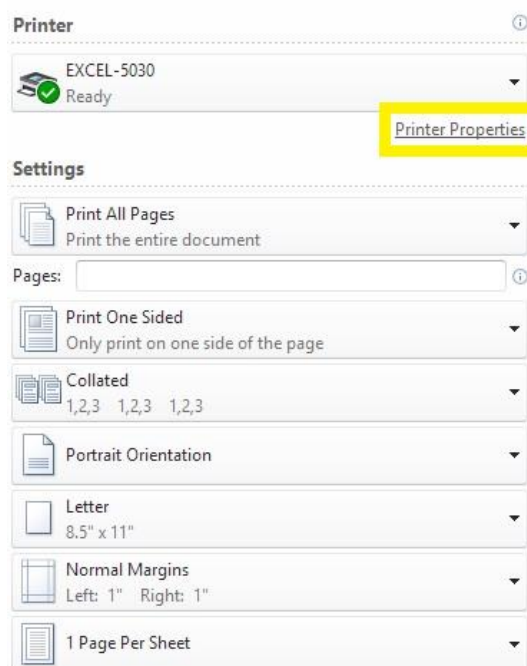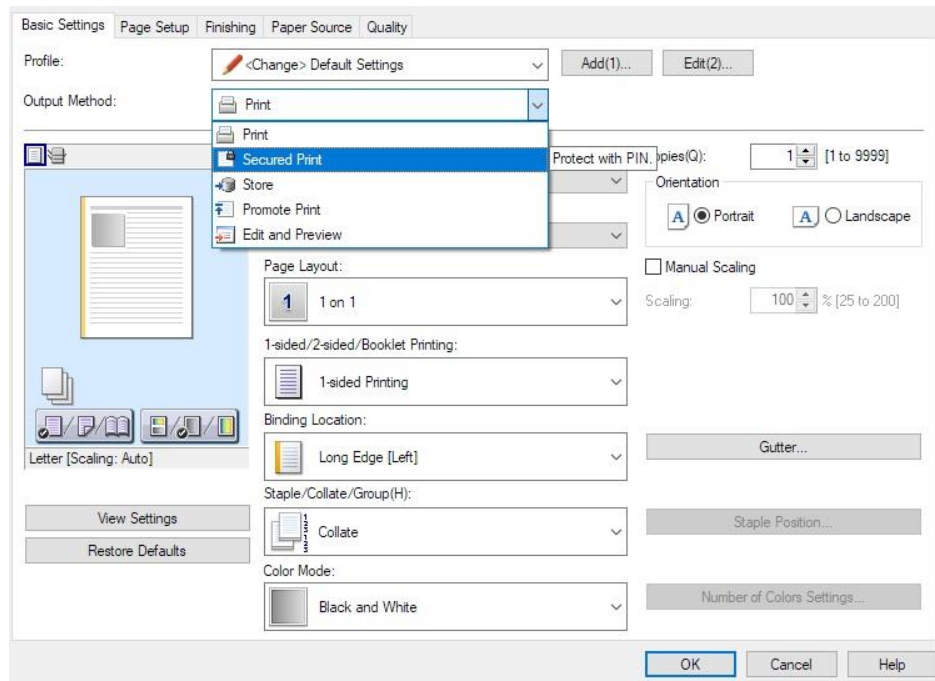# Secure Print Instructions

Windows

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.
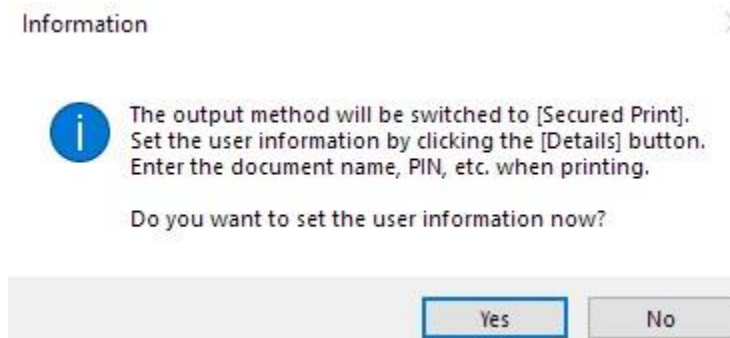
1. From your print dialogue box, open up the **Printer Properties** of the Canon photocopier driver.
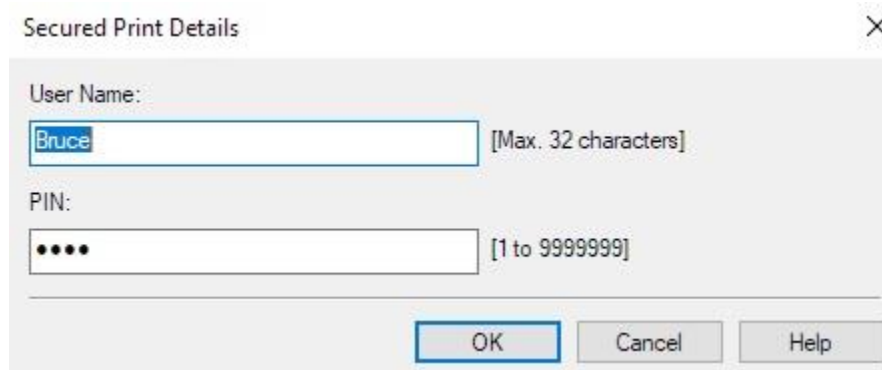
2. On the **Printer Properties** screen, select the **Output Method** dropdown from the top of the page, and select **Secured Print** as the method.

3. After selecting Secured Print as the output method, a dialogue box will appear. You can select **Yes** to proceed to the next step.
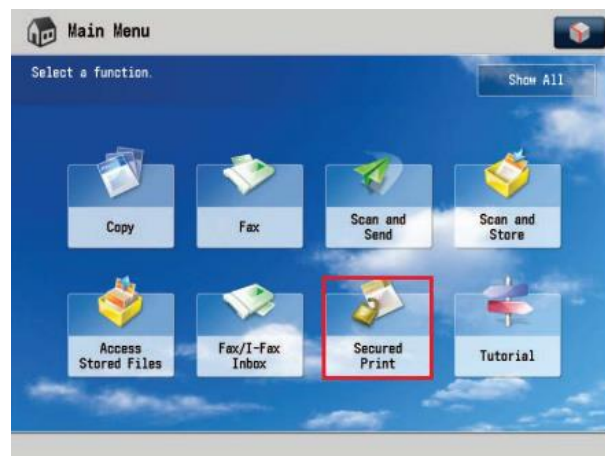
4. In the pop up window, you can now set your User and PIN number that you would like to use for the print job. You can then select OK on the window, and OK on the properties screen to print your document using Secured Print
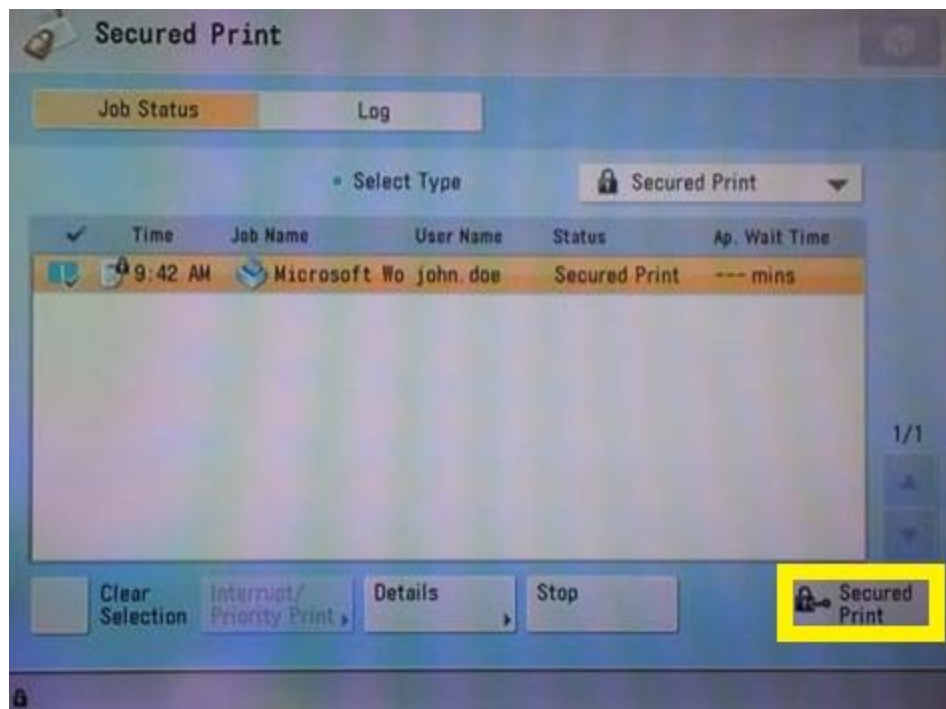

5. Now that we have sent our print job to the photocopier, we can select **Secured Print** from the menu on the photocopier. The icon will look like a padlock.

6. 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**!