**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 )



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



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).



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