Locked Printing
- Lanier Printer -
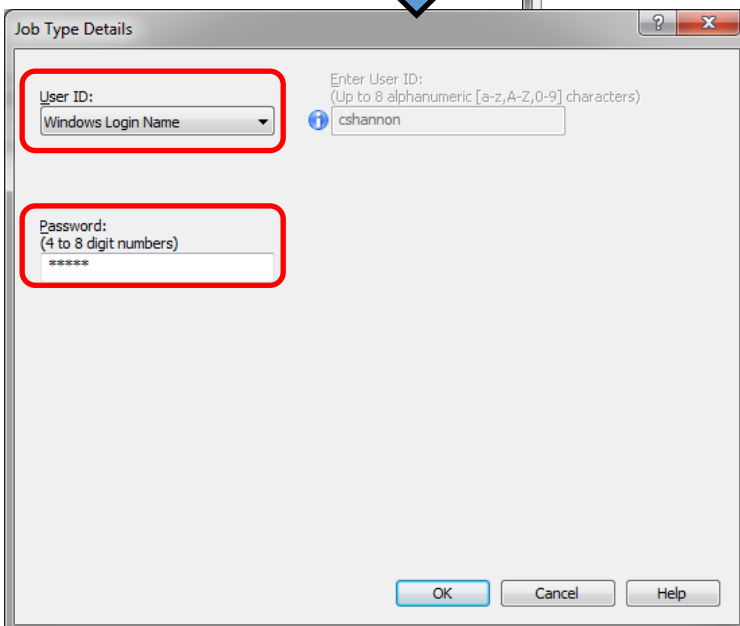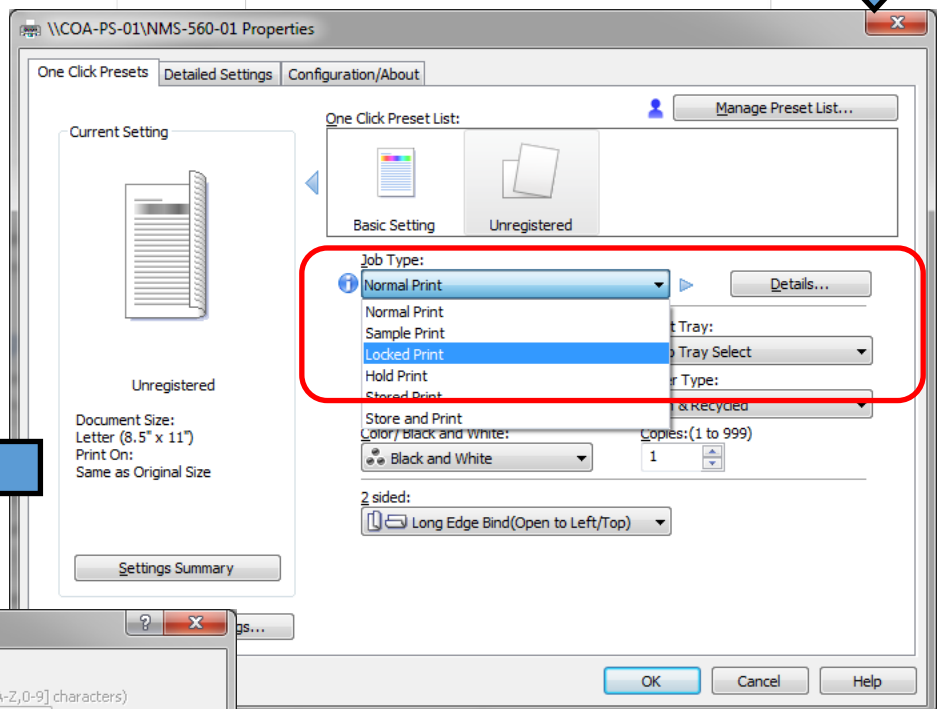
Choose—> The printer you want to use

Choose —> Printer Properties

Print

Copies: 1

Print

Printer

NMS-935-02 on COA-PS-01
Ready

Printer Properties

Settings

Print All Pages
The whole thing

Pages:

Print on Both Sides
Flip pages on long edge

Collated
1,2,3   1,2,3   1,2,3

Portrait Orientation

Letter
8.5" x 11"

Normal Margins
Left: 1"   Right: 1"

1 Page Per Sheet

Page Setup
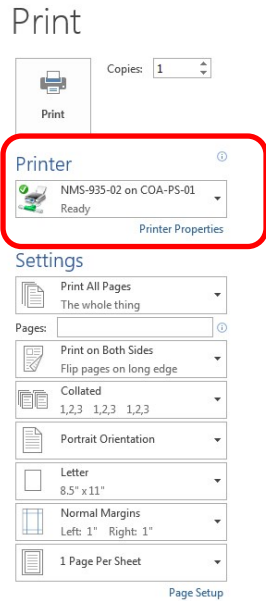
Choose Locked Print from the Job Type: drop down menu

Choose —> Details

\\COA-PS-01\NMS-560-01 Properties

One Click Presets | Detailed Settings | Configuration/About

Current Setting

Manage Preset List...

One Click Preset List:

Basic Setting   Unregistered

Job Type:

Normal Print

Normal Print
Sample Print
Locked Print
Hold Print
Stored Print
Store and Print

Details...

t Tray:
Tray Select

r Type:
& Recycled

Unregistered

Document Size:
Letter (8.5" x 11")
Print On:
Same as Original Size

Color/ Black and White:
Black and White

Copies:(1 to 999)
1

2 sided:
Long Edge Bind(Open to Left/Top)

Settings Summary

OK   Cancel   Help

Job Type Details

User ID:
Windows Login Name

Enter User ID:
(Up to 8 alphanumeric [a-z,A-Z,0-9] characters)
cshannon

Password:
(4 to 8 digit numbers)
*****

OK   Cancel   Help

gs...

User ID: Choose—> Windows Login Name from the drop down menu

Password: Enter a Password for this document — remember the number you enter

Choose —>

Choose —> OK Again

Choose —> Print

Go to the Printer

Choose —> Prt. Jobs

Use the arrow to highlight Locked Print Jobs
Choose —> Job List

Choose —> Print

Use the number pad to enter the password you assigned to the document
Choose —> OK