1. Select the desired print driver
2. Select “Properties”
3. Under ‘Job Type’ select “Locked Print”
4. Select “Details”
5. Enter a UserID and password
6. Select “OK”, then “OK” again.

Retrieving Locked Print
1. Press the MFP’s “Printer” button
2. Select “Locked Print Jobs”
3. Select print job for your User ID
4. Select “Print”
5. Enter password, press “OK”

“02” Series MFP’s