Connecting the Printer to your User Account

Finding the Printer:

1. Open **Control Panel .**
2. In the address bar, erase the file path and enter " \\dc5 ".
3. Right click on the Printer icon and select *"Connect".*

Configuring the Printer for Locked Print:

1. Open **Control Panel.**
2. Navigate to the Printer (Printer/Hardware) .
3. Right click on the Printer icon and select *"Printing Preferences".*
4. Under *"Job Type"* select *"Locked Print".*
5. Select the **Details** button located just to the right of the dropdown menu.
6. Create a User ID (for example: John Doe=doej) and a PIN that you can remember.
7. Select **OK.**
8. Select **Apply** and **OK.**

Printing your Document:

1. Select the **Print** option for your desired document.
2. Go to the Printer and push the **Printer** button (If the screen displays nothing, press the power saver button).
3. Select *"Print Jobs".*
4. Find your User ID and press it.
5. Select the job you would like to print and press the **Print** button in the lower righthand corner of the screen.
6. Enter your PIN.
7. Select **Print.**