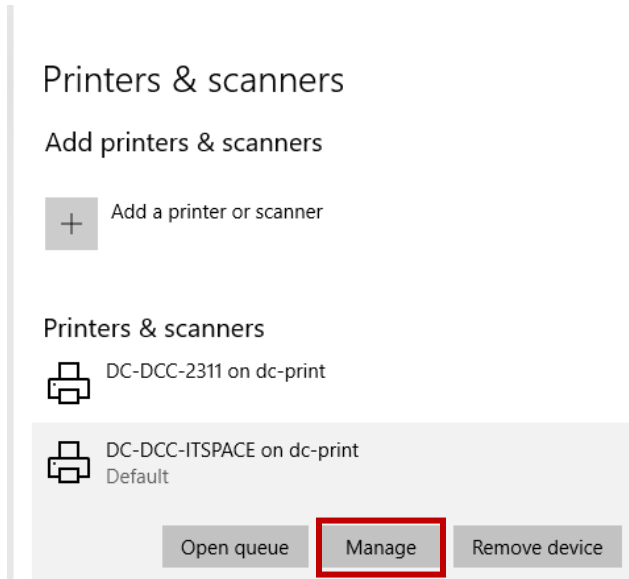


How to set up “Locked Printing” on your computer (For Windows 10)

(For secure print jobs, for example exams)

1. 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”

DC-DCC-ITSPACE on dc-print

Manage your device

Printer status: Default

Open print queue

Set as default

[Print a test page](#)

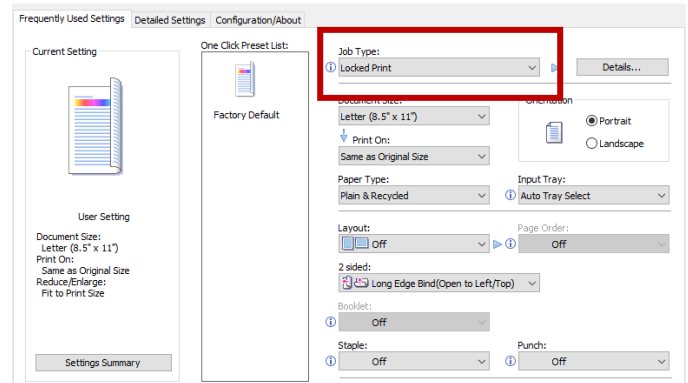
[Run the troubleshooter](#)

[Printer properties](#)

[Printing preferences](#)

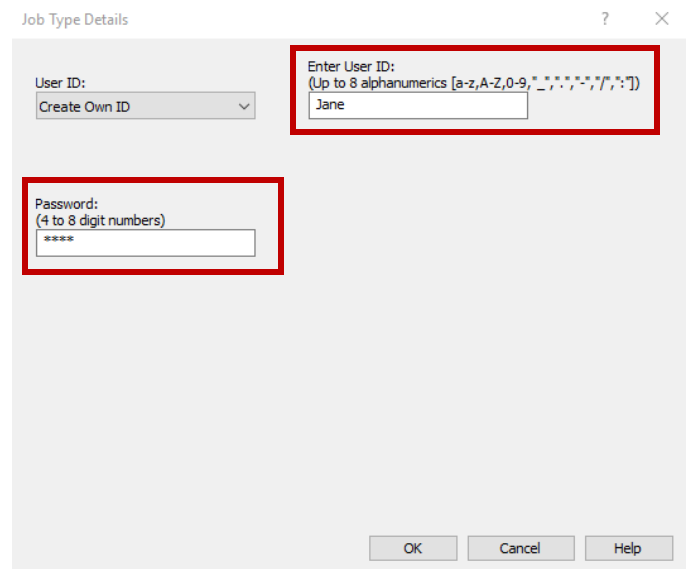
[Hardware properties](#)

3. Under “Job Type”, select “Locked Print”.



4. 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.



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”.