer

1) Tap the “Secured Print” Button.

2) If prompted, enter your Department ID and associated pin (NOT the pin you created in Part 1), then tap “Log In.”

3) Tap your job (or “Select All” for all jobs) and then tap “Secured Print.”

4) Type the PIN you created earlier and tap “OK.”