

Using “locked print” to protect the confidentiality of your printed documents

Locked print is a copier function which allows you to send documents/print jobs to a copier where they will be securely held and encrypted until you (the authorized user) physically walks up to the copier, and prints them.

Send a Locked Print Job to the Copier

1. Begin to print your document as you normally would (File > Print or CTRL-P or Print icon)
2. Choose the copier you wish to print to from the drop-down **Printer** menu
3. Click **Printer Properties** (located next to the copier name)
4. To the right of **Job Type**, click **Modify**
5. Click the **Job Type** drop down box and select **Locked Print...**
6. Enter the following information:
 - a. **User ID: *Enter your Access Account Username (e.g., xyz1234)**
 - b. **Password: *Password must be any combination of 4-8 numerical digits (e.g., 12345)**
7. Click **OK** to exit this screen
8. Click **OK** again
9. Click **Print**

*The setting will remain on the **Locked Print** option until you reset it to the **Normal Job Type** setting. You will need to change the settings back to **NORMAL PRINT** when you are finished with the **LOCKED PRINT** option.*

Retrieve a locked print job once you are physically at the copier

1. If the copier is not awake, press the Home button located at the top left corner of the copier user panel.
2. Press the **Printer icon** on the Home screen.
3. Press the **Print Jobs** tab.
4. Press **Locked Print Job**.
5. Select the files you want to print.
 - a. You can select all the Locked Print files at once by pressing **Select All Jobs** after selecting a file.
6. Press **Print**.
7. Enter the password using the number keys, and then press **OK**.