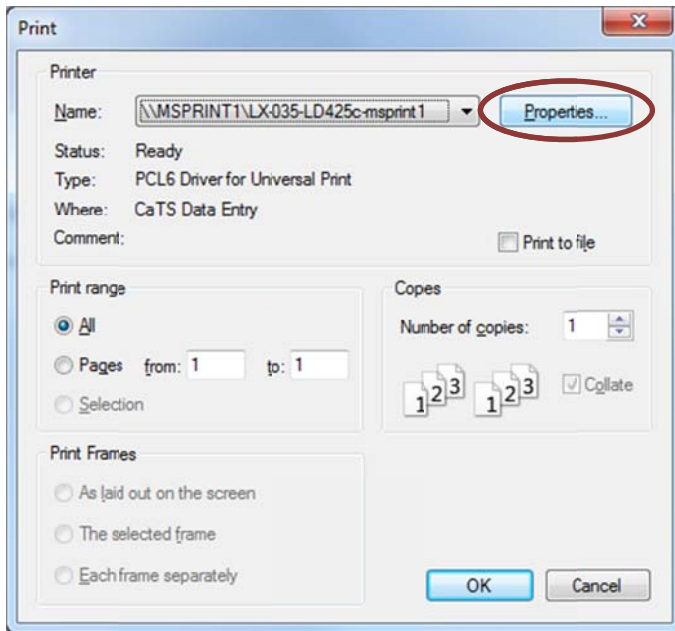
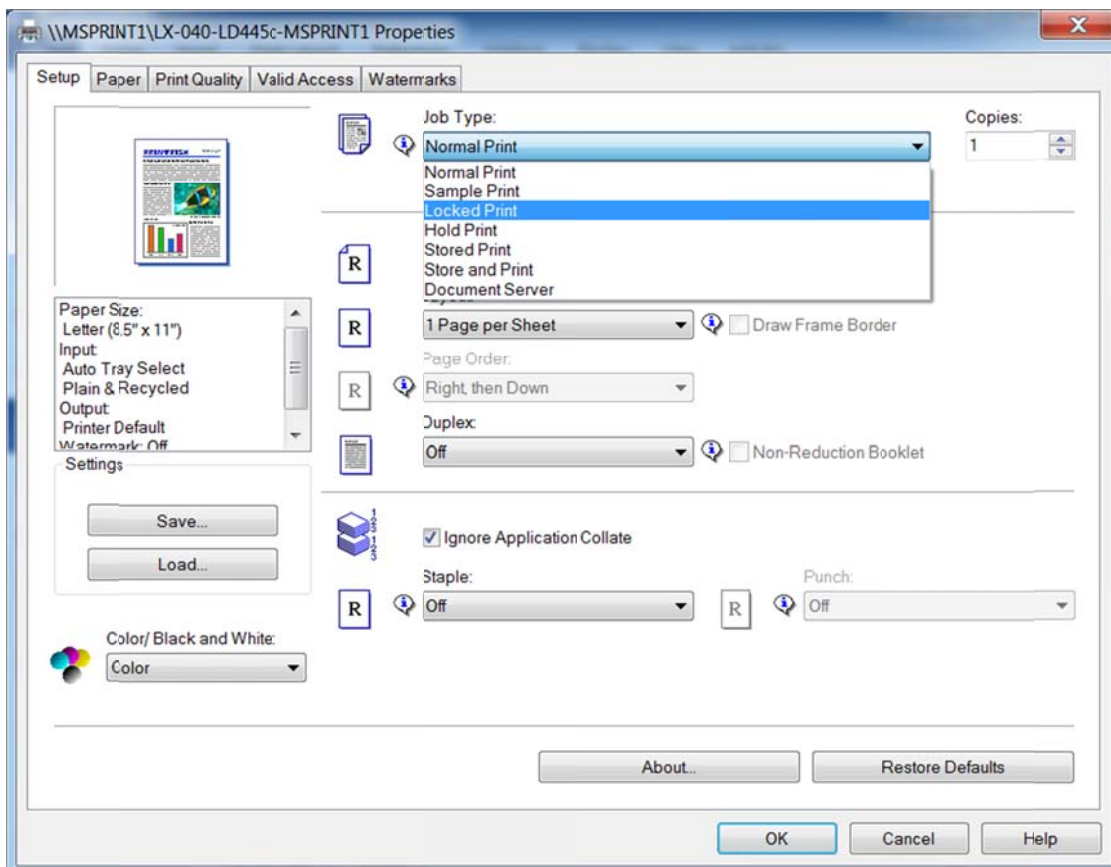


# Password Protecting Printed Documents on Lanier Copiers/Printers

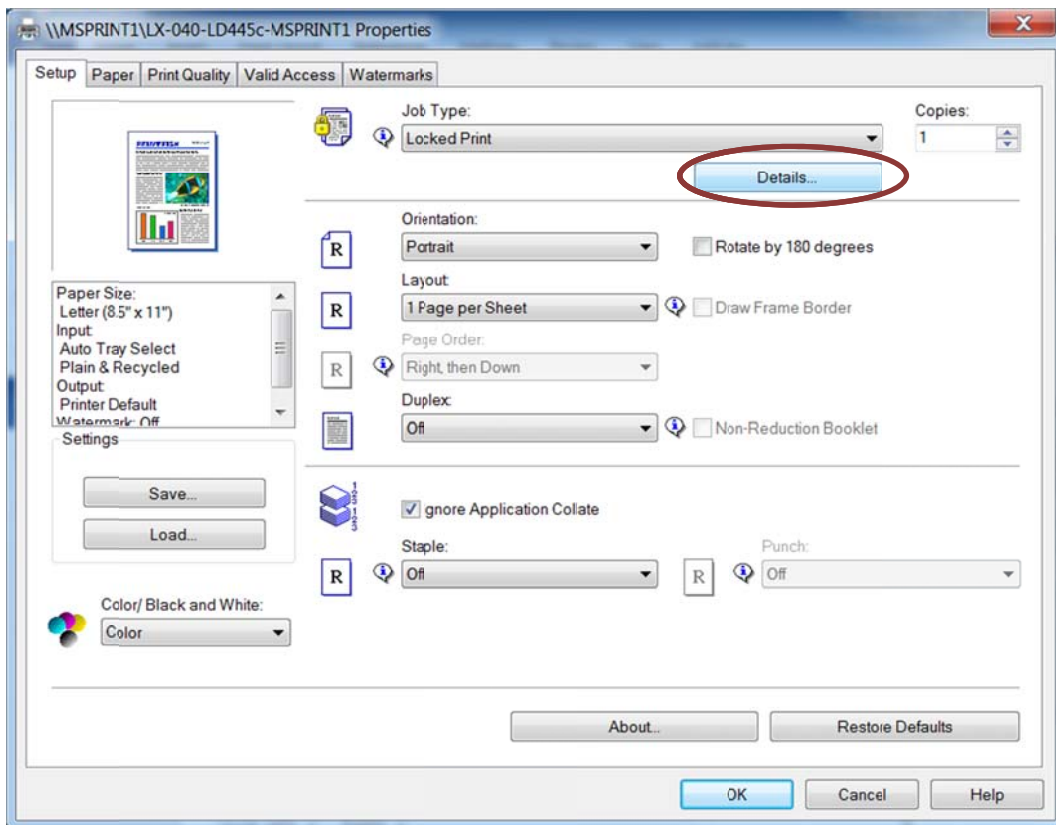
1. On the "Print" dialog box, select the Lanier printer you want to print to, then select "Properties." (Note: In some applications, this may be called "Printer Properties" or "Preferences").



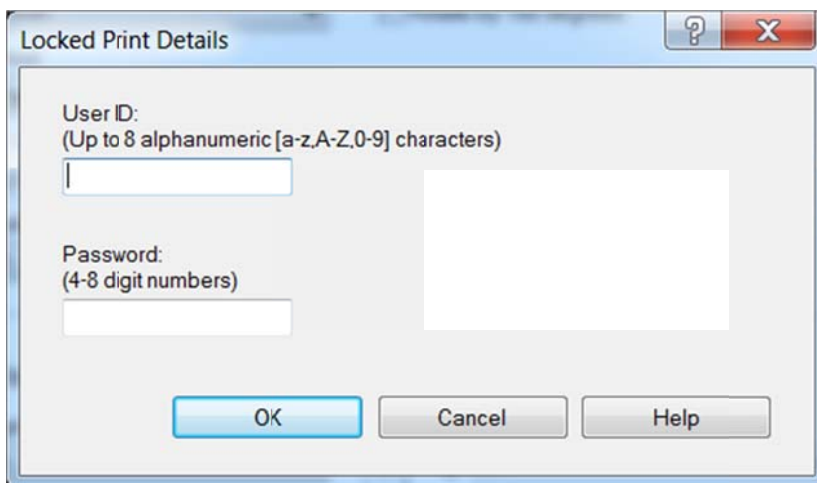
2. On the Setup tab, select "Locked Print" from the Job Type drop-down menu.



3. Select the "Details" button.



4. Enter a User ID and Password (*only use numbers*) that you will use to allow the document to print. Select "OK" to close the "Locked Print Details" window. Click "OK" to close the print Properties window.



5. Print the document as you normally would. The document will then be held in the printer until released with the associated password.
6. To release the document from the printer, select the "Printer" button to the left of the screen.
7. On the screen, select "Print Jobs."
8. Select "Locked Print Jobs List."
9. Select your document, click "Print."
10. Enter your password when prompted then click "OK."
11. Select "Yes" on the print confirmation screen.
12. Your document should now be printing.