**For the printing preferences:**

**For Normal printing:**

1. Change the printing preference settings ( Go to Control Panel 🡪 Device & Printers 🡪 right click on Printer and Select Printing Preferences )

Graphical user interface, application

Description automatically generated

1. Select preferred Job Type , Document Size , Orientation , Paper type and 2sided or not.

Graphical user interface, application

Description automatically generated

3.Click “Apply” and click “OK”.

**For Locked printing**

1. Change the Job type to Locked Print in the Printing Preferences(Click on the “Modify” button or in drop down menu).

Graphical user interface, application

Description automatically generated

1. Enter the User Id and Password as per your preference then Click “OK”.