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)

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Info	Print From Word Doc		
New	Conies 1 *	Print	
Open			
Save	Print	Printer: \\crls01\CR 1st Ave 3rd FL South Copier	 Properties Advanced
Save As	Printer	Copies: 1	Print in grayscale (black and w
Save as Adobe PDF	CR 1st Ave 3rd FL South Copier	From PDF	Save ink/toner (i)
Print	Printer Properties	Pages to Print	Comment
Share	Settings	All	Documen
Export	Print All Pages The whole thing	O Current page	Summar
Class			

Locate the Job Type drop down list and select **Secure Print** or **Locked Print**

In the second se	Copier Properties	>
Frequently Used Settings Detailed Setting	ngs Configuration/About	
Current Setting	One Click Preset List:	Job Type: (1) Normal Print Sample Print Locked Print Hold Print Stored Print Stored Print Details (1) Portrait (1) Landscape
	1→2	Store and Print Document Server
	2 on 1	Plain & Recycled V (1) Auto Tray Select V
User Setting Document Size: Letter (8.5" x 11") Print On: Same as Original Size Reduce/Enlarge: Eft to Print Size	1 sided	Layout: Off V Off V 2 sided: Off V
	<u>1=2</u>	Booklet: Off ~
Settings Summary	2 on 1 (2 sided)	Staple: Punch: 0 Off 0 Off
Register Current Settings	Expand list >> Manage	Color/ Black and White: Copies:(1 to 999)
·		OK Cancel Help

• Click on **Details** if you have not already set up a User ID and Password for Secure Printing

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Job Type:	
⑥ Locked Print ∨ ▶	Details
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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

Frequently Used Settings	Detailed Settings	Configuration/About		7
Jurrent Setting	ob Type Details		? ×	
	User ID: Create Own ID	~	Enter User ID: (Up to 8 alphanumerics [a-z,A-Z,0-9,"_",",",",",",",",") dsnow	Details
User Set	Password: (4 to 8 digit numbe ****	ers)	Create a User ID and Create a Password. Click Ok to Save and Continue	Landscape
Register Curren			OK Cancel Help	9)

• 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