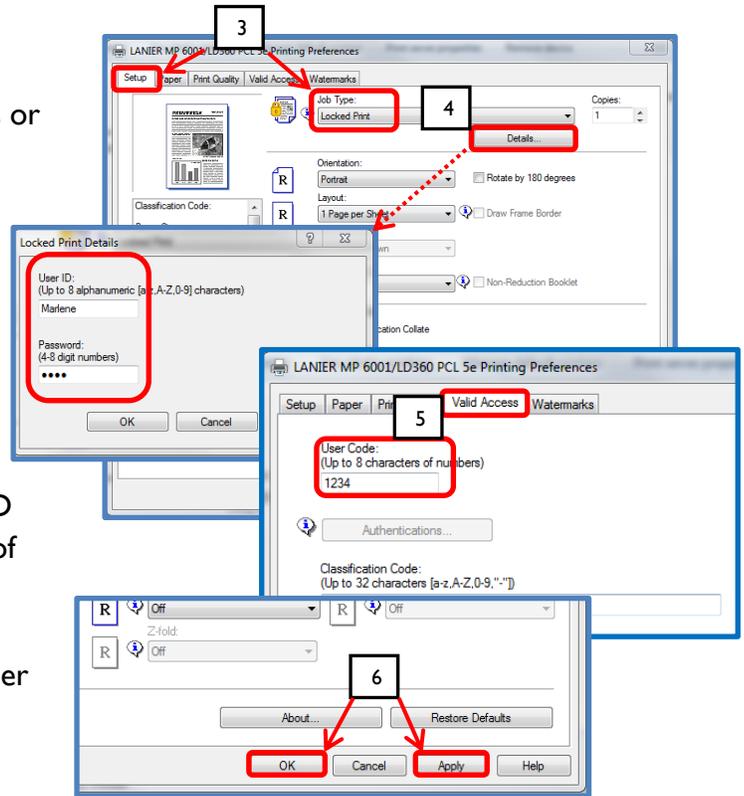


1. Start → Devices/ Printers or Printers/Faxes or Control Panel, then Printers/Faxes
2. Hi-light and right click on the correct printer → Printing Preferences.
3. In the Setup Tab under Job Type select LOCKED PRINT.
4. DETAILS: Type in your name in the User ID field and then your 4 digit code (the last 4 of your SS#) in the Password field. → OK
5. Go to Valid Access Tab → Type in your User Code (last 4 digits of your SS#).
6. Select APPLY at the bottom → OK.



NOTE: Once you have applied above instructions, you will not have to enter this information again.

Retrieving Locked Print Jobs

7. At the copier select PRINTER → PRINT JOBS.
8. Select your jobs by your name.
9. Select all or individual jobs and then Print at the bottom right corner.
10. Type in your code → OK to release your job(s).
11. **IMPORTANT!!!!** Please make sure you either print or delete your jobs daily. No one else knows your code for locked print jobs and cannot delete jobs that don't get printed.

