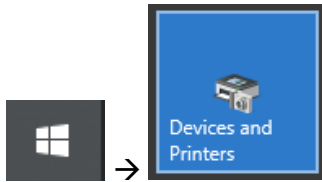
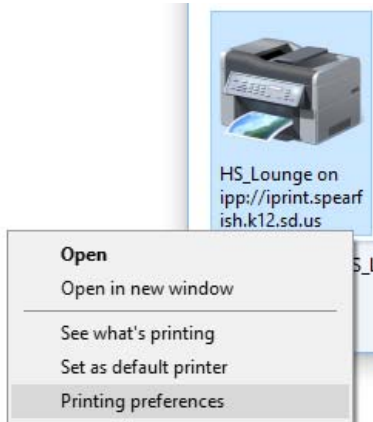


Setting up Locked Print

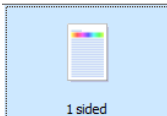
1. Open the **Start Menu** and click on **Devices and Printers**



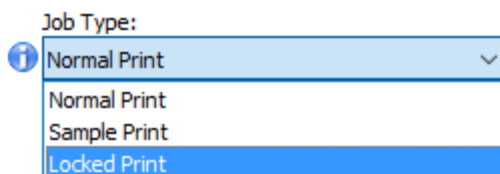
2. **Right click** on the printer you want to set locked print on and choose **Printing Preferences**



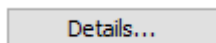
3. Click on the **printing profile** you'd like to setup locked print for (example: color 1 sided, black and white – two sided)



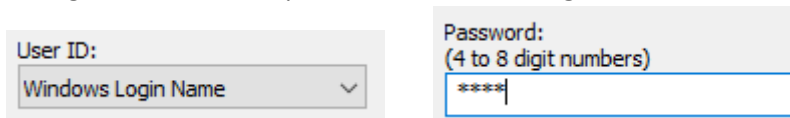
4. Once the print profile is highlighted, change the drop down under **Job Type** to **Locked Print**



5. Click the **Details** button next to Locked Print



6. Change the **User ID** drop down to **Windows Login Name** and enter your print code in the **Password** box. Click ok.



7. Click **Register Current Settings**, name the profile (example – **Locked Color – One Sided**), and click **ok**.

