

Windows

On the new Canon iR-ADV multifunction printers, it is possible to send a secured print job. A secured print job is held at the device until you arrive to release it, entering the PIN number you put in when you created the job. This is useful for documents that you don't want others to see.

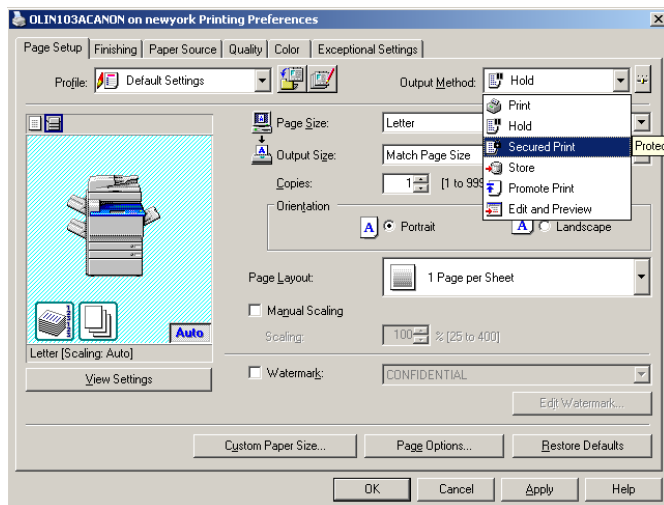
Here's how you send the job from your Windows computer:

In your Windows application, choose to print. Depending on the application, select a button named "Print Options" or "Preferences". Choose a Properties button only if you don't see either of the others.

You're now seeing the Canon printer driver. On the Page Setup tab, change the Output Method to Secured Print, and click OK to clear the popup message.

Change any other options you want, then choose the OK button to close the driver, then choose the Print button in your application.

A popup dialog box appears titled "Confirm PIN", with the name of your document. Enter a number of 4 to 7 digits in the PIN field. Don't forget this number; you won't be able to retrieve the document without it.



Mac

Here's how you send the job from your Mac computer;

In your application, choose the Print option.

Choose the pull-down menu in the middle of the popup window that reads "Copies and Pages" and select Special Features

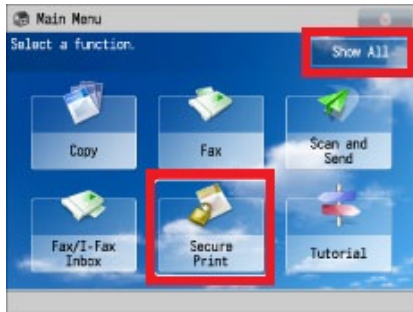
Under Job Processing, select "Secured Print"

Click Print

You will be prompted to enter a document name (which you will use to identify your document at the printer), and a unique PIN that will be used to release the document at the printer.

Here's how you release and print a secured print job at the MFP

From the MFP hardware buttons on the left, choose Main Menu. Then on the MFP front panel, choose the Show All button (toward the top right). In the middle of all the buttons choose the one titled Secured Print.



You're now seeing the Secured Print job list, so find and select your job, then choose the Secured Print button (at the bottom right, with a lock and key icon).

The front panel now prompts you to "Enter the PIN ". This is the PIN number you created when you printed the job at your computer; enter it now and then choose OK. Your job prints, and then disappears from the Secured Print list.

