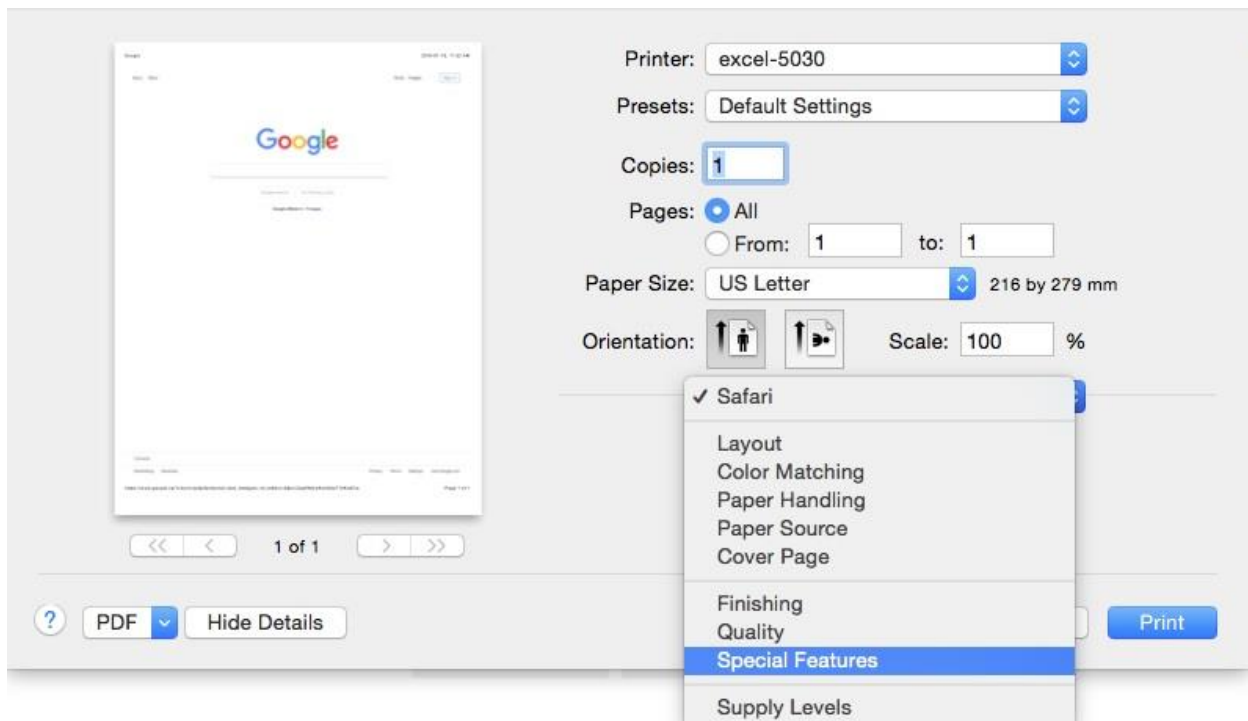


Secure Print Instructions

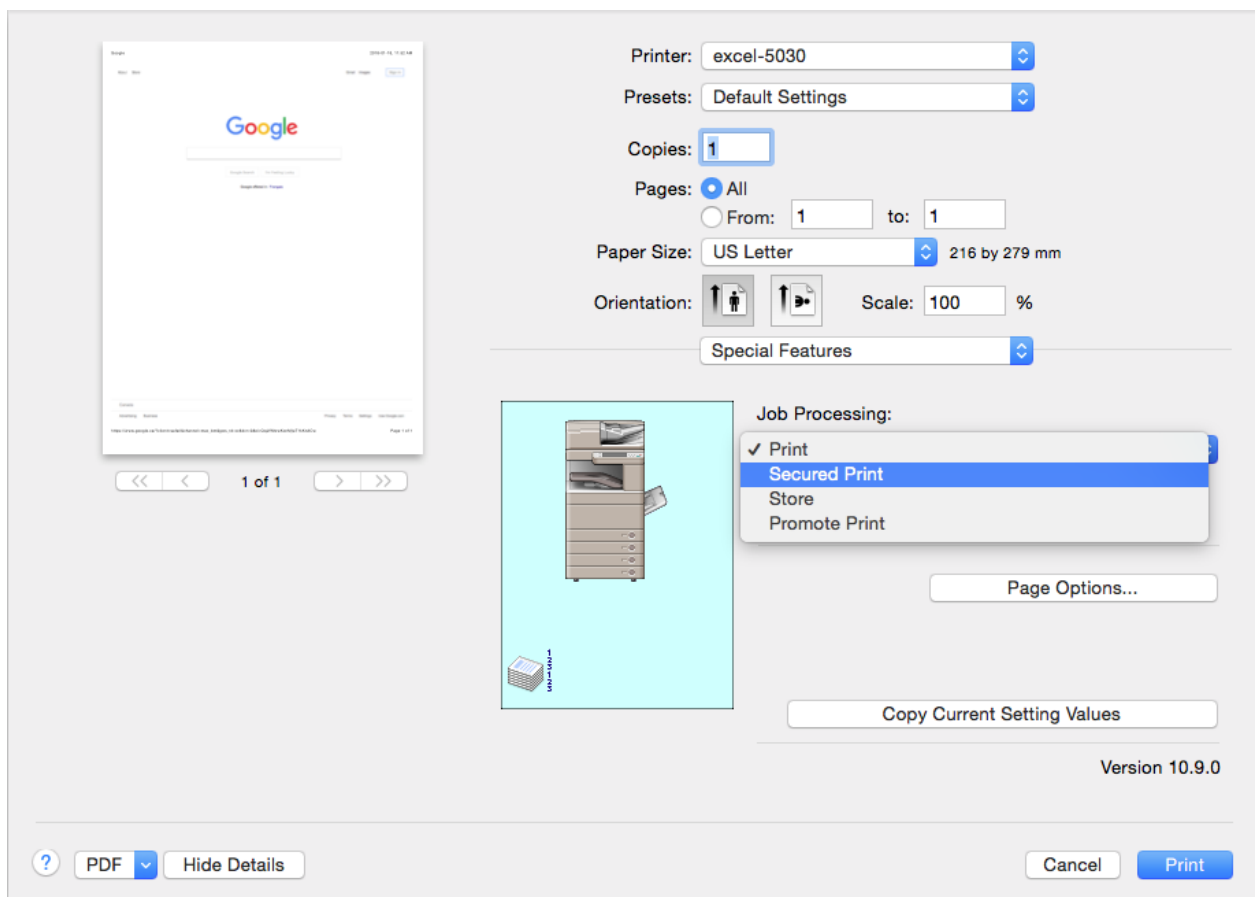
MAC

This document will explain the procedure to follow for utilizing the Secure Print feature on your Canon photocopier. Secure print allows you to print confidential documents with extra controls. The document is sent to the printer with a user defined PIN number and is stored in the RAM of the copier to ensure that the file is deleted from the machine once printing has taken place.

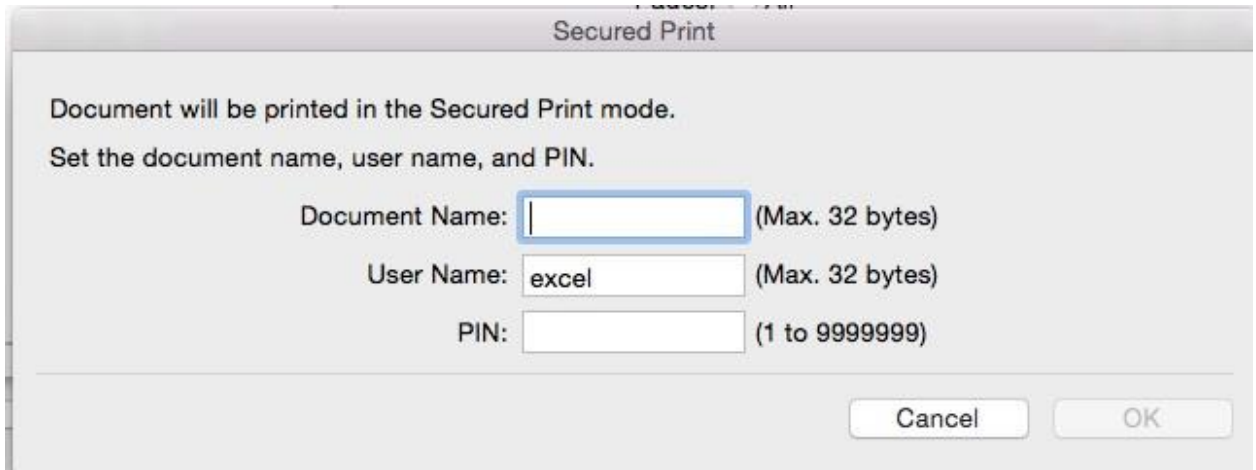
1. From your print dialogue box, open up the **Special Features** of the Canon photocopier driver.



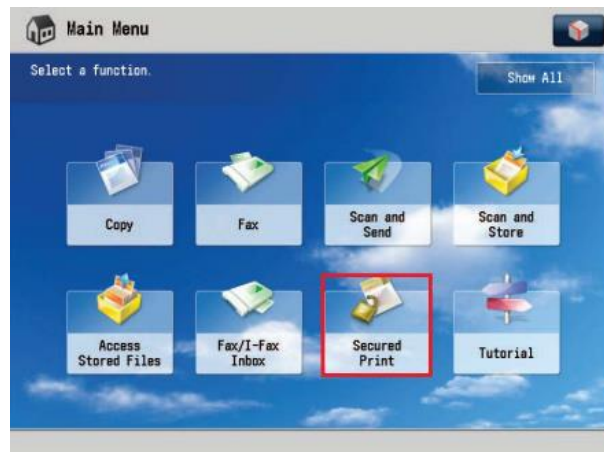
2. On the **Special Features** screen, select **Secured Print** from the drop down menu under **Job Processing**. You can then select the **Print** button at the bottom of the dialogue box.



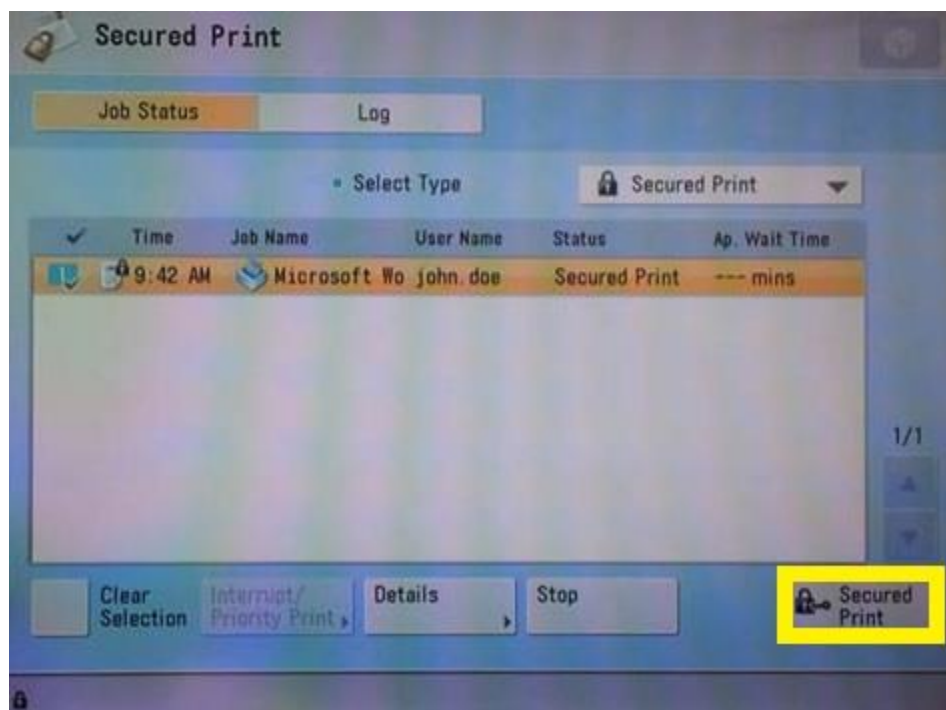
3. Now that we have selected **Print**, a new dialogue box will have opened up. From this dialogue box, we can name our file and set a **PIN** to secure our print when sent to the copier. Once the fields have been entered, **OK** will be clickable. Once **OK** is pressed, the job will be sent to the copier.



4. Now that we have sent our print job to the photocopier, we can select **Secured Print** from the menu on the photocopier. The icon will look like a padlock.



5. Once the **Secured Print** screen is open, you can select your print job, and tap the secured print option. The machine will prompt you for the pin that you set in step 4, and then print out your requested document.



You have now printed your job using **Secured Print!**