

PEPPERDINE UNIVERSITY
Information Technology

**Canon Copier Secured Print Feature
(Windows Version for ADVANCE Series Copiers)**

Use the Canon copier's Secured Print feature if you want to print a sensitive document on a copier, but do not want the document to be sitting openly on the output tray for others to see.

Printing a Sensitive Document Using the Canon Secured Print Feature

1. From the Print screen, click "Printer Properties."
2. From the Page Setup, Output Method drop down list, select "Secured Print."
3. Click "OK;" and you will return to the Print screen. Click "OK" or "Print" to send the print job.
4. You will be prompted to enter a document name, user name, and a password. The document name identifies your print job. The password can be any number you define and will be used to release the print job when you are at the copier. Click "OK;" and your print job will be sent to the copier, waiting to be released.

Releasing the Print Job at the Canon Copier (ADVANCE Series Copiers)

1. At the copier, press the "Secured Print" button on the Main Menu screen.
2. Enter your department copy code and press the "ID" button.
3. Select your print job from the list.
4. Press the "Secured Print" button (in the lower right hand corner of the screen).
5. When prompted, enter the password you associated with this document at print time.
6. Press "OK" to release and print your document.
(The document will be deleted automatically after it prints.)
7. Press the "Main Menu" button to return the copier to normal mode.