## Locked Print Setup

1. Click on the start menu.

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



settings		
Ø Home	Printers & scanners	
Find a setting	Add printers & scanners	Related settings
Devices	+ Add a printer or scanner	Devices and printers Device Manager
Bluetooth & other devices		
员 Printers & scanners	Printers & scanners	Have a question?
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Typing	- Conserver of the Copier on DC01.usd342.ioea.	Make Windows better. Give us feedback
Pen & Windows Ink	ES Lounge Copier on DC01.usd342.local	
ହ AutoPlay	Open queue Manage Remove device	
" USB	ES Office Color Copier on DC01.usd342.local	
	Fax	
	Media Center Color Printer on DC01.usd342.local App available for this device	
	Microsoft Print to PDF	
	Microsoft XPS Document Writer	
	RM 160 Copier on DC01.usd342.local 1 document(s) in queue	
	Send To OneNote 2013	

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

4. Click Manage for the selected printer.

Settings		- 🗆 X
Home	Printers & scanners	
Find a setting $\wp$	Add printers & scanners	Related settings
		Devices and printers
Devices	+ Add a printer of scanner	Device Manager
Bluetooth & other devices		
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	Microsoft Print to PDF	
	Microsoft XPS Document Writer	
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	Send To OneNote 2013	

## 5. Select Printing Preferences on the left.

Settings		- 0
ES Lounge Copier on DC01.usd342.local		
Manage your device	Have a question? Get help	
Printer status: Idle Open print queue		
Print a test page		
Run the troubleshooter		
Printer properties		
Printing preferences		
Hardware properties		

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

← Settings	_	
🐵 ES Lounge Copie	er on DC01.usd342.local	
Manage your device	Have a question? Get help	
Open print queue	🖶 ES Lounge Copier on DC01.usd342.local Printing Preferences X	
Drint a tor	Setup Paper Print Quality Valid Access Watermarks	
Run the troubleshooter	Job Type:     Copies:       Nomal Print     1       Nomal Print     1	
Printer properties Printing preferences Hardware properties	Classification Code:     R       Paper Size:     R         Locked Print Hold Print Store and Print Document Server         Classification Code:     R         Image per Sheet     Image per Sheet         Paper Size:     Page per Sheet	
	Letter (8.5" x 11") Input: Auto Tray Select Plana & Recycled Settings Off V Non-Reduction Booklet	
	Save       Image: Staple:       Punch:         Load       R       ♥ Off         R       ♥ Off       ♥ Off	
	R Off ~ Multi-sheet Fold	
	Web Image Monitor About Restore Defaults	
	UK Cancel Apply Hep	

## 7. Then click details.

← Settings

ES Lounge Copier on DC01.usd342.local



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.

