When in a document, click file or on your keyboard press Ctrl+P.

This is a Test Page.

Print Test page.

Test

Test

Test
Click the Job Type drop down and select locked print.
Next click the Details button.
Input a user name

Then a password. You will need this at the copier later.

Click Ok.
Ok Again.
Then click Print.

Once this is done you will need to go to the copier.
Tap Printer on your machine.
Next go to print Jobs.
Here is the user ID we created earlier. Tap this.

Select User ID:
cstrahm
<table>
<thead>
<tr>
<th>User ID</th>
<th>Date / Time</th>
<th>File Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>cstrahm</td>
<td>Sep. 30 12:25PM</td>
<td>***********</td>
</tr>
</tbody>
</table>

Tap the job listing.
<table>
<thead>
<tr>
<th>User ID</th>
<th>Date / Time</th>
<th>File Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>cstrahm</td>
<td>Sep. 30 12:25PM</td>
<td>***********</td>
</tr>
</tbody>
</table>

Press Print.
Enter the password with the Number keys, then press [OK].

Input the password you created earlier. Then click OK.
Are you sure you want to print the following?

User ID: cstrahm
File Name: Microsoft Word - Document1

Change Qty.: 1

Click Print once more. Then your job will print.