

PEPPERDINE UNIVERSITY  
Information Technology

**Canon Copier Secured Print Feature  
(Windows Version)**

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**

1. At the copier, enter your department copy code into the Dept ID field and press the "ID" button.
2. Press the arrow (⇒) tab (in the top right corner of the screen).
3. Press the "Print Job" tab.
4. Select your print job from the list.
5. Press the "Secured Print" button.
6. When prompted, enter the password you associated with this document at print time.
7. Press "OK" to release and print your document.  
(The document will be deleted automatically after it prints.)
8. Press the arrow (⇒) tab twice.
9. Press the "ID" button to return the copier to normal mode.