How to set up "Locked Printing" on

your computer (For Windows 10)

(For secure print jobs, for example exams)

- On your computer, type "printers" in the search box (select the "Printers & Scanners system settings)
- Click on the printer to change the setting on, select "Manage"



2. Select "Printing preferences"



Set as default

Manage your device

Printer status: Default

Open print queue

Print a test page

Run the troubleshooter

Printer properties

Printing preferences

Hardware properties

3. Under "Job Type", select "Locked Print".

Frequently Used Settings	Detailed Settings Configuration/About	
Current Setting	One Click Protect Us:	Job Type:
User Setting Document Size: Letter (8.5 x 11) Print On: Same as Original Size Reduce [Find age: Fit to Print Size		Plain & Recycled ✓ If Auto Tray Select Layout: Page Order: Image: Order Off 2 sided: Image: Off Booklet: Off Image: Off Image: Off Staple: Pundh:
Settings Summa	ry	(i) off ~ (i) off ~

 You will be prompted to enter a User ID (choose from Windows Login name, or create one, it can be your first name) and a numeric password for your locked print jobs.

The password (actually a number) is what **you will enter on the printer to release the locked print job.**

Job Type Details			? ×
User ID: Create Own ID V	Enter User ID: (Up to 8 alphanumerics [a-z, Jane	A-Z,0-9, _ , . , .	-", "/", ":"])
Password: (4 to 8 digit numbers) ****			
	ОК	Cancel	Help

- 5. Click "ok" on this window as well as the "printing preferences" window and you are all set up for locked printing on the printer.
- 6. All print jobs for this printer will print as a locked print job until you set the Job Type back to "Normal Print".