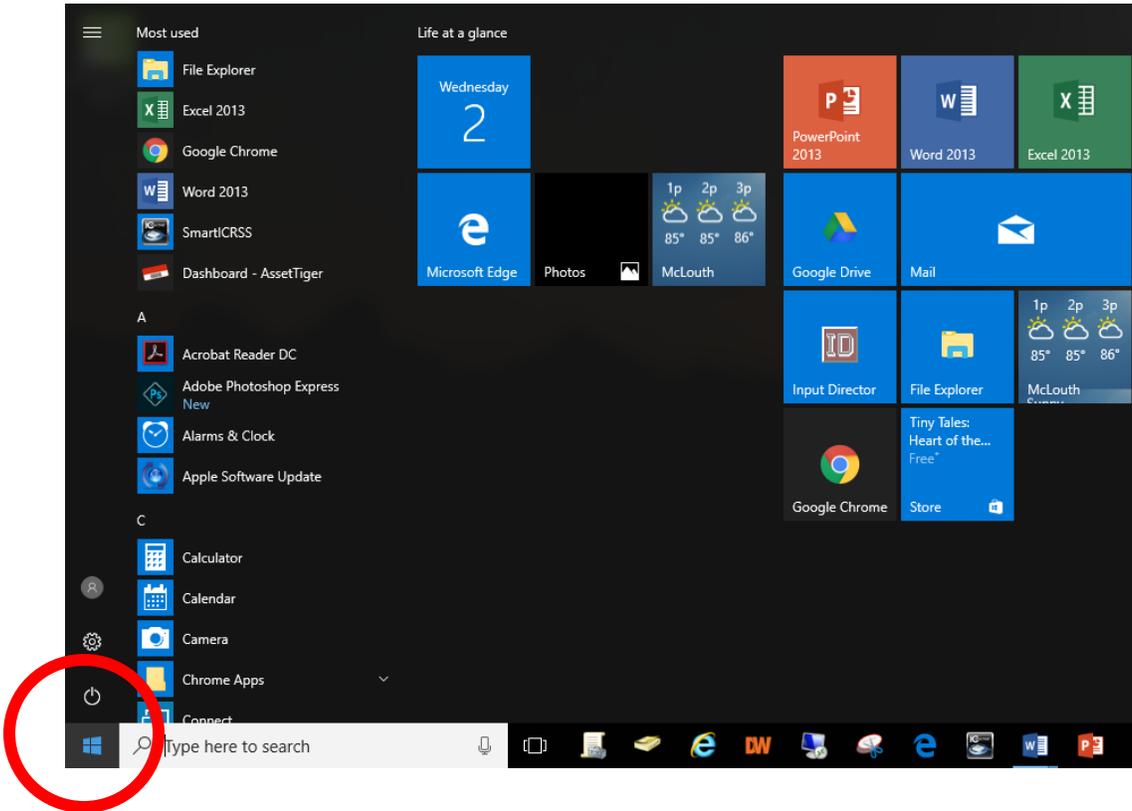
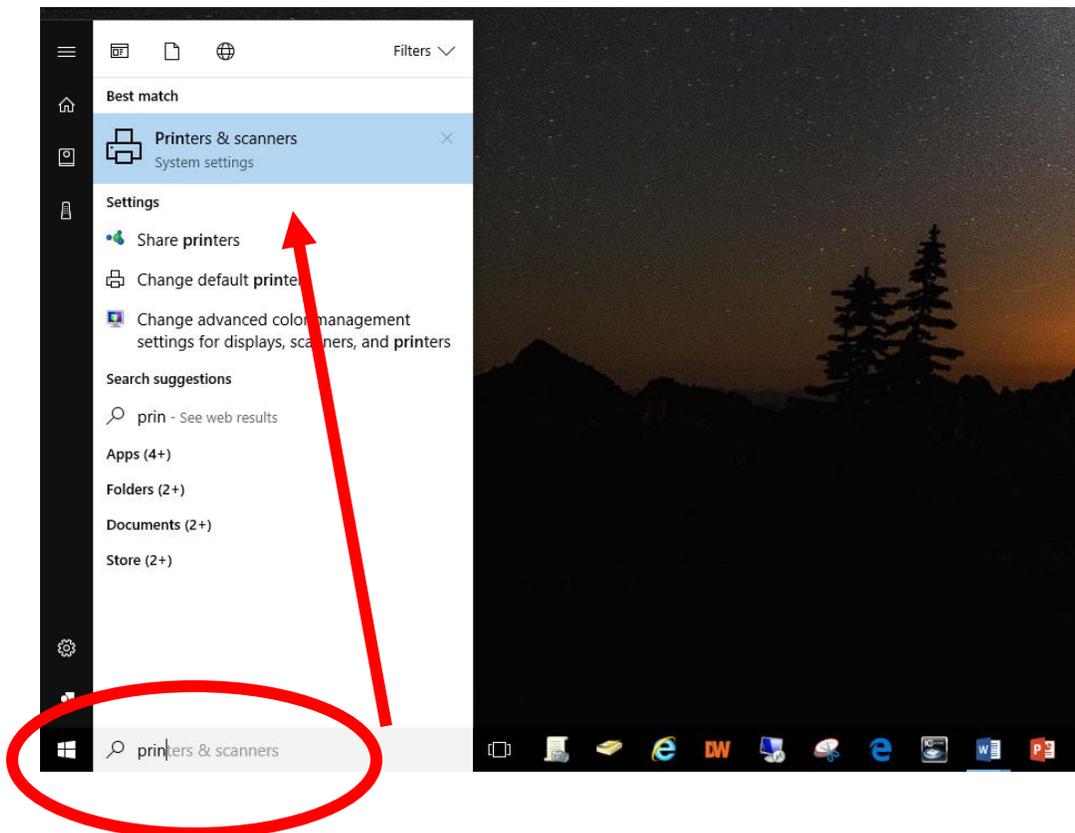


Locked Print Setup

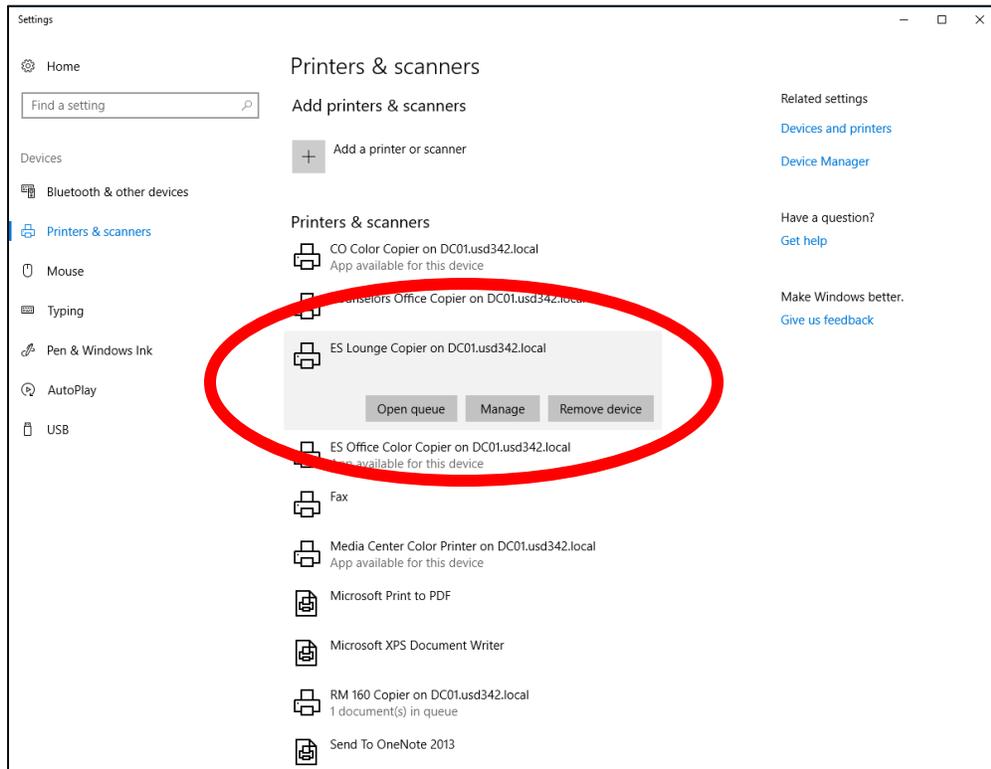
1. Click on the start menu.



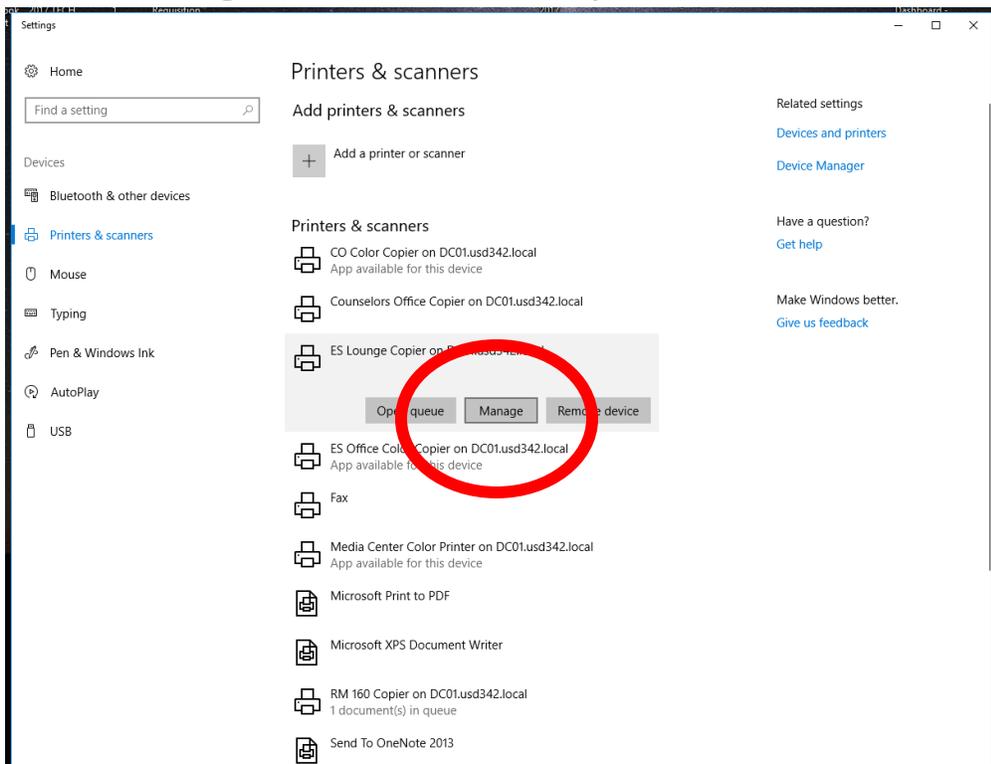
2. Begin to type “printers” to bring up the option to select Printers & Scanners. Click on Printers & scanners.



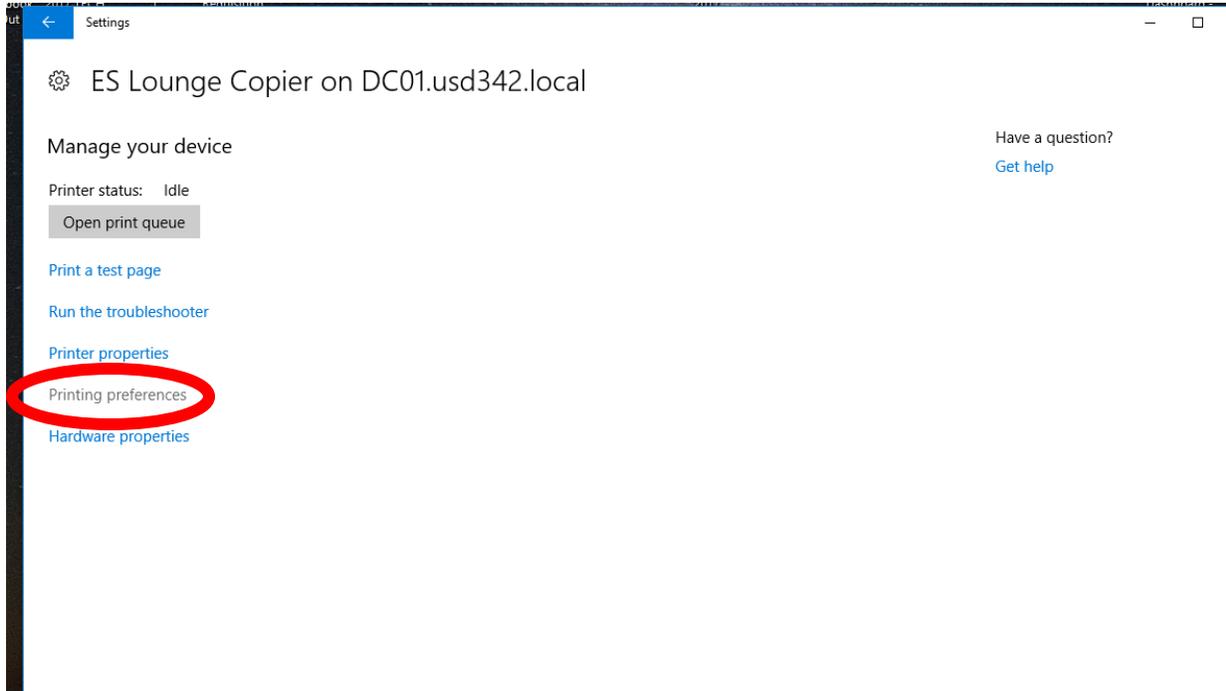
3. Click to select the printer to set up locked print



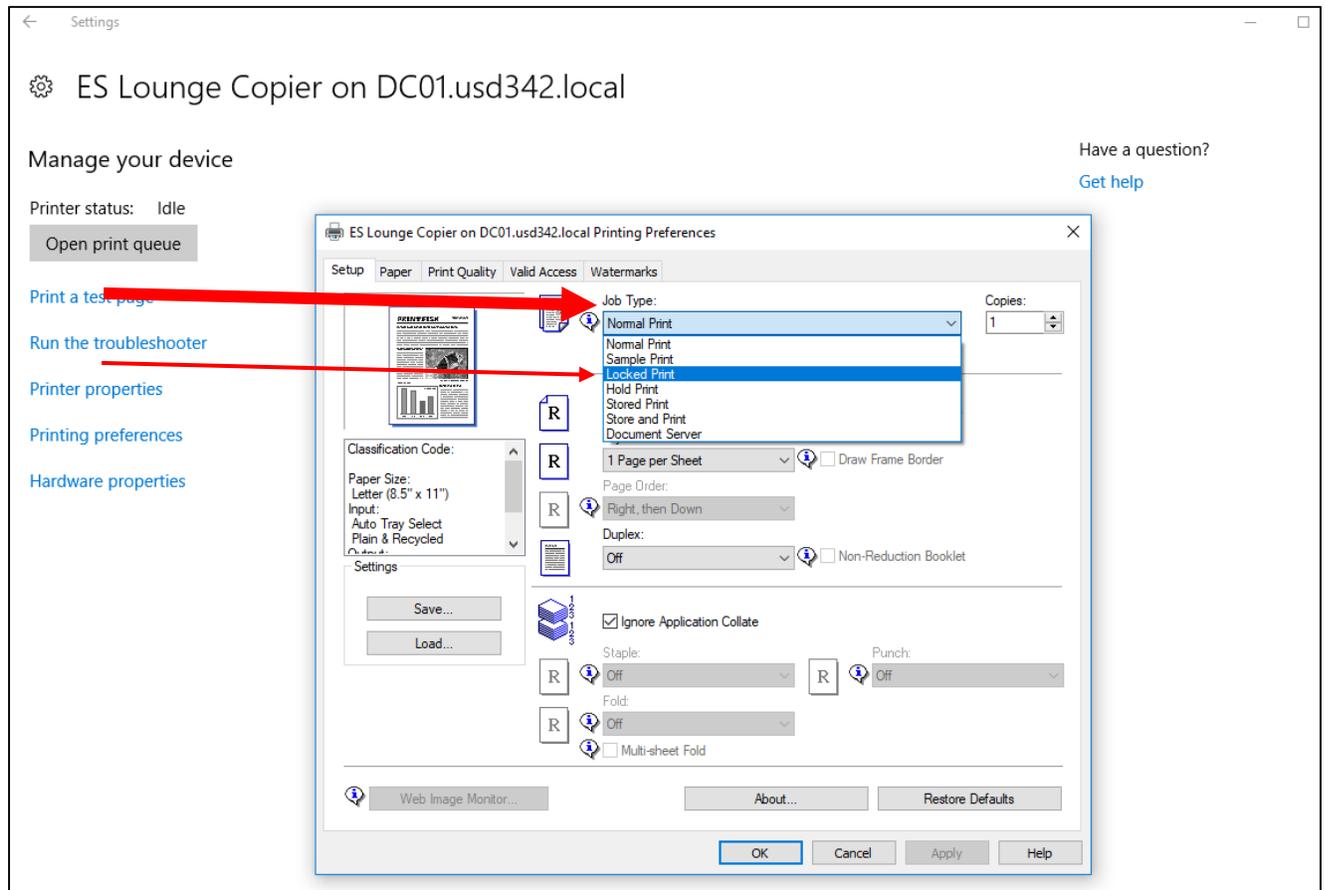
4. Click Manage for the selected printer.



5. Select Printing Preferences on the left.



6. From the Job Type dropdown menu, select Locked Print.



7. Then click details.

Settings

ES Lounge Copier on DC01.usd342.local

Manage your device

Printer status: Idle

Open print queue

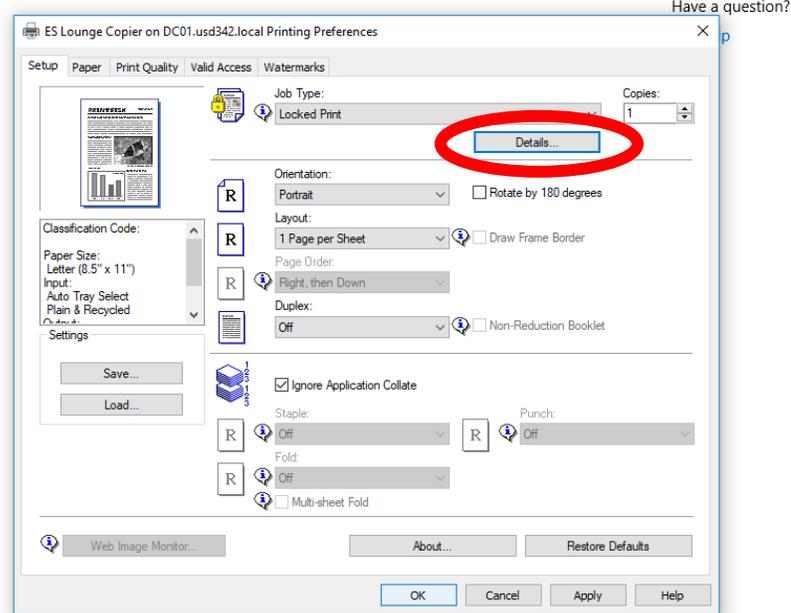
Print a test page

Run the troubleshooter

Printer properties

Printing preferences

Hardware properties



8. In the "Enter User ID" field enter your last name and first initial and in the "Password" Field enter the copy code provided to you by the district. Then click ok twice to exit.

Settings

ES Lounge Copier on DC01.usd342.local

Manage your device

Printer status: Idle

Open print queue

Print a test page

Run the troubleshooter

Printer properties

Printing preferences

Hardware properties

Have a question?

[Get help](#)

