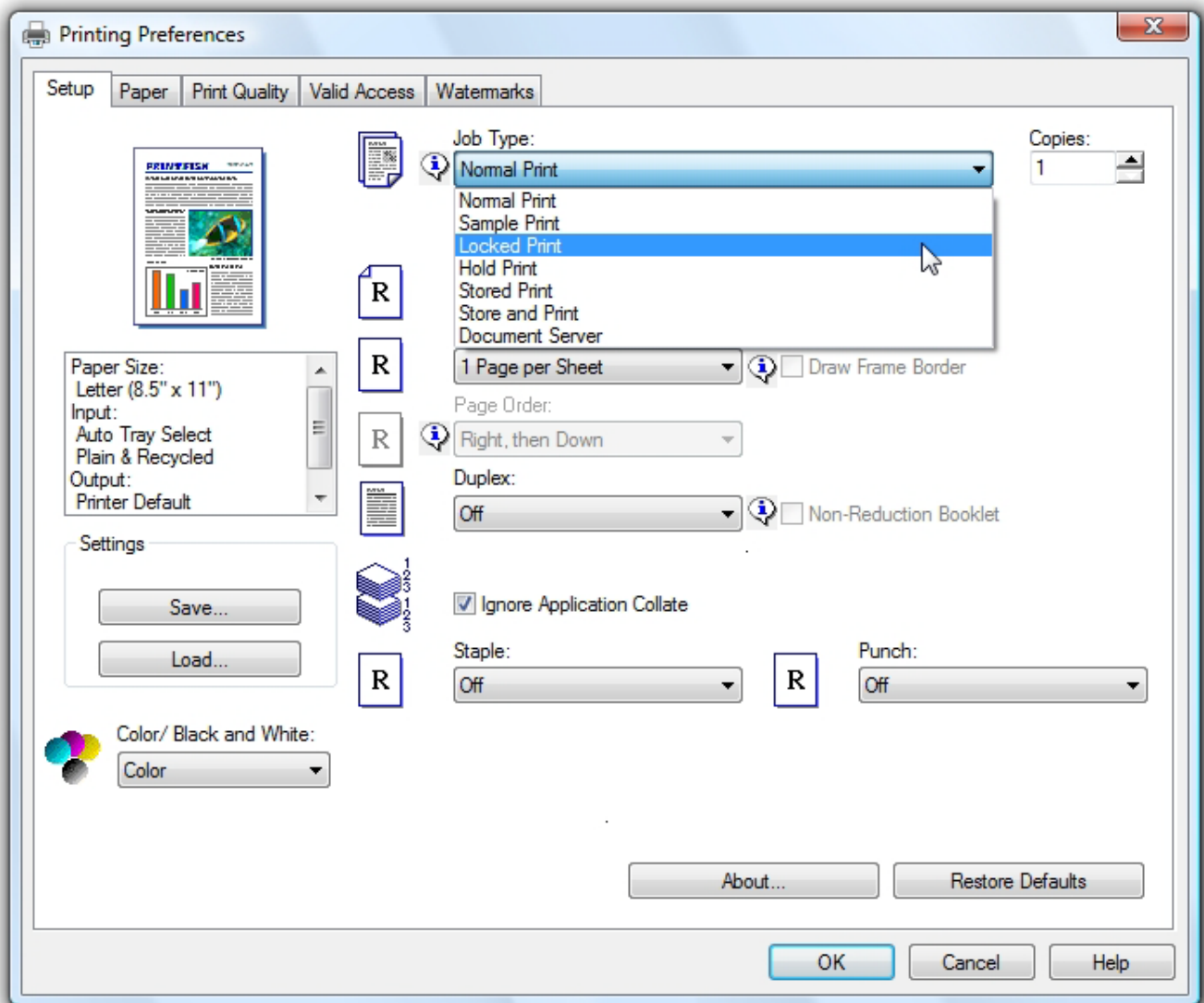
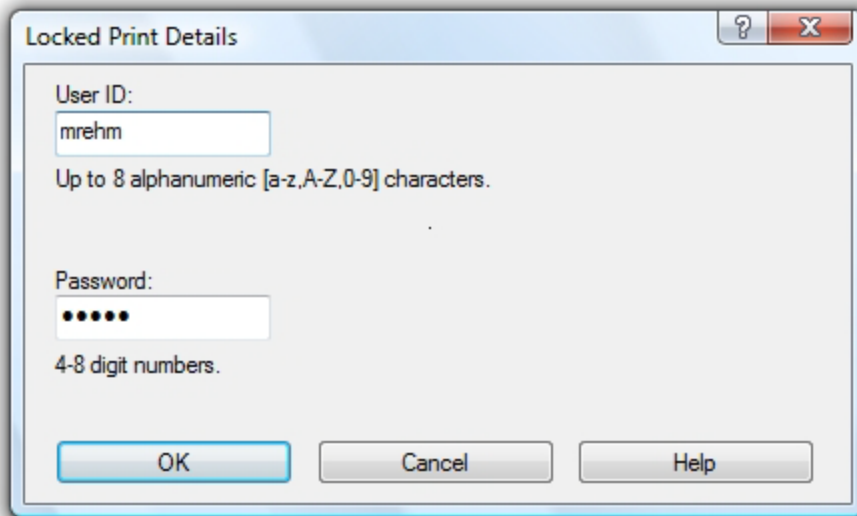


Print to Copier - Locked Print

1. Select copier you want to print to and click the properties button.
2. In the printer preferences dialog box, select locked print under Job Type.



3. After selecting Locked Print as the Job Type, click the Details Button and enter a Username and Password.



4. Click OK and set the remainder of your print settings for the document. When finished, click OK and document will be sent to the copier but will not print until you walk to the copier and unlock the document.
5. At the copier, press the [Printer] button on the left side to display the printer screen.
6. Press [Print Jobs].
7. Press [Locked Print Job List] on the left side. A list of all the Locked print jobs are displayed.
8. Select your print job and press [Print]. The password screen appears.
9. Enter the password using the number keys and press [OK]. The print confirmation screen appears.
10. Press [Yes]. The locked print file is printed.