

## Canon ImageRUNNER Advance: Secure Printing

Confidential printing using the Secure print feature on the Canon ImageRUNNER Advance model.

### From your Computer

1. Open a document and select **File**. Then select **Print** and then **Printer Properties**.



2. Under the **Basic Settings** tab, click the **Output Method's** drop-down menu and select **Secured Print**.



3. Click **Yes** to confirm you are switching output methods to Secured Print and want to set the user information.



4. Enter a **PIN** number. This number can be made up on the spot and can be anywhere from 1 to 9999999 digits.



5. Click **OK** to save and close the **Secured Print Details** window.

6. Select other print options as necessary. For example, color, 2 sided, staple etc.



7. Click **OK** to save and close the print driver window.

8. Lastly, click the **Print** button to send the document to the **Secured Print** queue.



**Releasing a document from the Secured Print queue**

**At the Printer/Copier**

1. Log on if necessary.
2. From the Main Menu, select the Secure Print icon.  
Note: If Secure Print isn't visible on the Main Menu screen, press the Show All button and scroll to the Secure Print icon.
3. Select the document in the queue.
4. Press the Start Printing button.



5. Enter the PIN number you entered when you send the document to the secured print queue.
6. Press OK to release the document from the queue and print.

