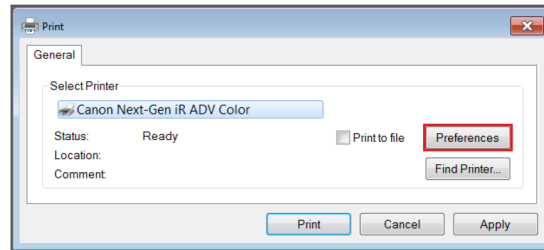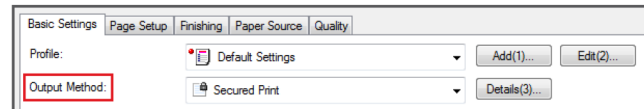# Ensure information privacy by utilizing a custom password to retrieve print jobs at the device.

TO PRINT A DOCUMENT TO THE SECURE PRINT QUEUE FROM THE PCL/UFR II/PS3 PRINTER DRIVER:

1. Select **File**
2. Select **Print**
3. Ensure the **Canon printer driver** is selected
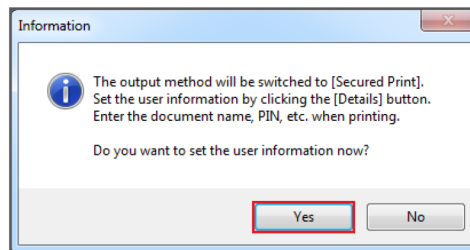4. Select **Preferences**, **Properties** or **Printer Properties**

5. Turn on the desired print settings
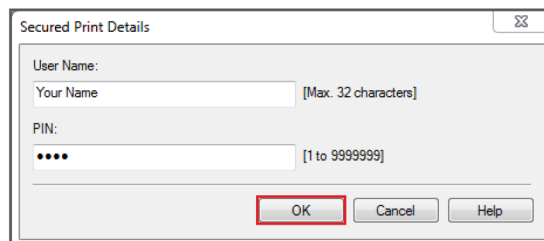6. From the **Output Method** drop-down list, select **Secured Print**

— An Information dialog box will appear —

7. Select **Yes**

8. In the **User Name** field, enter your name
9. In the **PIN** field, enter a numeric password (max. 7 digits)
10. Select **OK**
11. **Print** the document

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** At Canon MFD - LogIn with I.D. Card -or- Enter Credentials

TO RETRIEVE A SECURE PRINT JOB:

1. From the **Main Menu**, press **Secured Print**
2. Tap to select your document
3. Select **Secured Print** (bottom right corner)