

How to LOCK a print job from printing to a printer until you arrive at the printer and enter your code.

When you are ready to print (and you have installed the printer)...

- Click on FILE
- Click on PRINT
- Click on the PROPERTIES box (top right box in printer pop up)
- In the next screen under JOB TYPE use the drop down arrow...select LOCKED PRINT to tell the copier to store your document and not print it until you enter a code.
- Next to the LOCKED PRINT box, click on the DETAILS box.
- Type in a user name in the USER ID box.
- Type in a password in the PASSWORD box.
**Note: The machine will hold your user name and password, so the next time you print a LOCK print job you do not have to re-enter your user name and password.
- Click OK to close this screen
- Click OK again
- Click OK once more

***You can send more than one LOCKED print job to the printer, and the printer will hold all of your print jobs under your user name until you physically go to the printer to print them.

When you get to the machine, you can print all or some of the jobs that you sent. The machine will hold your LOCKED print jobs for one week and then after a week has gone by, they will disappear.

- When you get to the printer, push the OTHER FUNCTION button on the left side of the copier.
- Under the "buttons" on the screen that have the alphabet on them, a box with your user name in it should be waiting for you. If it is not there, select the ALL "button," and then your user name will appear.
- Select LOG IN
- A list of the locked jobs that you sent to the printer will be there for you to choose from. Touch/Select the job that you want to print. Once you choose it, it will be highlighted. If you only had one locked job sent to the printer it will already be highlighted for you.
- Select PRINT (or DELETE if you decide that you don't want to print this job after all).

***Your computer will hold the LOCKED print option until you reset it to the NORMAL PRINT setting. It doesn't default back to the original settings.