

User Manual Printer block-up



Only valid for C1 and B0 buildings
Campus Nord UPC
and Castelldefels

What allows the block-up service?

Locked printing allows a user to maintain privacy when printing confidential documents on the machine through a shared network. Normally, when the data is stored in the machine, it can be printed using the control panel. When you use Locked Print, you can not print unless you enter a password on the machine's control panel. Your confidential documents will be protected and others will not be able to see them.

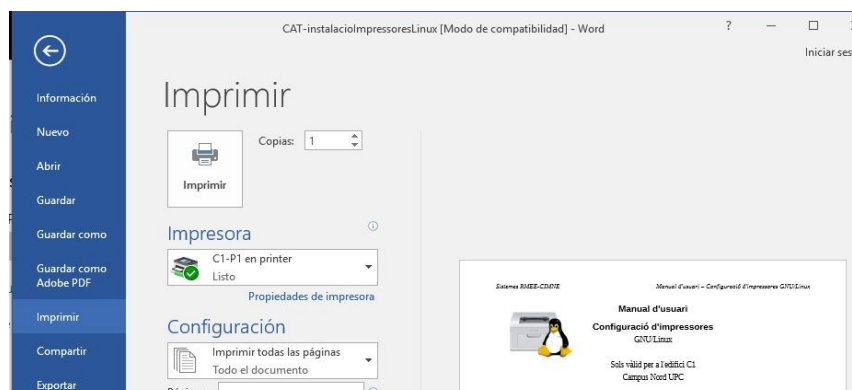
First of all ...

... make sure that you have an RMEECIMNE domain user. If it is not like this create a [ticket](#) to systems or send an e-mail to cau@cimne.upc.edu.

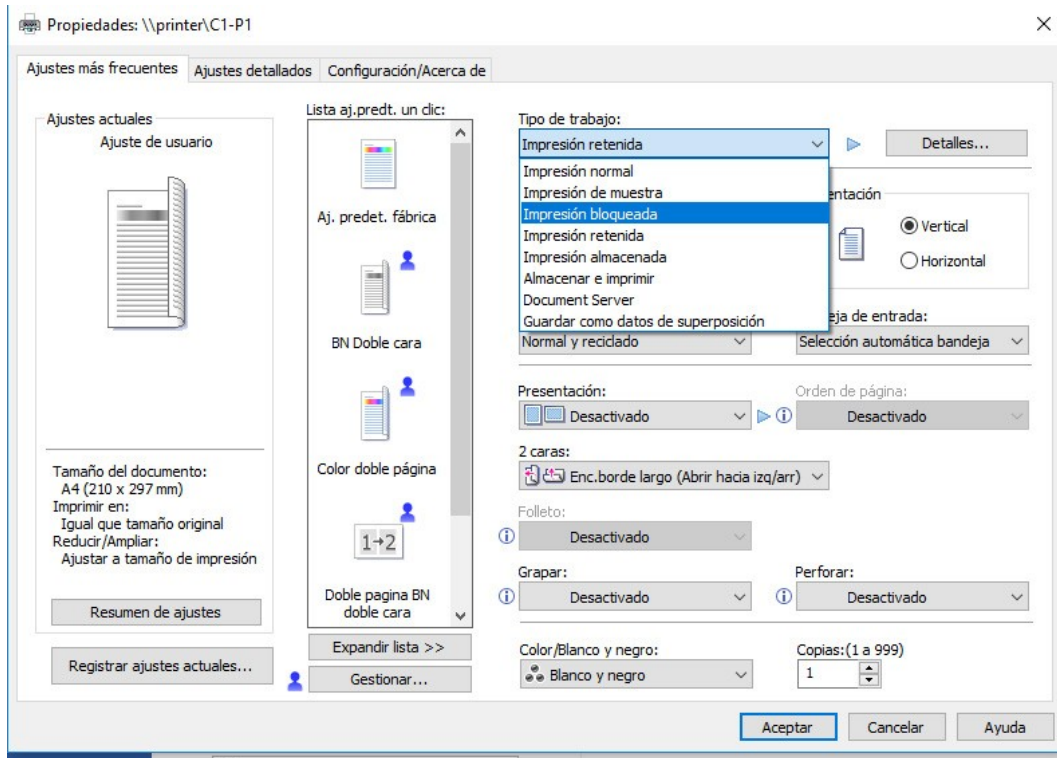
In addition, you must have the printer correctly installed and configured. You can do it by following the Printer Setup manuals.

How to use?

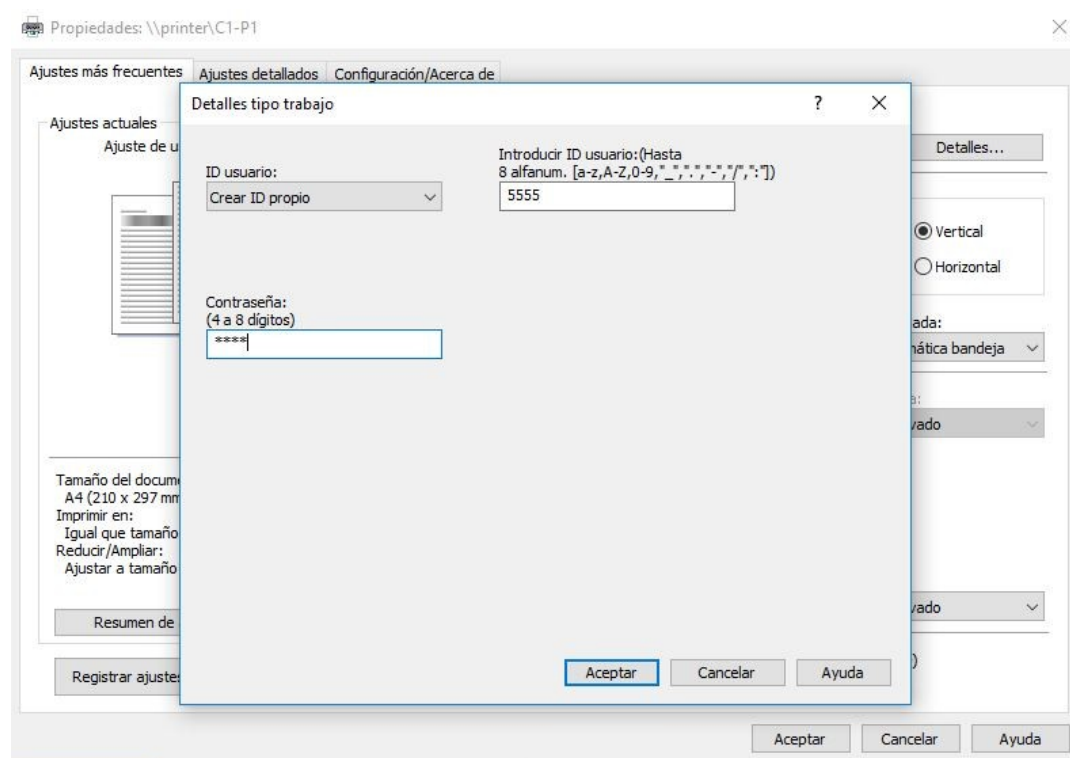
- 1) In the application, click [Imprimir] on the [Archivo] menu. The [Print] dialog box appears. Click on [Propiedades de la impresora]



- 2) In the pop-up menu, click [Ajustes mas frecuentes]. In the [Tipo de trabajo] pop-up menu, select [Impresión bloqueada].

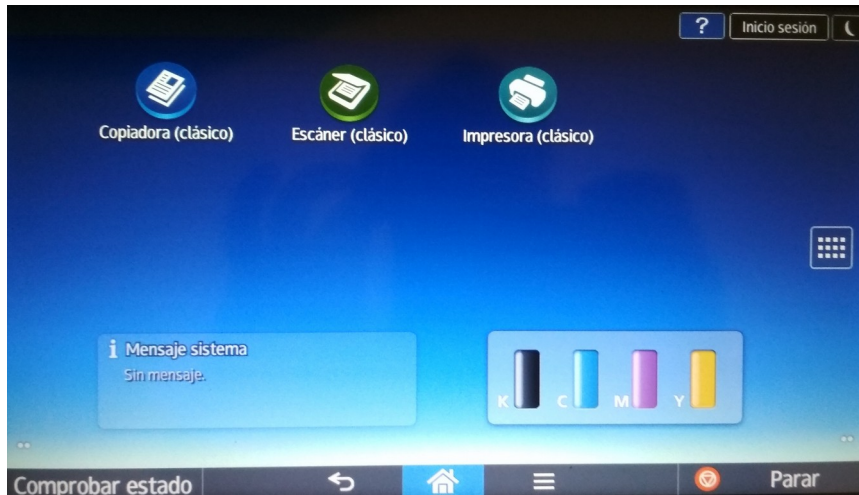


3) Click on [Detalles] on the right. In the [ID usuario:] box, enter a user ID of up to eight alphanumeric characters (a-z, A-Z, 0-9), and a 4- to 8-digit password in the [Contraseña:] box. The user ID associates the user with their jobs. After making the necessary settings, click [Aceptar] and then on the previous screen to print. The document file will be saved in the printer



4) To print the document, follow the steps described below.

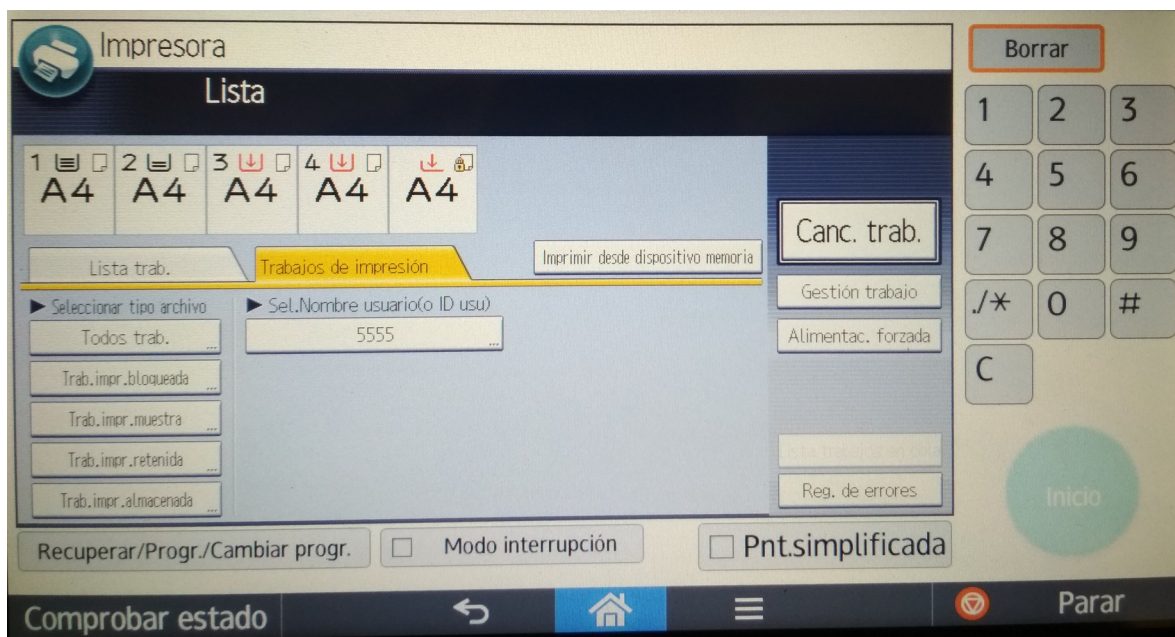
On the printer's control panel, press [Impresora clásica]]. Then press [Trabajos de impresión].

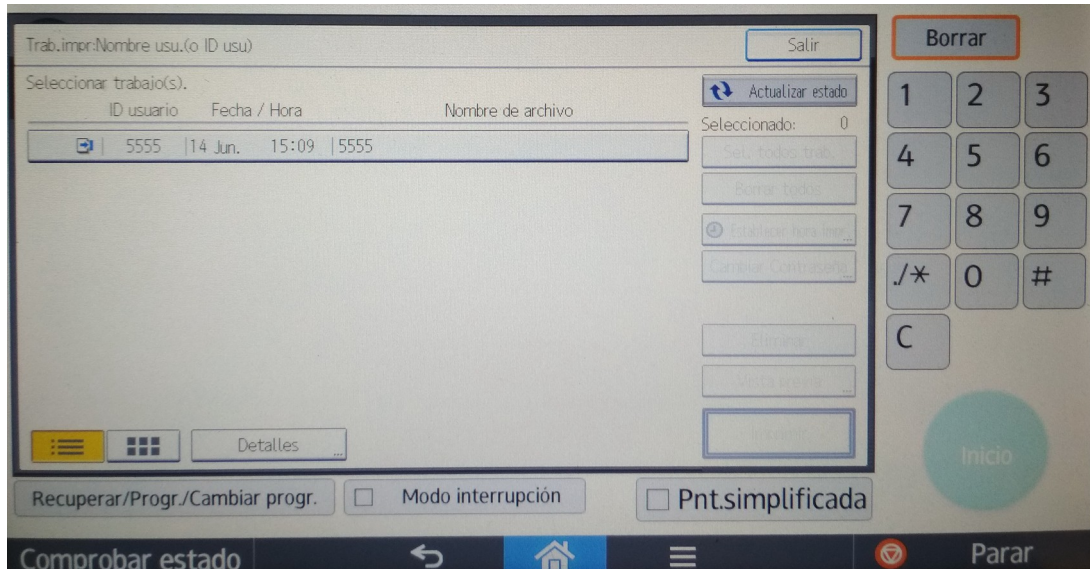


5) A list of blocked print files stored in the printer will appear. Select your job in the list. The user ID, date / time and file name will also appear.

Select the file you want to print by clicking on it.

A list of the print files stored in the printer appears.

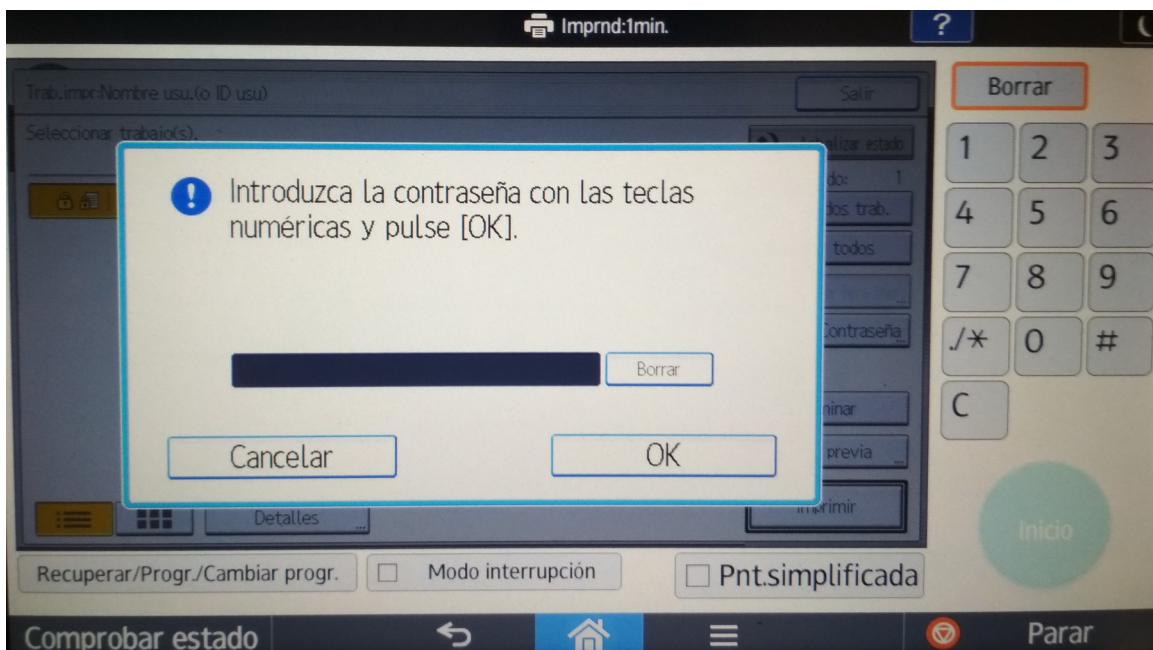




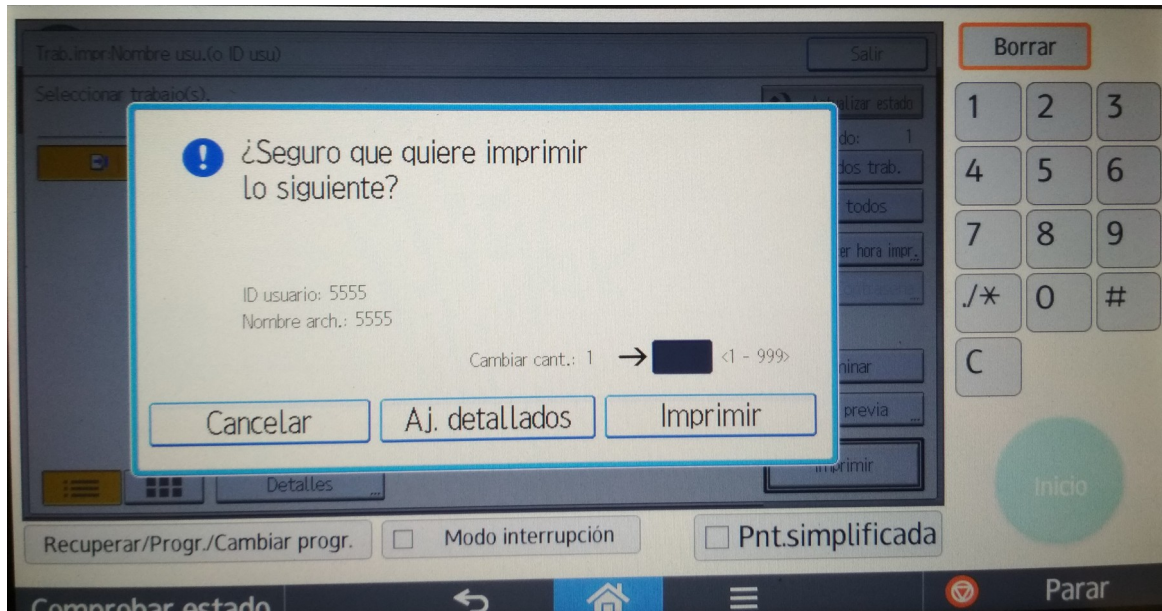
6) The screen to enter the password appears. Enter the password using the scroll keys and then press [OK].

A confirmation screen will appear.

If the password is not entered correctly, a confirmation screen will appear. Press [OK] to enter the password again.



7) Press [Imprimir]. The protected file will be printed.



*** It is important to note that if your user has the restriction of printing in black and white only need to change this option when you print it or leave it enabled by default.**

**** By default, the printing settings are: black and white and two sided.**