Initial Locked Print Configuration
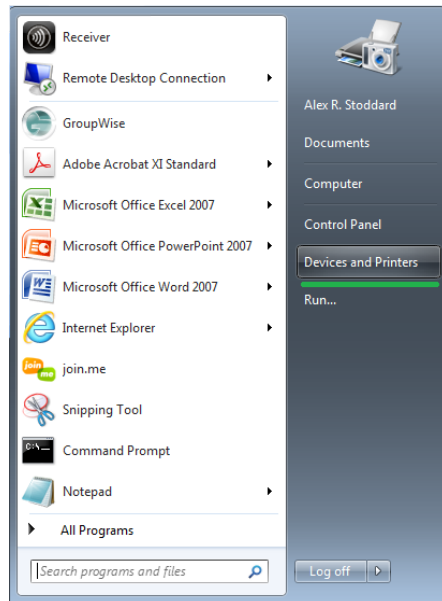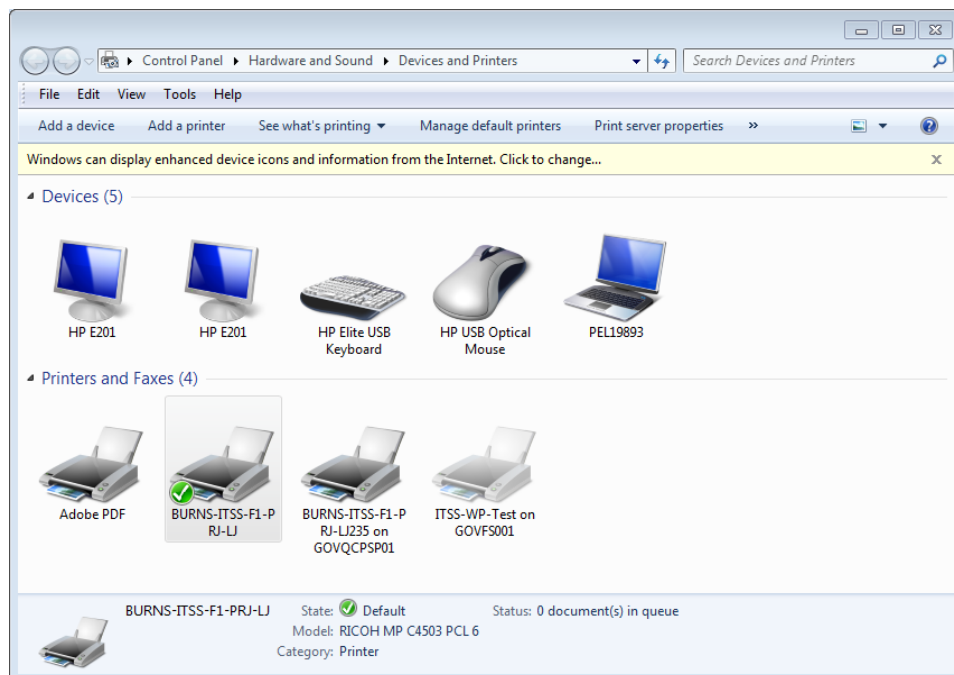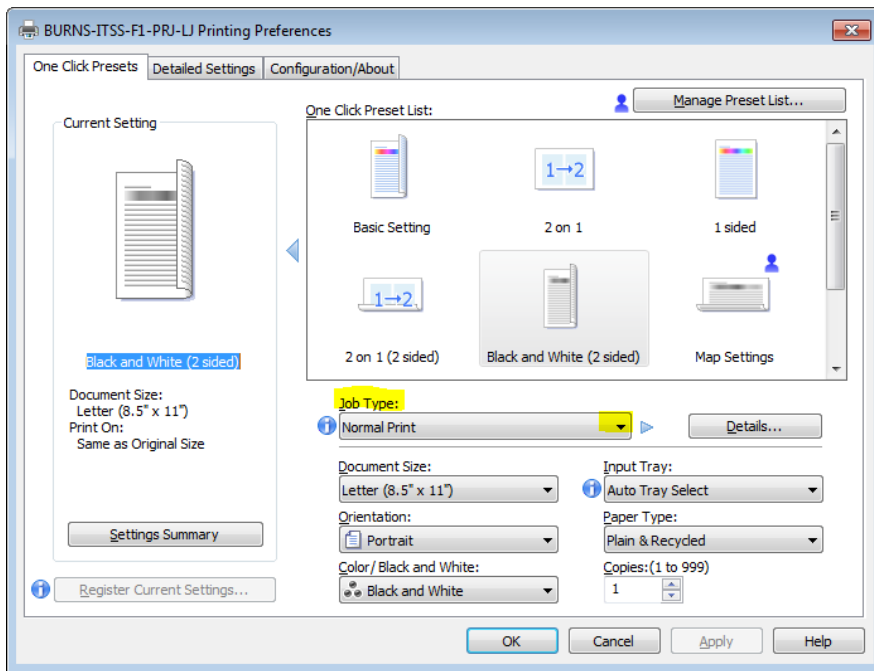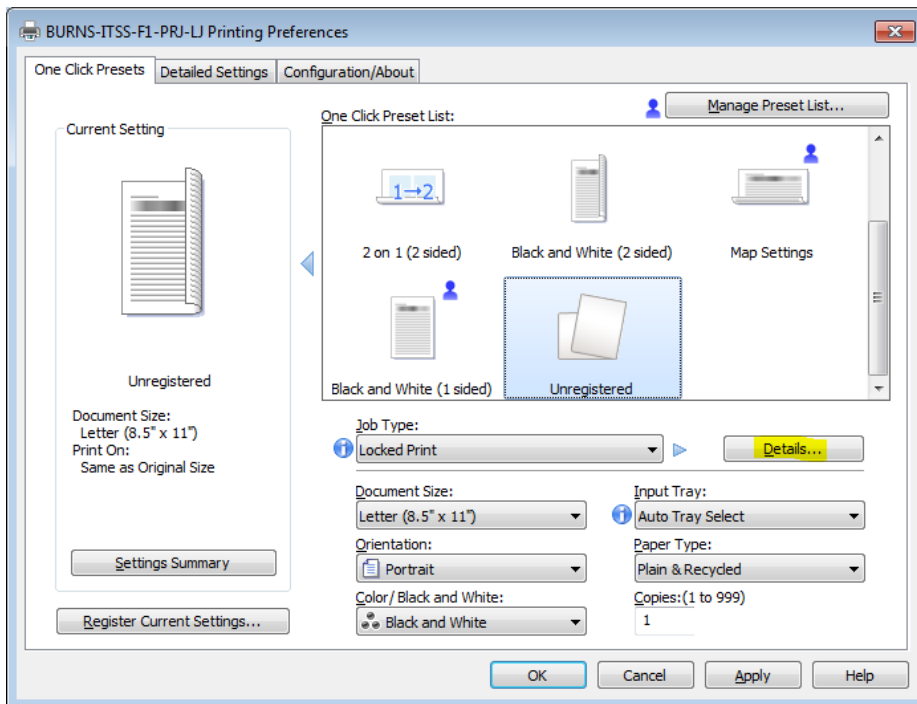

Click 'Start' button

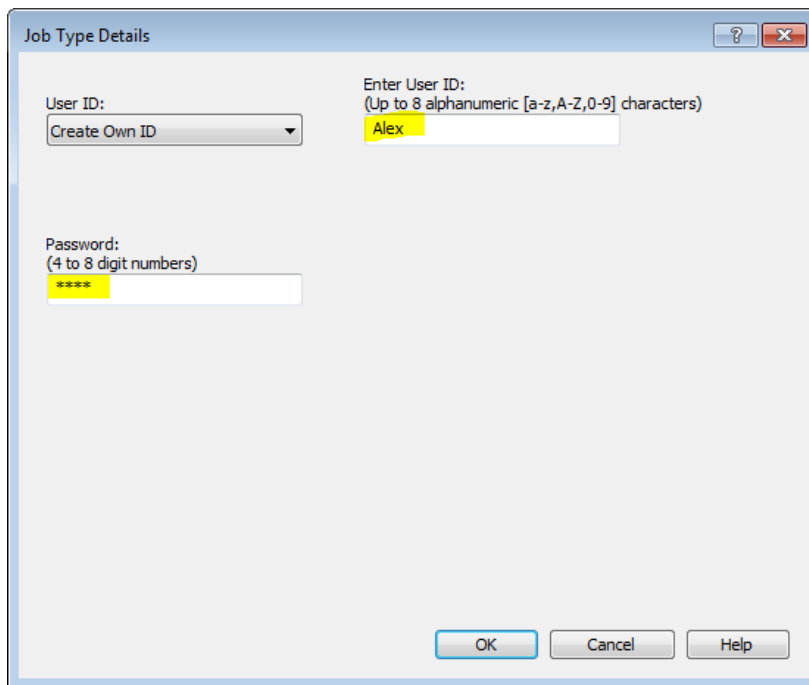
Click 'Devices and Printers'

Right click on the printer that you would like to set up Locked Print for. Select 'Printing Preferences'.

Select the 'Job Type' drop down list, and select 'Locked Print.'

Once 'Locked Print' is selected, click the 'Details' button located to the right of the drop down list.
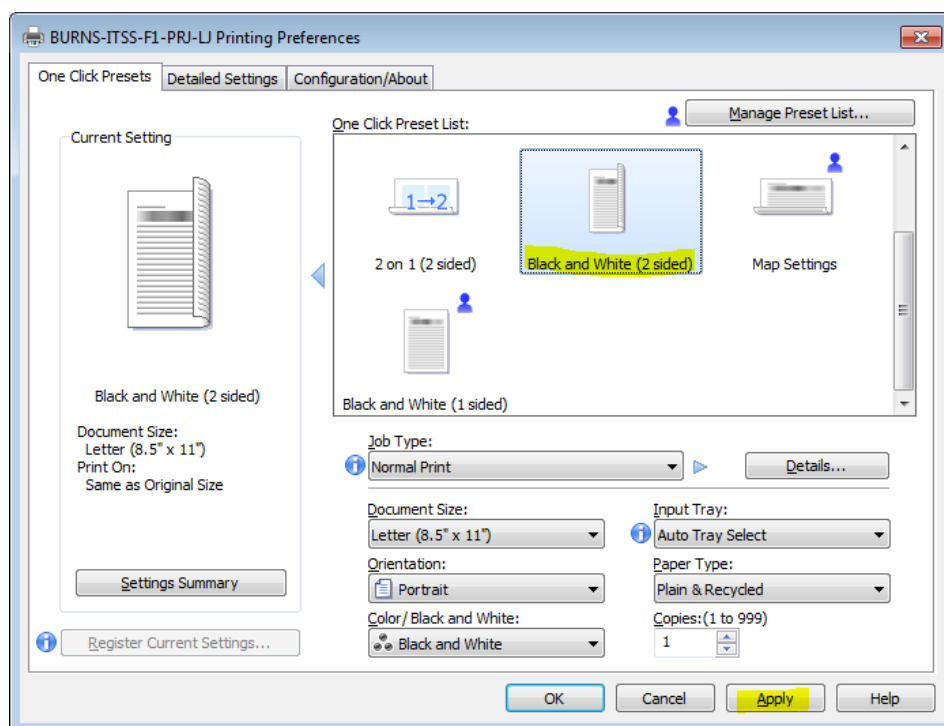
Enter the User ID you want associated with 'Locked Print', and the 4 digit release code. Click 'OK'.

For the final step, click on the 'Black and White (2 sided)' preset, and click the 'Apply' button. Now your credentials will be saved. To send a locked print job from any local program, simply select 'Locked Print' in the 'Job Type' drop down list.