

## Locked Print with PCL 5 Print Driver

- Start → Devices/ Printers or Printers/Faxes or Control Panel, then Printers/Faxes
- Hi-light and right click on the correct printer → Printing Preferences.
- 3. In the Setup Tab under Job Type select LOCKED PRINT.
- 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
- Go to Valid Access Tab → Type in your User Code (last 4 digits of your SS#).
- 3 ANIER MP 600 ing Preference Setup per Print Quality Valid Job Type: Locked Prin wrates -\* 14 R Portrait • • Rotate by 180 c on Code R 1 Page per Sh Draw Fr cked Print Details P 23 • 🖓 🗌 Non-Reduction User ID: (Up to 8 alph A-Z.0-91 charact Marlene Password: (4-8 digit numbers) LANIER MP 6001/LD360 PCL 5e Printing Preferences •••• Valid Access Watermarks Setup Paper P 5 Cancel OK Jser Code: Up to 8 characters of nu ners) 1234 Authentications Classification Code: (Up to 32 characters [a-z,A-Z,0-9,"-"]) R 9 Off 🤣 Off R 😲 Off R 6 Restore Defaults Apply Help Cancel
- 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  $\rightarrow$  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  $\rightarrow$  OK to release your job(s).
- 11. <u>IMPORTANT!!!!!</u> 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.

