Using the Lock Print Feature / Model 917

1. Select your printer.
2. After you have selected your printer, press the “Properties” button. You will see the window below appear.
3. Once you are in the Properties menu, locate the “Job Type” drop down menu and select “Locked Print”.

4. Once you have “Locked Print” selected, press the “Details” button. See the above picture for location.
5. A screen will pop-up and ask for a User ID and Password. *The User ID is made up by you, the person who is holding the print*. For a simple User ID, it is recommended to use your First Name. *Your Password is anything you make up. Think simple and easy to remember* * See image below.

6. Press OK on all menus and your print job will be held until ready to print.

Retrieving your Locked Print Job

- Press the “Printer” button on the machine.
- Select the option “Print Jobs”
- Using the down arrow key, find the “Locked Print Jobs” option.
- Select “User ID”
- Find your User ID and make sure it is highlighted.
- Select the option “Job List”
- Select Print and enter your password using the number pad. Press the OK button.
- Select Print.

To cancel your print job

- Follow the first six bullets. Once at the Job List option, simply select Delete and enter your password. Select Delete again to clear job.