

Locked Print on Distributed Laser Printers

The **Locked Print** function allows you to print confidential documents. Documents WILL NOT be printed automatically unless a **password** is entered in your computer and the job is selected on the printer's control panel. There are three main steps to this process:

1. Sending Print Job to the Printer
2. Retrieving Print Job at the Printer
3. Turning Off Locked Print.

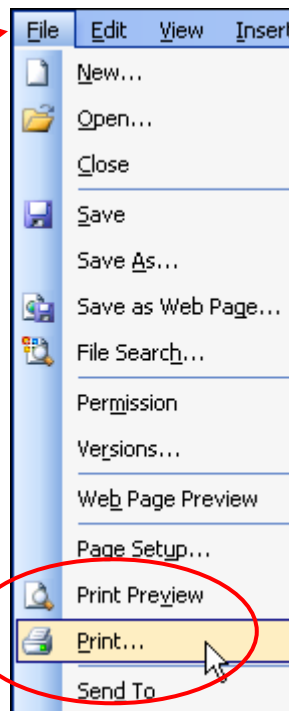
See instructions below.

1. SENDING PRINT JOB TO THE PRINTER

In the application,
choose:

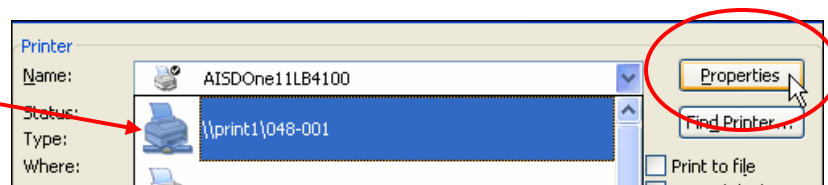
File,

Print...

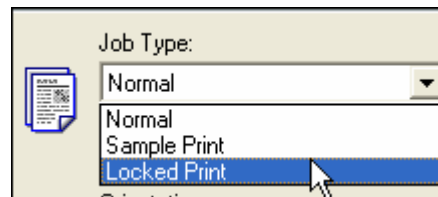


Select the printer
you want to use in
the **Name** list

Click **Properties**



In the **Job Type**
box, click **Locked**
Print



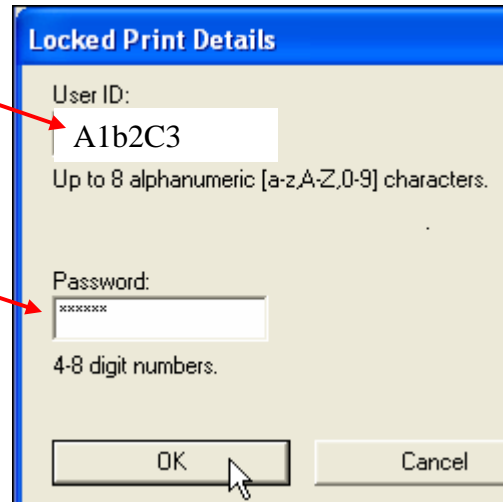
Click **Details...**



Enter a **User ID** with up to eight number or letter combinations

Enter a **Password** (numbers ONLY) that is DIFFERENT from the User ID

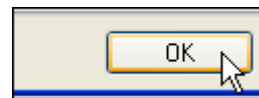
USER TIP: Using the fewest numbers possible (4) for the password will make it faster to access your print job at the printer



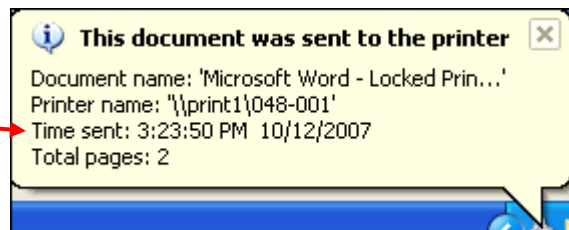
Click **OK**

Click **OK**

Then click **OK** again to store the print job in the printer

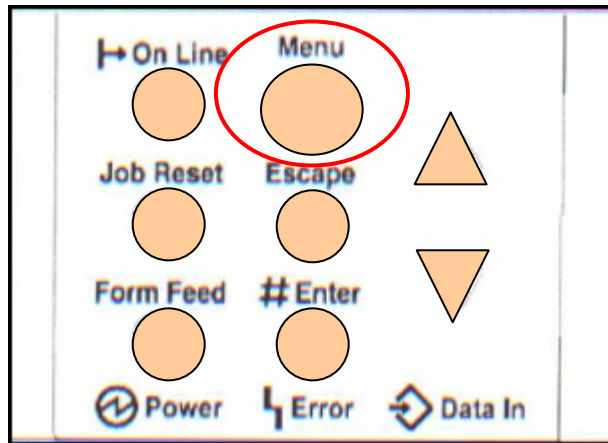


A balloon will appear in the lower right-hand corner noting the **Time sent**

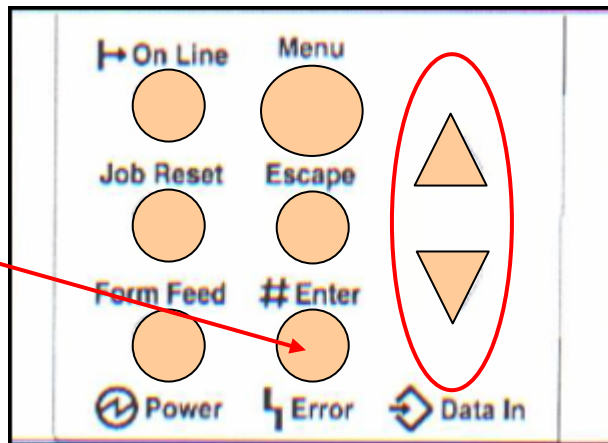


2. RETRIEVING PRINT JOB AT THE PRINTER

At the printer, press the **Menu** key

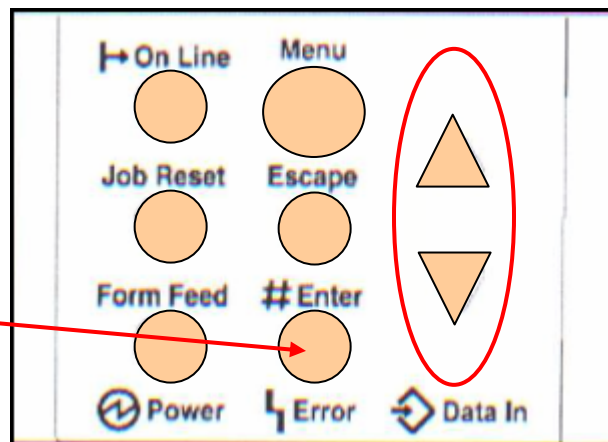


Press the **Up and Down arrow keys** to display **Locked Print**, and then press the **# Enter** key



User ID and the **Time sent** will appear for each stored job

Press the **Up and Down arrow keys** to display the file you want to print, and then press the **# Enter** key



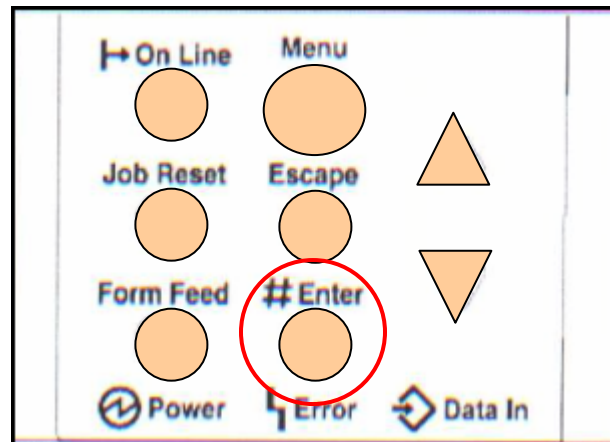
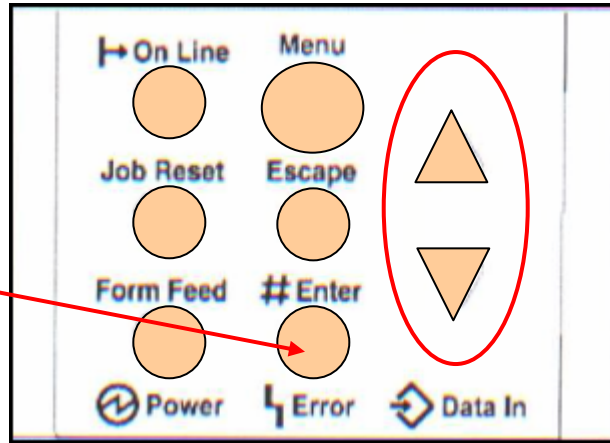
Enter the password by pressing the **Up and Down arrow keys** to enter the **FIRST** digit, and then press the **# Enter** key

REPEAT this step to enter **ALL** digits of the password

THEN, press **# Enter** ONE MORE TIME

When **Print File** is displayed, press the **# Enter** key **TWICE**

The file should print and then be automatically removed from the **Locked Print** list

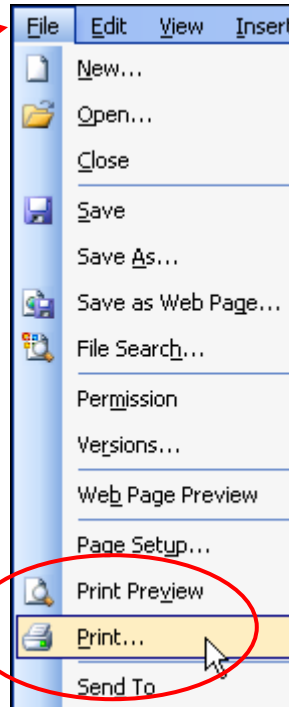


3. TURNING OFF LOCKED PRINT

Once you have completed sending all confidential documents through **Locked Print**, you must turn this feature off to be able to print normally again. (USER TIP: Do this immediately after retrieving your **Locked Print** document so that it is returned to **Normal** print before your next use.)

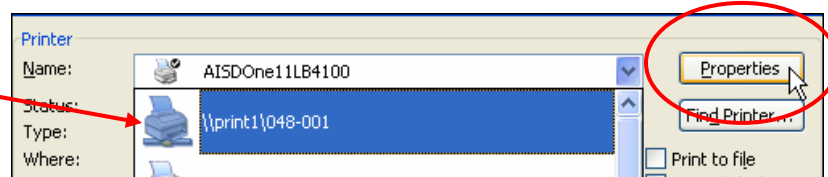
In the application,
choose:

File,
Print...

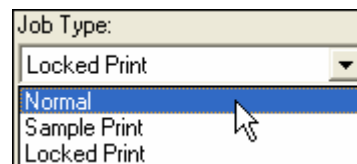


Select the printer
you want to use in
the **Name** list

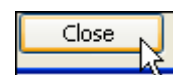
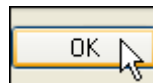
Click **Properties**



In the **Job Type**
box, click **Normal**



Click **OK**, then
Close



This resets your
printer for your next
use