1. Select File > Print. And then, choose the desired Printer.

2. Click Show Details (if available).

3. Default setting is Color & Double-sided. To change setting, see pages 2 & 3.


5. Under Job Type, select Locked Print.

6. Enter User ID (up to 8 alphanumeric characters) and Password (4-8 digits numbers). Click Print to confirm.
Change from **Color** to **Black & White** printing

(a) Open the **Copies & Pages** pull down menu, and then select **Printer Features**.

(b) Select **Black and White** against **Color Mode**.
Change from **Double-sided** to **Single-sided** printing

(a) From the **Copies & Pages** pull down menu, select **Layout**.

(b) Select **Off** against **Two-Sided**.
Chrome

1. Select **Print** and Click **Print using system dialog**.

2. Click **Show Details**.

3. To print, follow Steps 4 to 7 on page 1.
Safari
- Click Safari pull-down menu, and select Printer Features to change Color to B/W printing and/or Job Log to release the print job.
- Uncheck Two-Sided box, if appropriate.

Firefox
- Click Firefox pull-down menu, and select Printer Features to change Color to B/W printing and/or Job Log to release the print job.
- Uncheck Two-Sided box, if appropriate.