

# Print Secure Documents with Code to Copier

A “locked” print job allows a user to set a password on the document to be printed from the copier. The document does not print until the user physically enters their password on the copier. This is useful for printing sensitive information such as tests, student’s information, confidential documents, etc.

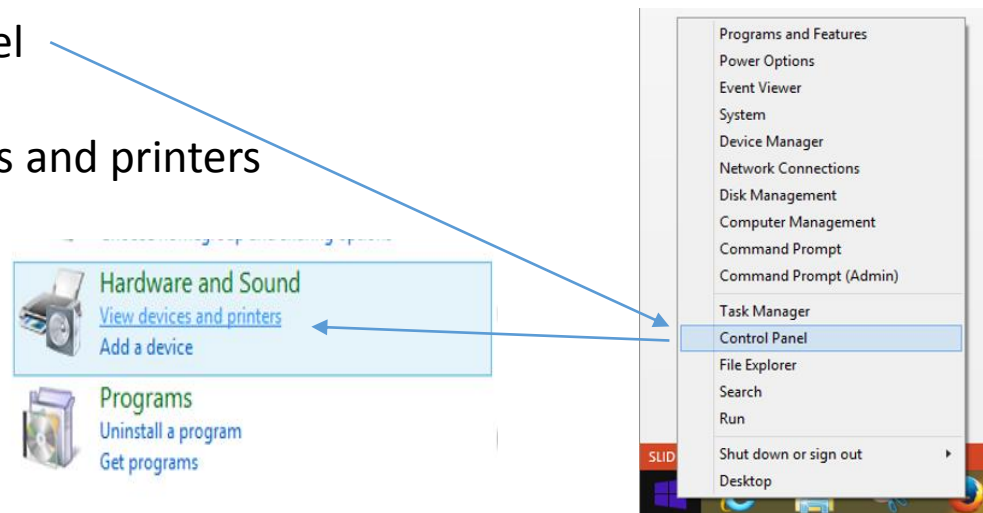
Follow the steps below to create a locked print job:

1. Right Click on Windows Start 

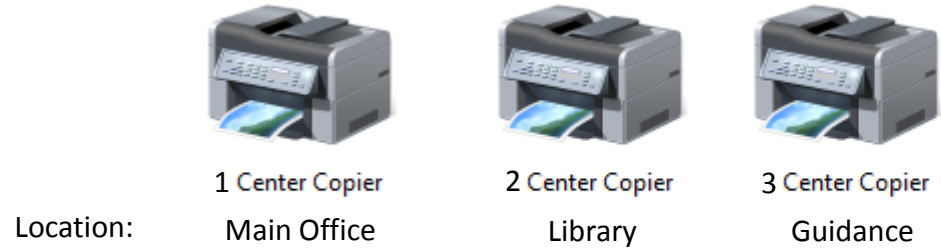


2. Click on Control Panel

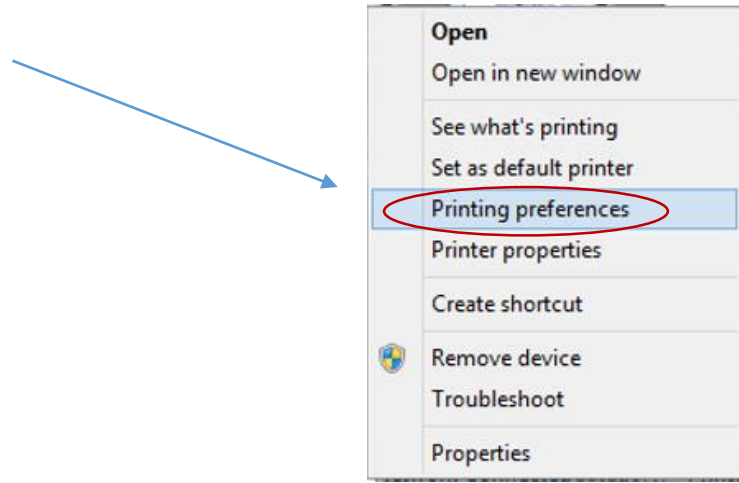
3. Click on View devices and printers



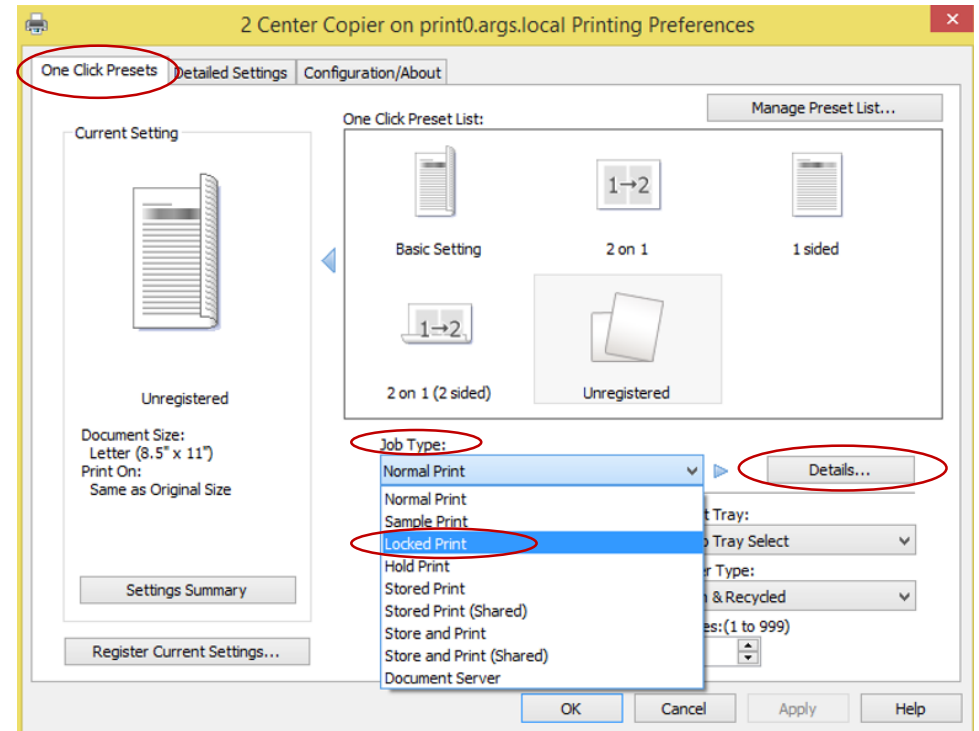
4. Right Click on copier of choice (1 Center Copier, 2 Center Copier, or 3 Center Copier)



5. Click on Printing preferences



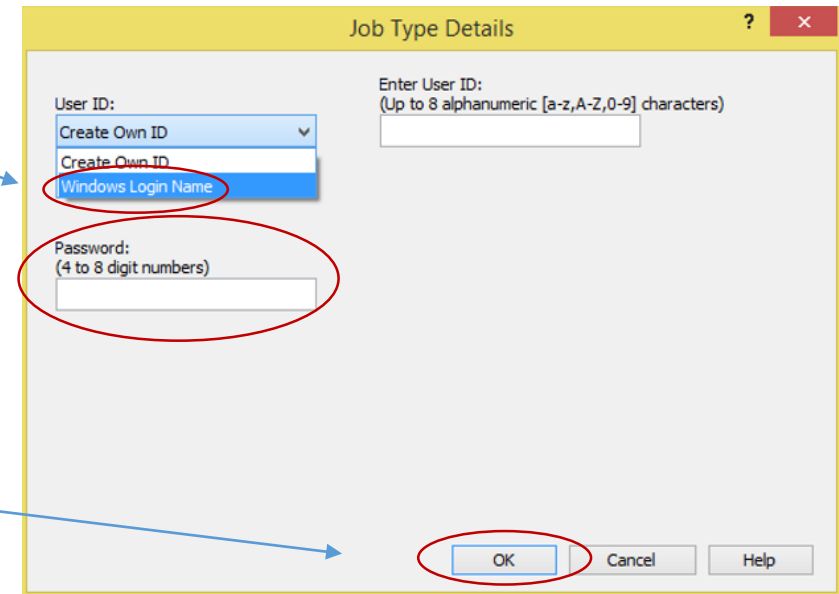
6. On the **One Click Presets** tab, click the **Job Type** drop down menu and select **Locked Print** then click **Details...**



7. Select Windows Login Name from the User ID drop-down menu.

Type any 4-8 digit numeric password for your print job in the Password field.

Click OK



The print job is now secure in the copier memory and waiting for a password to print the secured document

# TO RETRIEVE THE PRINT JOB ON THE COPIER



On the copier touchscreen, press “printer” and enter your copier user code.

Press the “Print Jobs” tab.

Tap your windows login name. Press “Print” in the lower right corner.

Enter the 4-8 numerical password you set for the document and press “OK”