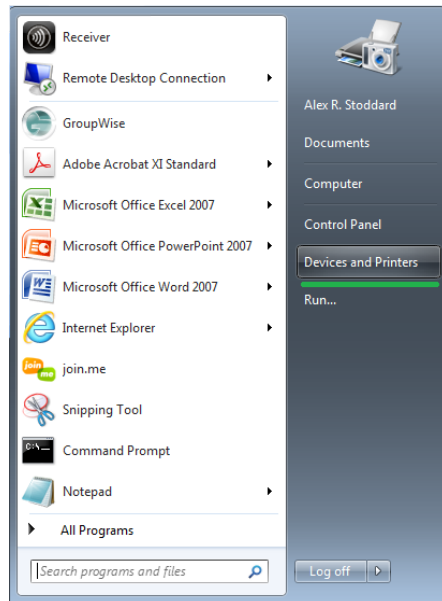


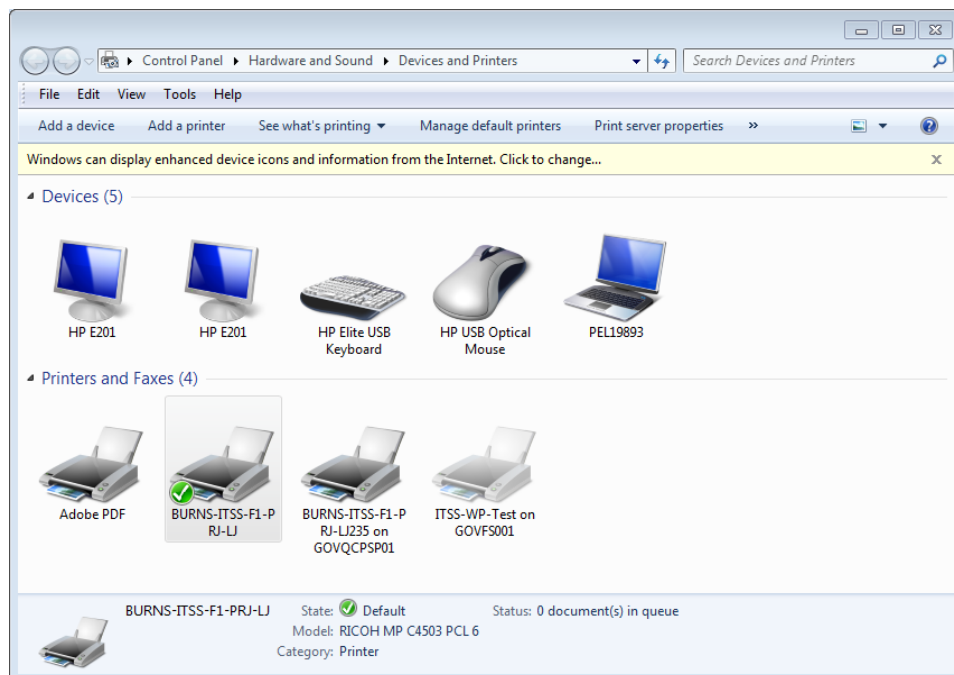
Initial Locked Print Configuration



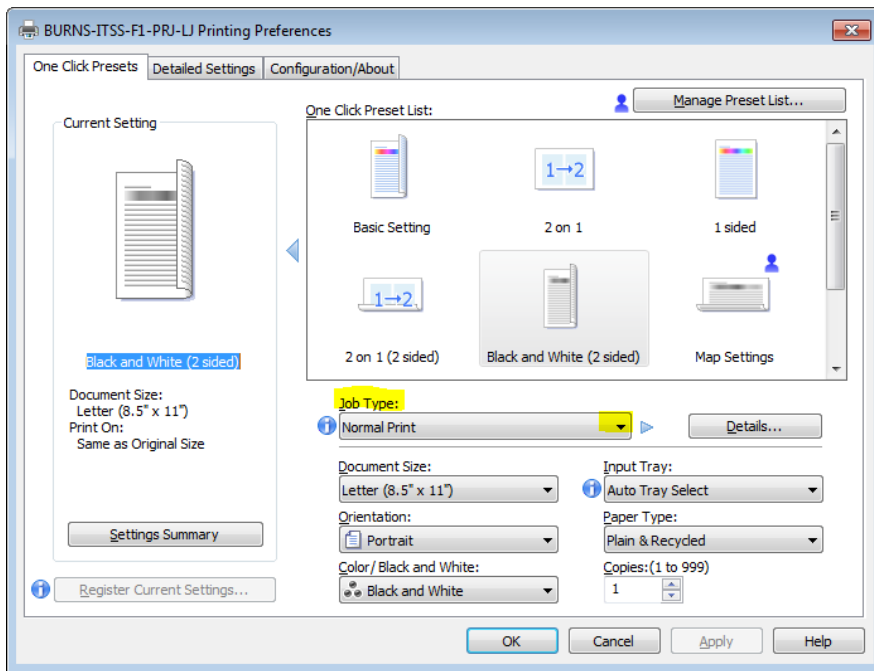
Click 'Start' button



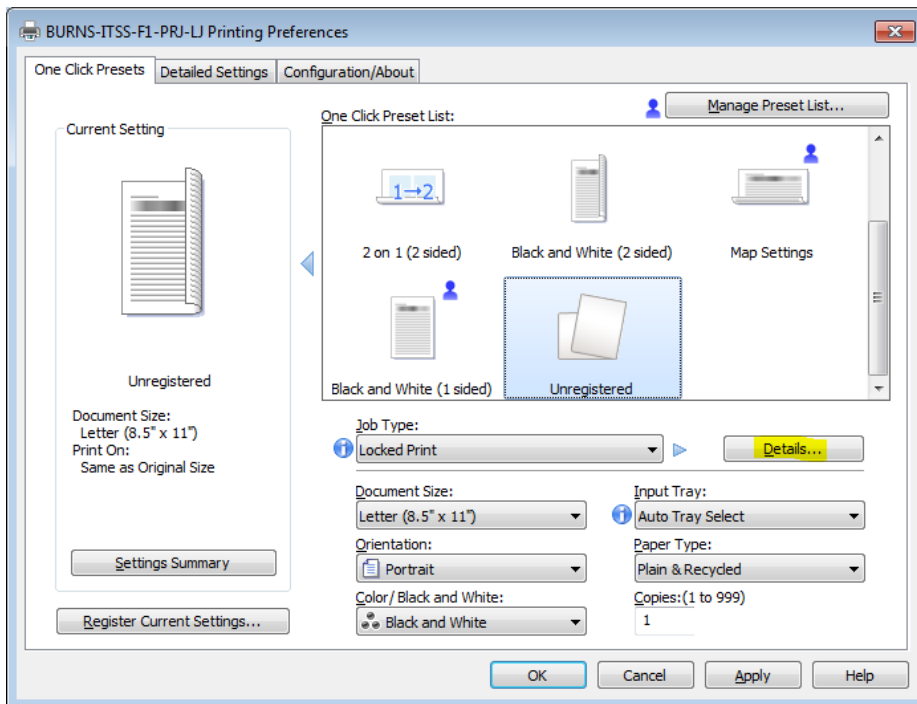
Click 'Devices and Printers'



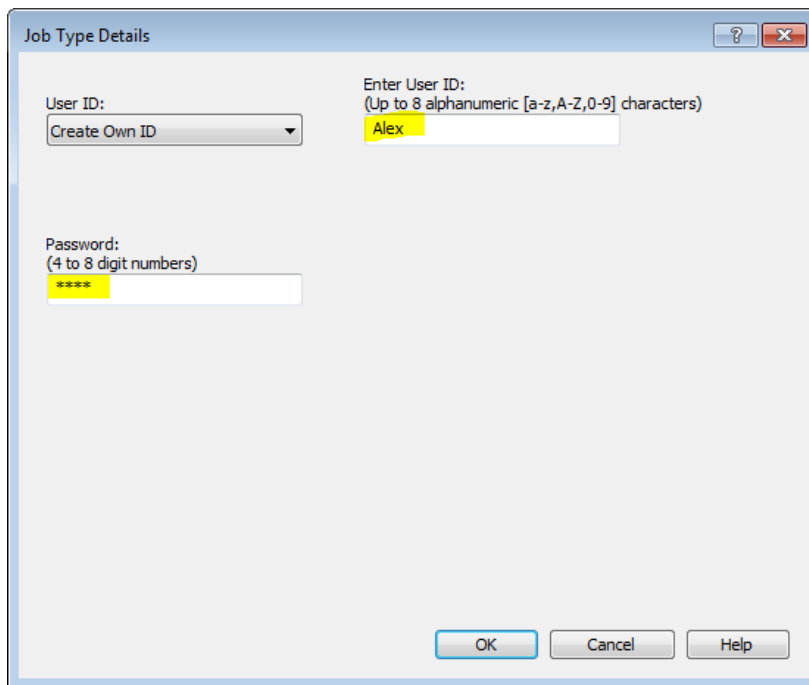
Right click on the printer that you would like to set up Locked Print for. Select 'Printing Preferences'.



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.



Job Type Details

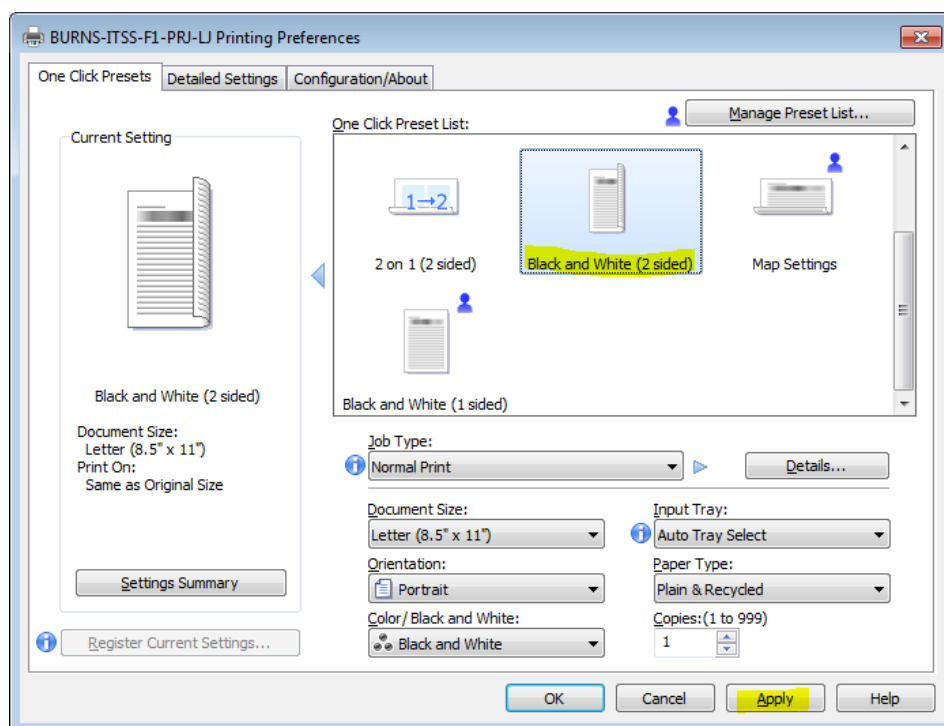
User ID:

Enter User ID:
 (Up to 8 alphanumeric [a-z,A-Z,0-9] characters)

Password:
 (4 to 8 digit numbers)

OK Cancel Help

Enter the User ID you want associated with 'Locked Print', and the 4 digit release code. Click 'OK'.



BURNS-ITSS-F1-PRJ-LJ Printing Preferences

One Click Presets Detailed Settings Configuration/About

Current Setting

Black and White (2 sided)

Document Size:
 Letter (8.5" x 11")
 Print On:
 Same as Original Size

Settings Summary

Register Current Settings...

One Click Preset List:

2 on 1 (2 sided)

Black and White (2 sided)

Black and White (1 sided)

Map Settings

Job Type:

Details...

Document Size:

Orientation:

Color / Black and White:

Input Tray:

Paper Type:

Copies: (1 to 999)

OK Cancel Apply Help

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.