**Setting up the Canon Copiers to use Secured Print in *Windows 10***

**Step 1:** **Right** click on the Windows Start Menu in the bottom left corner

 

**Step 2**: Select **Control Panel**

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**Step 3:** Select **View devices and printers**

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**Step 4:** Right Click on the Canon Copier you wish to set up with Secured Print, and select “Printing Preferences”



 **Step 5:** Change the “Output Method” from “Print” to “Secured Print,” and select OK when box pops up. 



 **Step 6:** If presented with a secure Print Pin dialogue box, create a Pin Number and Press “Apply” then “OK”

   

**Step 7:** Retrieve your job by selecting the “Main Menu” button on the Copier you used and then select the “Secure Print “ button on the screen. Select your print job, select “Secure Print” and enter your code.