Go to your control panel by typing “Control Panel” in your search menu.

Select “Devices and Printers”

Right click on your desired printer for lock print and select “Printing Preferences”

Select Detailed Settings tab. On the Menu section, select Job Setup, for Job type select Locked Print

Select Details next to Lock print option.
Create an ID on the next screen by either entering your own ID or choosing your network ID

Enter the desired password needed to print the document

Press OK at the bottom of this screen and press Apply and then OK once more on the Printing Preferences screen.