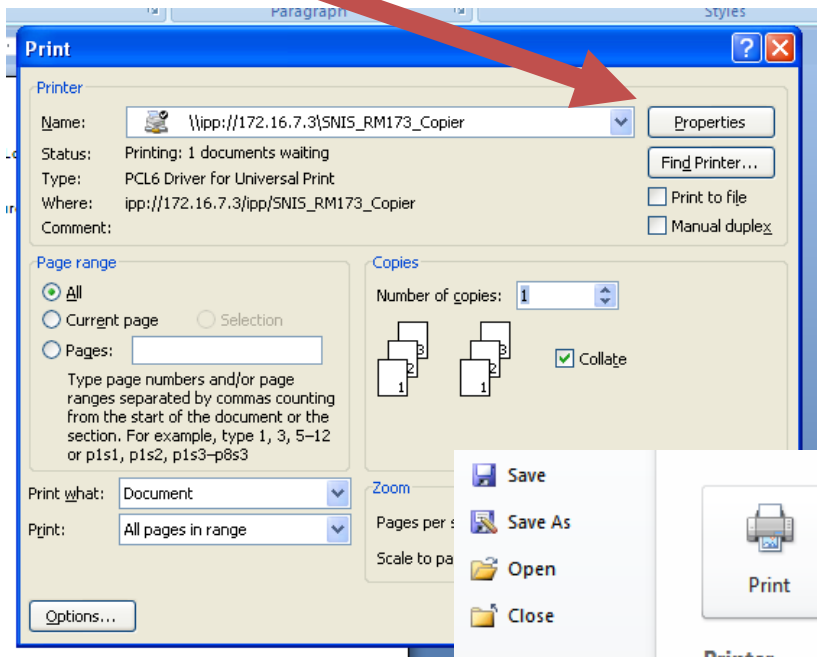


How to “Lock Print” a Document to a COPY MACHINE

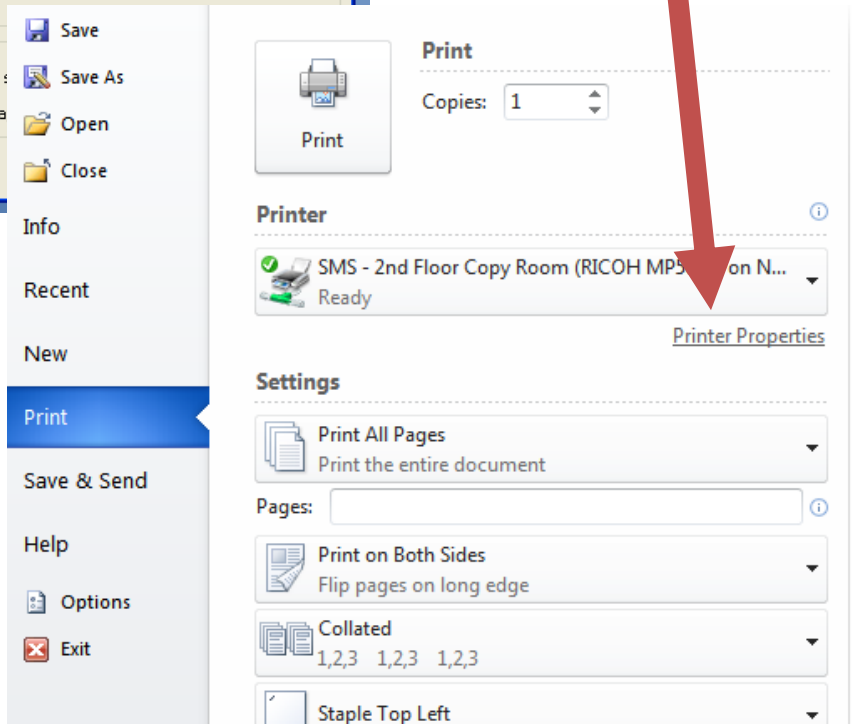
Locked print enables you to print your document at the time you get down to the printer. It will not interrupt someone’s printing/copying, but waits for you to arrive and select it to print.

Select Print : Be sure to get the dialogue box.

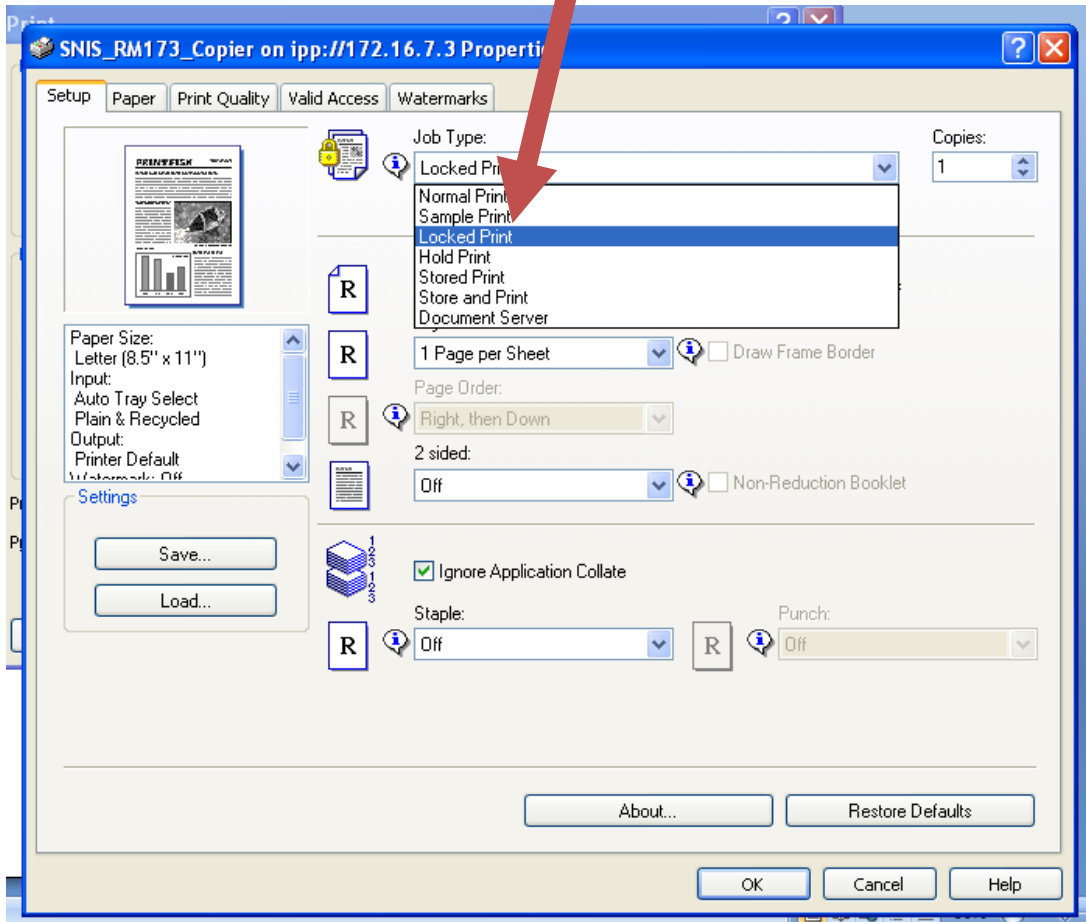
Select the correct COPIER from the dropdown and click on Properties.



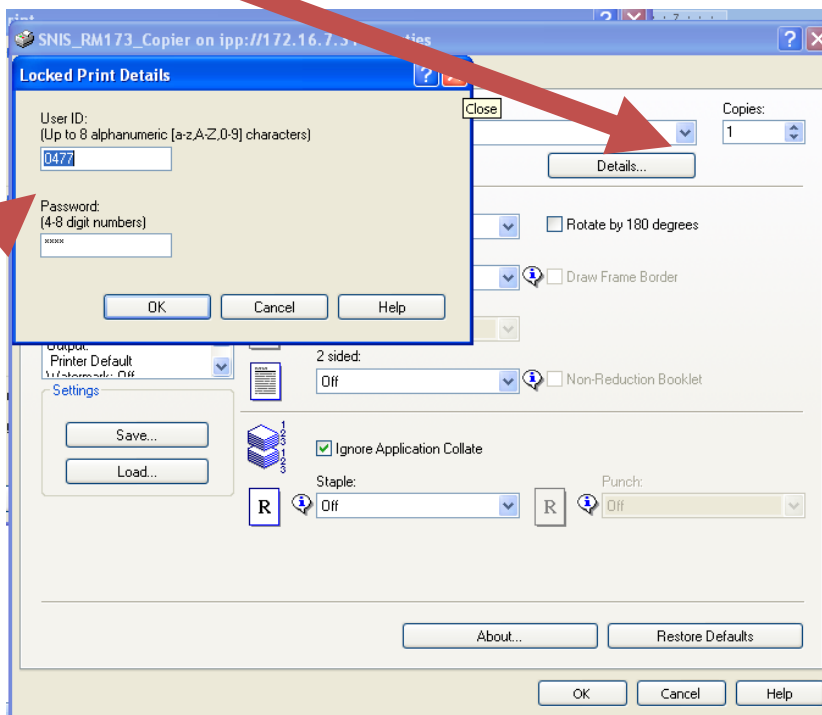
It might look like this!



Next select lock print from the drop down box:



Then, click "details" and type a username and password (your choice):



Click “ok” to close dialogue box, and then “ok” on next screen to print.

Go to COPY MACHINE

When you get to COPY MACHINE, select “printer” instead of “copy” from the home button.

Click on the “print jobs” tab.

Select your user id to see the jobs you have sent to the printer.

Select the job you would like to print, and it will prompt you for your password. Enter the password, and your document will print.