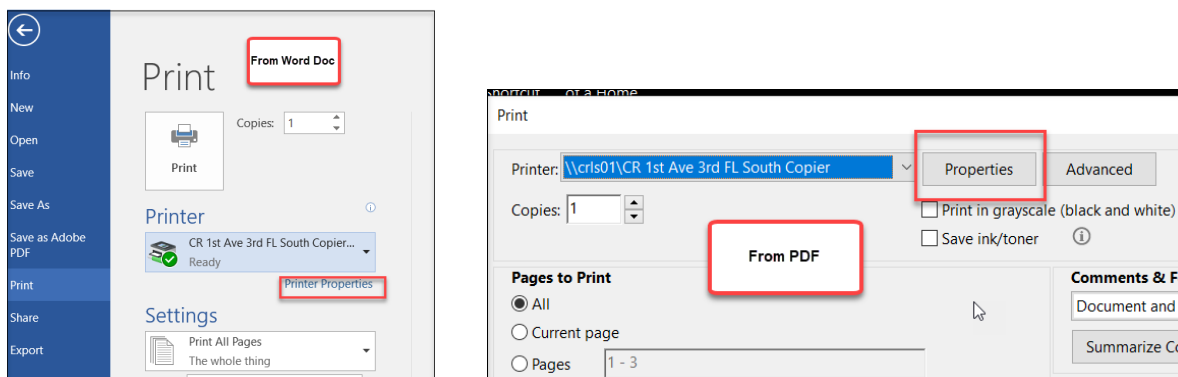# CRBT and CBT Secure Printing or Locked Printing

You can use a Secure or Locked printing option to store print jobs on the printer and print at a later time using a unique UserID and Password. This is useful when printing sensitive materials or printing from a remote location. These steps may vary slightly by the type of printer your location uses.
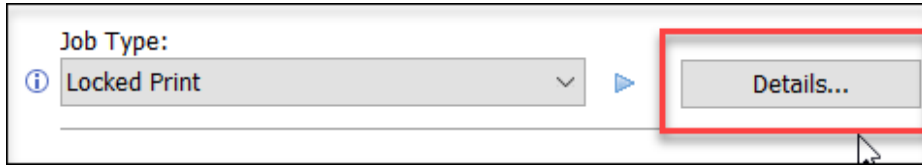
- Select Print from you document
- Click Properties (for some printers Secure or Locked Print may be under Options)

Locate the Job Type drop down list and select **Secure Print** or **Locked Print**
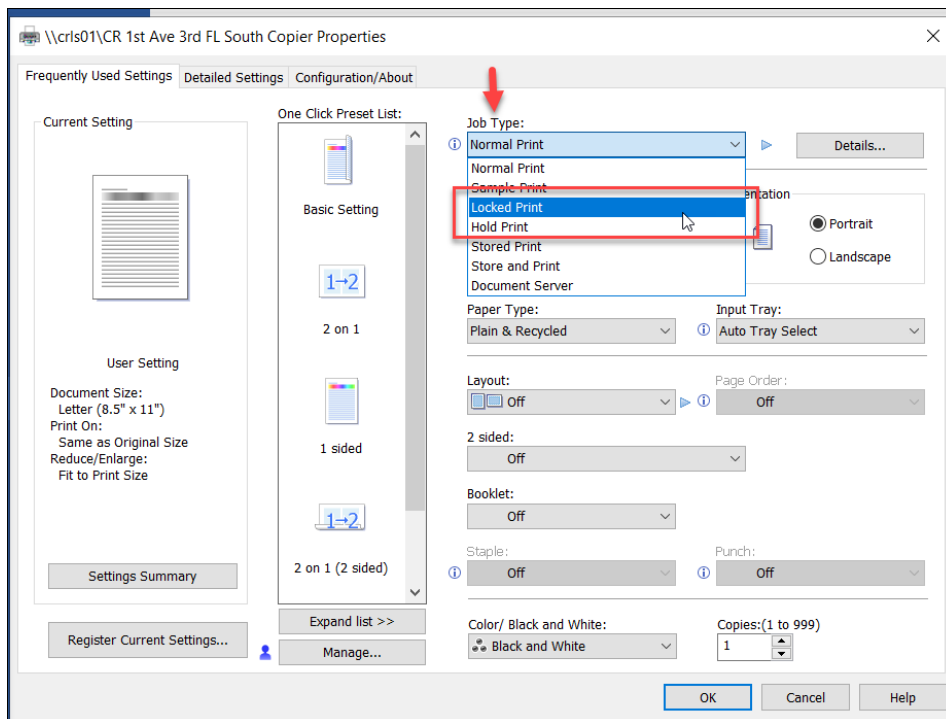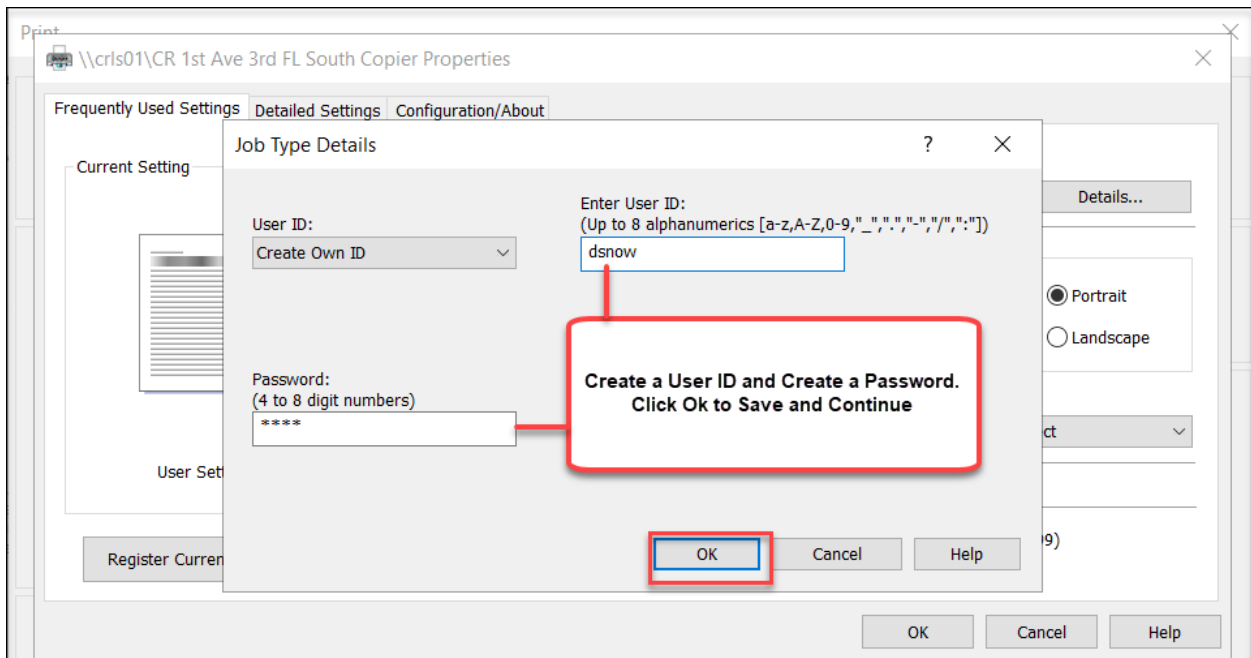
- Click on **Details** if you have not already set up a User ID and Password for Secure Printing

Note: Once you create a secure ID and Password that option may be saved as a default for future secure printing depending on your network setup and printer type.

- Create a **Used ID** and **Password**

- Click **Ok** > then **Print**

At The Printer

**Note:** These next steps may vary by printer model but the logic is the same.

- Select Printer from the main menu
- Select **Job Status** from the menu or click on the **Print Jobs tab** next to the Job List tab
- Select the **Secure or Locked Print** option or your print job may display in the list
- Select the desired Job & Release or Release All to print
- You will be prompted to enter your **Password** to complete the print job

See the example below of one of the printer models.
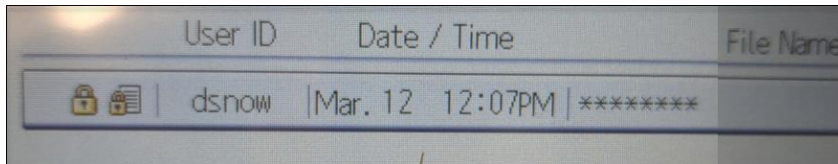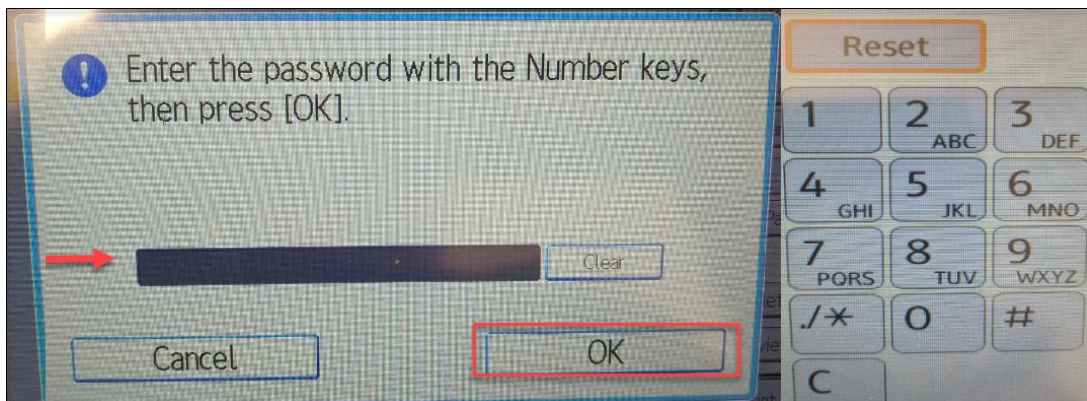
1. Selecting Printer from the main menu

2. Select Job Status or Print Jobs next to the Job List tab
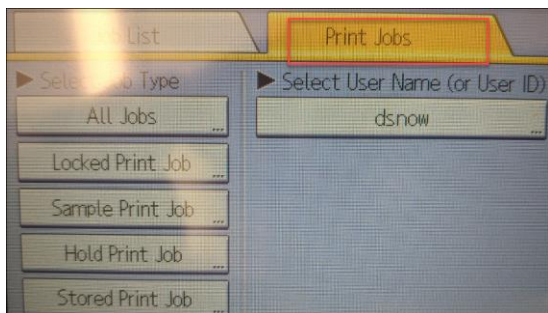
3. Select the User to release all jobs or just the desired job

4. Click on the locked job and you will be prompted to enter your password or passcode that you created.

5. Your job will print and you can exit